



St. Saviour's RC Primary School

10 Bonfield Road
Lewisham
SE13 6AL

Headteacher: Mr D Houson
020 8852 4283
www.stsaviours.lewisham.sch.uk
admin@stsaviours.lewisham.sch.uk

Parental Responsibility Protocol

In line with the London Borough of Lewisham, St Saviour's RC Primary School will require the following information. Please note that these documents are in addition to what you may have submitted at application.

We ask the parent or carer who made the application to provide:

- **Two** documents confirming their address
- **One** document confirming their child's address
- **One** document confirming their child's date of birth

Confirming the address the parent or carer should provide:

- **One** document from Section A and **one** document from Section B

Section A

| Document | Notes |
|--|--|
| Council Tax statement or letter | This must be supplied if the applicant is the council taxpayer and must be for the current financial year. |
| Tenancy agreement or solicitor's letter confirming completion of house purchase. | Must be current and include the pages that show the names of the tenants. If this is a new address, the applicant must supply a letter from solicitor confirming completion date. (If the child is named on this it can be used as a proof of address for child if no other child documents are available) |
| Letter from the National Asylum Support Service (NASS) or UK Border Force (UKBA) confirming you live at the address | Must be current year. |

Section B

| Document | Notes |
|------------------------------|--|
| TV licence | Must be for current year. |
| Utility bill | Must not be more than three months old. Mobile phone bills will not be accepted. |
| Driving licence | Must be current. |
| NHS registration card | Must show the applicants name and address. |



St. Saviour's RC Primary School

10 Bonfield Road
Lewisham
SE13 6AL

Headteacher: Mr D Houson
020 8852 4283
www.stsaviours.lewisham.sch.uk
admin@stsaviours.lewisham.sch.uk

Confirming your child's address

The applicant must provide one of the following documents to confirm the child's name and address.

| Document | Notes |
|--|--|
| Child NHS registration card | Must show the child's name and address. |
| Medical letter or prescription | Must not be more than 12 months old. |
| Immigration documents | Must show address. |
| Letter signed by "No recourse to public fund" team | Must state child and parent's name and address. |
| Letter signed by social services - If child is a Looked After | Must state the child and carer's name and address. |

Confirming your child's date of birth

The applicant must provide one of the following documents to confirm the child's date of birth.

| Document | Notes |
|---------------------------------------|---|
| Birth Certificate | Must be full certificate |
| Passport | Must be current. |
| EU national identity card | Must be current. |
| Prescription or medical letter | Must have the child's name and date of birth printed on it. |

If the documents can't be provided

If the parent or carer is unable to provide any of the documents above, a sworn affidavit, statutory declaration or affirmation must be provided. It must state parent and child's full name, address, the date the applicant started living at that address and the child's date of birth.

The document must be signed by a solicitor holding a current practicing certificate issued by the Solicitors Regulation Authority.

Please note that Lewisham nor St Saviour's will not contribute towards the cost of obtaining this documentation.

The person completing or has completed the application must be the child's parent (including adoptive parents) or the person with legal parental responsibility. We cannot accept applications from a grandparent or other family member unless they have legal parental responsibility.

If the applicant applying for a school place is not the child's parent, they will need to include a letter explaining the relationship is to the child and why they are applying instead of the parent. The applicant must also provide a legal document to prove they have parental responsibility.

Shared care arrangements: Lewisham & St Saviour's are aware that some parents share the care of their child. Lewisham & St Saviour's will normally accept that the child lives with the parent who makes/has made the application and is able to provide documentary evidence of the child's main domiciliary address, ie who the child lives with on school days.