



Parental Responsibility Protocol

Please see below Lewisham’s new parental responsibility protocol with regard to documents required to accompany your admission form -

- two documents confirming their address
- one document confirming their child's address
- one document confirming their child's date of birth.

To confirm address you 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 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.

Brindishe Green School : Beacon Road, London SE13 6EH Tel: 0208 852 7245

Brindishe Lee School: Wantage Road, London SE12 8NA Tel: 0208 318 4626

Brindishe Manor School : Leahurst Road, London SE13 5LS Tel: 0208 852 0852

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
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 Council will not contribute towards the cost of obtaining this documentation.

The person completing 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 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.

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Executive Head :Rachel Waite Chair of Governors: Liz Murphy