Dear Y2 Parents

We know that this is the time when many of you are submitting your applications for your child's place in Dulwich Hamlet Junior School. The Head of School has already had the pleasure of meeting some of you at our Open Mornings when we discussed the admissions process.

Our Admissions Policy makes clear the criteria and oversubscription criteria for how places are allocated, and distance from our front gate to a child's home address, "as the crow flies" is the key determinant, after siblings, and exceptional social and medical considerations.

It has been brought to our attention that some applicants may be acquiring properties on a short term let in the local area in an attempt to obtain a place at the school, despite having a primary residence elsewhere. We have taken advice about this and remind applicants that we consider applications of this type to be fraudulent and/or misleading. The School Admissions Code February 2012 states:

*"2.12 **Withdrawing an offer or a place** – An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or <u>it is established that the offer was obtained through a fraudulent or intentionally misleading application"</u>.*

In line with cases reported to the Schools Adjudicator, examples of intentionally misleading applications include the following (this list is non-exhaustive):

- Use the address of relatives – usually grandparents. They often have the same name, so utility bills and other documents can be presented that appear to match the name of the pupil with the address on the application.
- Taking on a **short-term rental or tenancy agreement** merely for the duration of the application period.
- The parents' marriage is said to have broken down. This subsequently proves to be untrue but the story provides the cover for one parent (usually the mother) to move to an address within a catchment area for a short time.
- Parents genuinely have separated, but it is claimed that the child is living permanently with the other parent.
- The application uses the address of a property that is owned by one or both of the parents but is not their permanent address. Often it is just a property they let to others.
- After giving a valid address on the application form, parents subsequently move away but do not inform the Local Authority or school of their change of address.
- One or other of the parents has a commercial or business address within the distance, which they use on the application as their 'home' address.
- A friend's address is used. This can be given credibility by swapping addresses with them for a short time – sometimes with a short-term tenancy agreement in place.
- Using the address of an empty property or plot.

When completing your application form you are required to sign a declaration relating to the information that you provide. Once initial offers have been made in April 2018, we request up to date paperwork within three months of the offer date. We will request a Doctor's card showing child's name and address, Child Benefit letter and two other forms of identification that demonstrates that the address provided is the primary normal permanent residence of the child in question. If there are any reasonable grounds to suspect a misleading address, then a separate panel made up of Governors will decide what further action if any, to take. This may require further proof of intention to remain at the address provided, and in the event of a misleading application having been made, the place may be withdrawn.

I'm sure you understand that the school has an obligation to ensure that the admissions process is administered with rigour, that no-one gains a place which might disadvantage other applications and that by clarifying this now we can demonstrate our genuine concerns.
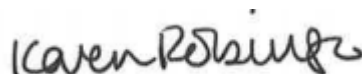
If you have any queries please email the school office on office@dulwichhamletjuniorschool.org.uk

Yours sincerely

Claire Purcell   Karen Robinson

Head of School   Chair of Governors