# Appendix B – Initial investigation letter to applicants where a child’s previous address is under investigation

Dear Parent/Carer,

I am writing about the application you submitted for a school place for [child’s name].

The Student Services team is investigating whether the address you provided on your application was your child’s permanent home residence at the time of allocation or if it was an address of convenience. An address of convenience is one which is used by an applicant in order to gain a school place where the address is not the child’s permanent home address.

We have a duty to ensure that school places are offered fairly and accurately, in line with the published oversubscription criteria for each school. In order to prioritise pupils correctly we must verify that applications are made, and distances measured, from a child’s permanent home address. We will not generally accept a temporary address if a child’s main carer still possesses a property that has previously been used as a home address, nor if we believe the temporary address has been used solely or mainly to obtain a school place when an alternative address is still available.

The reason we are investigating your application is because [details].

Torbay Council has a duty to investigate any possible fraudulent application or undertake any spot checks it considers necessary. Whilst investigations are ongoing, your application and any relevant school place offer will not be adversely affected but this may change when the investigation has been completed.

In order to assist us with our investigation, please would you

Complete the enclosed form

Return the form to the address at the top of this letter together with copies of the relevant documents as requested in Section 4 of the form.

We require this information to be sent to us by [2 weeks from date of letter].

Once this is received we will make a judgement as to whether, on the balance of probability, an address of convenience has been used. We reserve the right to follow up any information provided with further requests for any additional information or documentation we think necessary in order to make an informed decision. We also reserve the right to undertake unannounced visits to any properties involved in an investigation, whether this is the applicant’s address or a suspected home address.

If we are satisfied that your child’s permanent address at the time of allocation was the address provided on your application, then no further action will be taken. We will write to inform you of this and any place offered will remain.

If, following investigation, we believe on the balance of probability that your application was made using an address of convenience we will notify you of the decision in writing. You will be invited to provide further evidence at this stage if you wish and any new, credible evidence will be considered if received. Torbay Council reserves the right to withdraw any school applications and/or school place offered if it is decided that an address of convenience has been used. Any address of convenience discovered may also affect the right of any future siblings to gain sibling priority for admission to the school.

For further explanation of the reasons why addresses are investigated, the steps taken during an investigation and the effect the uncovering of an address of convenience can have on an application, look at our Address of Convenience Assessment Protocol at [www.torbay.gov.uk/admission-policies](https://www.torbay.gov.uk/admission-policies).

We would like to reassure you that, at this stage, this is a routine investigation and no detrimental action will be taken in respect of your application prior to a decision being made. Each year we investigate a number of cases of this type and, following investigation, the majority of addresses are verified as being the child’s permanent residence.

If you do not respond to this letter by [2 weeks from date of letter], then your application, and any place that may have been offered, may be withdrawn. Please phone the number at the top of this letter if you wish to discuss this matter further.

Yours sincerely