# Appendix D - Address of Convenience Investigation: Referral Form

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| Section 1: Referrer’s details |
| Details of any parent/member of the public who makes a referral will be kept confidential as part of the investigation. They will not be identified to the applicant being investigated.  |
| Name |  |
| Address |  | Postcode |  |
| Contact details | Telephone no. |  |
| Email |  |
| School/establishment (if applicable) |  |
| Section 2: Details of applicant to be investigated (please provide as much detail as possible) |
| Child’s name |  |
| Parent/Carer’s name |  |
| Address |  | Postcode |  |
| School for which an application has been made |  |
| Section 3: Reason for referral |
| I/we believe the family have applied using an address at which they do not/did not live | Yes/No |
| I/we believe the family have applied using a temporary address whilst retaining a property elsewhere | Yes/No |
| I am/we are making the referral for another reason | Yes/No |
| Please provide details: |
| Section 4: Please provide full details below as to why you believe this family may be applying for a school place from an address of convenience...Please continue on a separate sheet if necessary |