

Accepting or Refusing a School Place by Wednesday 6 May 2020

KCC recommends you accept the offer made until you can secure another place for your child.

Due to the current circumstances, we are insisting that parents do not visit schools or send documents in the post.

Accepting/Refusing a School Place:

In order to inform the school of your wish to accept or refuse a place, please email the school directly using the email address provided in your offer email or letter.

In your email, please provide the following information:

- I wish to (Accept/Refuse) the place offered at (Full name of the school).
- Child's full name
- Date of Birth
- Pupil ID number (on you offer email/letter)
- Parent's name
- Address evidence (see below)

Address Evidence:

Address evidence should be provided in the email to the school that you are **accepting**. Schools will require evidence that supports the address detailed on your application for both you AND your child. The evidence required will need to support your application address at the final closing date of 10 February 2020. You will be expected to provide original copies of this evidence to the school at a later date. Proof of address evidence can be:

One of the following:

- Council Tax statement for 2019/20 and 2020/21
- Signed Tenancy Agreement or Exchange of Contracts/Completion document

Two or more of the below...

- Child/Working Tax Credit/Child Benefit/JSA/Disability Benefit Letter or Statement
- Driving Licence
- Schedule of Motor Insurance
- Utility bills such as Gas/Water/Electric/Sky/Virgin Media/BT/Broadband etc
- Payslip
- Hospital or Doctor appointment letter

Please Note - This is not an exhaustive list and the Local Authority reserves the right to request further supporting documentation where it believes the evidence provided is insufficient to prove residence at the application address.

If you are unable to send your address documents via email, please advise the school and keep all documents available as schools will be able to check these at a later date. If it you cannot evidence that the address you used meets the requirements of the [primary admissions guide](#) your place may be withdrawn even if your child has already started school. If you are concerned you have used an inappropriate address on your application or your circumstances have changed unexpectedly please contact the primary admissions team for guidance at primaryadmissions@kent.gov.uk.

Failure to provide sufficient address evidence or if you provide evidence that does not support your address at the final closing date of 10 February 2020, may result in the offer being withdraw even after your child has started at the school.

PLEASE INFORM THE SCHOOL YOU HAVE BEEN OFFERED BY WEDNESDAY 6 MAY 2020

Your place may be offered to another child if the school do not hear from you by this date.