











## Definition of sibling

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after<sup>6</sup> and in every case living permanently<sup>7</sup> in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

## Multiple births

The school will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school.

## Rules 6, 7 and 8: Home address

The address provided must be the child's current permanent address at the time of application.

- "At the time of application" means the closing date for applications.
- "Permanent" means that the child has lived at that address for at least a year.

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months<sup>8</sup> and the child must be resident in the property at the time of application.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, and/or different preferences, neither will be processed until the address issue is reconciled.

It is for a child's home LA to determine address. If two applications, with different addresses are received from the same LA, it will be for that LA to determine permanent address. If two applications are received from two different LAs, the above process will be used.

If two different applications are received for the same child from the same address, e.g., containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

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<sup>6</sup> Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

<sup>7</sup> A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

<sup>8</sup> If, because of the nature of the agreement, it is not possible to provide a 12 month tenancy agreement, alternative proof of address will be requested and verified as necessary with the Shared Anti-Fraud Service.







