

## **Accept or Refuse a School Place by Friday 15 March 2024**

Please **email** the school using the email address provided in your offer email to accept or refuse the school place by Friday 15 March 2024. Accepting a school place does not stop you from joining a waiting list or making an appeal for another school.

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

### **Your email should include the following information:**

- I wish to (accept/refuse) the place offered at (full school name)
- Your child's full name and date of birth
- The pupil ID number (found on your offer email)
- Your name (parent/carer/guardian)
- Address evidence (see below)

### **Address Evidence:**

If you are **accepting** the school place, you should also send the school evidence by email confirming that you AND your child were resident at the address given on your application by the final date of Friday 8 December 2023. You may need to provide original copies of these documents to the school later.

Proof of your address should include:

- Council Tax statement for 2023/24 and 2024/25 OR
- Signed Tenancy Agreement or Exchange of Contracts with a confirmed completion date.

And at least one of the following:

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

Proof that your child lives at the same address can include:

- Doctor/Hospital appointment letter in the child's name
- Savings account or bank statement in the child's name
- Child benefit statement

**Please note:** This is not an exhaustive list, and the school/Local Authority reserves the right to request further documentation if it considers the evidence provided insufficient to prove residence at the application address. If you are unable to send your address documents via email, please advise the school. If you cannot evidence that the address you used meets the requirements on page 11 of the [secondary admissions guide](#) your offer may be withdrawn. If you are concerned you have used an incorrect address on your application, or your circumstances have changed unexpectedly please contact the Secondary Admissions team for guidance at [kent.admissions@kent.gov.uk](mailto:kent.admissions@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 Friday 8 December 2023, may result in the offer being withdrawn.**

