

**WEST HATCH HIGH SCHOOL - EVIDENCE OF ADDRESS FORM  
FOR ENTRY IN YEAR 7 - SEPTEMBER 2025**

\*\*\* *Please ensure you have completed your Local Authority Online Application* \*\*\*

1. **CHILD'S FORENAMES (in full):** ..... **DATE OF BIRTH:** .....  
**SURNAME:** ..... **SEX:** Male / Female (*please circle*)  
**ADDRESS:** .....  
*(Child's main residence as defined in the School Prospectus)*  
..... **POSTCODE:** .....  
**Primary School:** ..... **Phone Number:** .....  
2. **Mother: (Mrs/Ms/Miss/Other) Forename** ..... **Surname** .....  
**Home Telephone:** ..... **Mobile Number:** .....  
**Email Address:**                      
**Father: (Mr/Other) ) Forename** ..... **Surname** .....  
**Home Telephone:** ..... **Mobile Number:** .....  
**Email Address:**                      
3. **Local Authority serving address of child's main residence:** **Epping Forest / Redbridge / Other**  
*(please circle)*

4. **Is the above property:**

Rented ☐ Owned ☐ Other ☐

*If you rent, please provide a copy of your tenancy agreement/recent statement*

**Tenancy From (date)** ..... **To (date)** .....

***If OTHER, please provide full details***.....

Please provide **copies** of the following documents. We only require the main page showing name and address. We **cannot** copy documents or return them to you.  
We do reserve the right to request to see the original documents if required.

**Council Tax Bill**  
**(most recent)**

☐ **Two utility bills**  
**(dated within last 6 months)**

☐ **Child's Birth Certificate**



e.g. Gas, Electric, Water, TV licence, Driving Licence which includes current home address.

5. **Sibling Name(s):** The names of any brothers or sisters who are currently in Year 7-11, or Year 12, where the brother or sister completed their statutory education at this school:

Sibling Name	Relationship	Date of Entry	Year / House / Form

6. **DECLARATION:** I enclose the documents requested for my son/daughter, including a recent Council Tax Bill and two recent Utility bills covering a period within the last six months. I declare the above facts to be true and understand and accept the admissions arrangements as outlined in the school's prospectus. I will provide any further documentation that the Governors of the Admissions Committee may request and understand that the Committee reserves the right to deem this application invalid, or to withdraw a place offered, if any information provided in this application proves to be inaccurate.

**Signed (Parent):** ..... **Print Name:** .....

**Date:** .....

**OUR CLOSING DATE IS WEDNESDAY 13<sup>th</sup> NOVEMBER 2024:** Your completed form and all documents should be sent by post, or brought into the school in person by this date.

**Contact:** Admissions Secretary, West Hatch High School, High Road, Chigwell, Essex, IG7 5BT  
**Telephone No:** 0208 504 8216. Option 4  
**Email:** admissions@westhatch.net

**PLEASE NOTE** This is not an application form; however, you must complete this form if you name West Hatch High School as one of your preferences on your Local Authority Common Application Form

**To apply to your Local Authority go online to:**

**Essex County Council Residents**  
**Website:** [www.essex.gov.uk](http://www.essex.gov.uk)  
**The deadline is 31/10/2024**

**London Borough of Redbridge Residents**  
**Website:** [www.redbridge.gov.uk](http://www.redbridge.gov.uk)  
**The deadline is 31/10/2024**

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