

## **Admissions policy for determining a child's main parental address and resolving parental disputes & multiple applications.**

### **Determining a child's main parental address**

Where parents have shared responsibility for a child the place of residency will be determined as the address where the child lives for the majority of the week (e.g., where the child wakes up the majority of mornings each week). Full details must be submitted in writing to enable the Local Authority to determine which address will be used for the purpose of admission.

Where care is shared jointly, and it is not possible to determine which parent is the principal carer the LA will consider the following information to decide on a main address for the child:

- Address to which child benefit is claimed
- Address held by child's current School or Nursery
- Child's registered GP address
- Child's registered dentist address
- Any other documentation indicating the child's registered address

In the instance that further information is received regarding a conflict to the main parental address of a child which has been provided, the Local Authority have the right to ask both parents to provide proof of the child's residency at the main address or contact the owner of the property/other parties to request further confirmation that the child is resident at the address.

### **Resolving parental disputes and multiple applications**

Only one application can be considered for each child, and we would expect that in most cases parents/carers will take the above parental address requirement into account, agree on their preferences and submit one application. The system will highlight where two applications have been made and both parents will be contacted to withdraw one of these applications.

In the event of two applications being received for a child with shared residency we will then only consider the application from the parent/carer with whom the child resides the majority of the time, provided that individual has Parental Responsibility for the child. If a Court order is made which contains directions/orders regarding the child's education, a copy of this Order must be provided to the Local Authority who will act in accordance with that order, as far as possible.

If the child resides with two parents/carers equally, both have parental responsibility and both submit applications, then neither application will be considered, and the Local Authority will contact parents asking them to agree a single application to go forward for processing and provide a deadline for the final application to be confirmed.

In cases where parents cannot agree on the preferences for their child they should endeavour to do so as soon as possible. If mutual agreement is not possible, ultimately, a Specific Issues Order from the court may need to be obtained. If an agreement on a valid application form to be processed is not received both applications will not continue to be processed until an agreement is made or a court order is provided, and no offer will be made until the single application has been confirmed. The Local Authority will not issue more than one offer to a child.

School and local authority staff must treat all parents equally, unless a court order limits a parent's ability to make educational decisions, participate in school life or receive information about their child.