

# School Procedure for Admissions of International New Arrivals

## Documentation and Advice to support the school

This guidance outlines the documentation that parents/carers need to provide for your Admissions meeting. Please use this guidance in conjunction with the 'The School Procedure for Admissions of New Arrivals' flow chart.

These include:

1. **Proof of the child's legal name and date of birth**
2. **Proof of your child's main address**
3. **Utility bill**
4. **Medical contact information**
5. **Emergency contact information**
6. **Proof of parental responsibility**

Documents must be original. Schools must not accept copies.

Schools should inform parents that there may be a delay in their child being admitted to school if they are unable to present the documents above.

If parents are unable to submit all the required documentation, do not delay the Admissions Meeting. Ask parents to explain the reasons why they have been unable to provide all the required documentation and arrange for them to submit it as soon as possible. Attempt to gather as much information as possible.

**Please note that in the interests of safeguarding schools are *not* required to admit children until they have received the required documentation and if you are confident that this may not pose a safeguarding risk.**

### 1. Proof of the child's legal name and date of birth

Any **one** of the documents listed:

- UK birth certificate – short or long versions; schools should not accept non-UK birth certificates, as they may be in a language other than English
- valid current passport (children can no longer be represented on their parent/ carer passport and require an individual passport)
- European Economic Area (EEA) identity cards
- Official documents from the National Asylum Seeker Service showing that they support your family, so for example an Application Registration Card (ARC)

## **2. Proof of the child's main address**

Any **one** of the documents listed:

- council tax bill for the family home for this financial year
- current housing benefit entitlement letter (your school should delete financial details whilst the family are attending the meeting)
- tenancy agreement for the council housing or housing association property
- tenancy agreement for the housing privately rented from a landlord accredited by Oldham Council (for tenancies which started before 1 January 2013) or
- tenancy agreement from a landlord licensed by Oldham Council (for tenancies which started from 1 January 2013)
- letter from the National Asylum Support Service (NASS) which informs about the family's housing address

## **3. Utility bill**

Any **one** current utility bill *within the last 3 months* from the list

(This will be required if the family is supported by a Social Care Asylum Team or NASS)

- gas bill, payment schedule or reminder
- electricity bill, payment schedule or reminder
- water bill, payment schedule or reminder
- telephone bill or reminder
- mobile phone bill or reminder.

## **4. Medical contact information**

The name, address and telephone number of the doctor's surgery that the child attends.

AND

The name, address and telephone number of the dentist's surgery that the child attends.

OR (where relevant)

The name, address and telephone number of the child's Health Visitor

## 5. Emergency contact information

Contact information for two people (aged 18 or over) who the school can contact in case of an emergency. (If possible at least one of the contacts should be able speak English). Give:

- full name
- address
- language
- relationship to the child
- home telephone number
- mobile number

## 6. Proof of parental responsibility

Documentation to prove that parent/carer lives with the child and shows that they have parental responsibility. Details should also include details of any other person who has parental responsibility for the child.

- Birth certificate
- Child Arrangement Order
- Special Guardianship Order
- Adoption Certificate

## 7. Help with identity and document verification

**It is the school's responsibility to check documentation and confirm the identity of the child and parent/carer**

### Home Office Guidance on Examining Identity Documents 2016

To support schools and organisations to do this the Home Office has produced guidance to examine the authenticity of identity documentation and help to confirm the identity of the child and parent/carer

The aims of this guide are to: trafficking and modern slavery.

- Increase awareness of different types of identity documents used for identification purposes
- Outline what identity documents are encountered in the United Kingdom
- Gain knowledge of what to look for when presented with an identity document
- Provide a basic awareness of document abuse
- Introduce a checklist that can be used (pages 51 & 52)

The Home Office guidance can be downloaded from the link below:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/536918/Guidance\\_on\\_examining\\_identity\\_documents\\_v. June\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/536918/Guidance_on_examining_identity_documents_v. June_2016.pdf)

Guidance on Modern Slavery:

[https://www.local.gov.uk/sites/default/files/documents/22.12%20Modern%20slavery\\_WEB.pdf](https://www.local.gov.uk/sites/default/files/documents/22.12%20Modern%20slavery_WEB.pdf)

Documentation advice adapted from London Borough of Newham School Admissions