

# Accept or Refuse the School Place Offered by Monday 15 March 2021

Please **email\*** the school directly by Monday 15 March to let them know whether you wish to accept or refuse the place, using the email address provided in your offer email or letter. **The place may be offered to another child if the school has not heard from you by this date.** KCC recommends that - unless you no longer need a school place - you accept your offer. This will not stop you joining a waiting list or making an appeal for another school.

*\*Current restrictions mean that you cannot visit schools in person or send documents by post. If you are unable to send your address evidence via email, please advise the school now and keep the required documents to hand until the school can check them.*

Your email message should include 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 your offer email/letter)
- **Parent's name**
- Address evidence (see below)

## **Address Evidence:**

You should send the school you are **accepting** evidence by email to confirm that both you AND your child were resident at the address given on your application on the final closing date of 11 December 2020. You will need to provide original copies of this evidence to the school later.

Proof of your address should include:

- Council Tax statement for 2020/21 and 2021/22 OR
- Signed Tenancy Agreement or Exchange of Contracts/Completion document

Plus at least one of these:

- 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

Proof that your child lives at the same address can be any of:

- \* Doctor/Hospital appointment letter in the child's name
- \* Savings account or bank statement in the child's name
- \* Child benefit statement
- \* Letter from their nursery / preschool / current school

**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 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) .

**If you do not provide address evidence or if you provide insufficient evidence to confirm your address at the final closing date of 11 December 2020 the offer may be withdrawn even after your child has started at the school.**