



**ACORN HOUSE
COLLEGE**

Recruitment, Selection and Disclosure Policy And Procedure

Authorised by	The principal and the proprietor
Date	December 2015
Effective date of the policy	January 2016
Circulation	Teaching staff, all other staff, volunteers, parents and students (on request)
Last review date	June 2018
Next review date	June 2019

Contents

Introduction	3
Recruitment and selection procedure	3
Medical fitness	5
Pre-employment checks	5
Verification of identity and address.....	5
References	6
Criminal records check.....	7
Overseas Checks	9
Qualifications	9
European Economic Area Check (EEA).....	9
Contractors and agency staff	10
Volunteers.....	10
Visiting speakers and the Prevent Duty	11
Policy on recruitment of ex-offenders.....	11
Background	11
Assessment criteria.....	12
Assessment procedure.....	13
Retention and security of disclosure information	13
Retention of records	14
Queries.....	14
Induction	14
Appendix A: List of valid identity documents	16

Introduction

Acorn House College is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. Acorn House College is also committed to providing a supportive and flexible working environment to all its members of staff. Acorn House College recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of Acorn House College's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that interview panel members are appropriately trained and prepared including with regard to the safer recruitment of staff;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education – September 2016 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that Acorn House College meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Recruitment and selection procedure

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form. Applicants who respond to advertisements with CVs will be asked to complete an application form in order to continue with their application.

Applicants will receive a job description and person specification for the role applied for. Application forms, job descriptions, person specifications and Acorn House College's Child Protection Policy are available to download from the Acorn House College website and can be printed and forwarded to applicants on request.

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating Acorn House College's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which Acorn House College considers to be satisfactory;
- for teaching positions, confirmation from the National College for Teaching and Leadership that the applicant is not subject to a prohibition order;
- where the position amounts to "regulated activity (see section 4.3 below) the receipt of an enhanced disclosure from the DBS which Acorn House College considers to be satisfactory;
- where the position amounts to "regulated activity" (see section 4.3 below) confirmation that the applicant is not named on the Children's Barred List*;
- confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children. This is done for all manager and Heads of Department roles.
- Confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent educational establishment.
- verification of the applicant's medical fitness for the role (see section 3 below);
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which Acorn House College deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

Acorn House College is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". Acorn House College is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, Acorn House College can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Whether a position amounts to "regulated activity" must therefore be considered by Acorn House College in order to decide which checks are appropriate. It is however likely that in nearly all cases Acorn House College will be able to carry out an enhanced DBS check and a Children's Barred List check. Receipt of a Children's Barred check list will be recorded in the Single Central Record with the date of receipt and the initials of the person confirming the validity of records clearly shown.

Medical fitness

Acorn House College is legally required to verify the medical fitness of anyone to be appointed to a post at the Acorn House College, **after** an offer of employment has been made but **before** the appointment can be confirmed.

Successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. If an applicant prefers to discuss this with Acorn House College instead, or to attend an occupational health assessment to consider their fitness for the role, they should contact Carolyn Daniel (carolyn.daniel@regentgroup.org.uk ; 020 3897 3066) so that appropriate arrangements can be made.

Acorn House College is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments and suitable alternative employment.

Pre-employment checks

In accordance with the recommendations set out in Keeping Children Safe in Education 2015, updated September 2016 (KCSIE), Disqualification Under Childcare Act 2006 (DUCA) and the requirements of The Education (Independent School Standards) Regulations 2014, Acorn House College carries out a number of pre-employment checks in respect of all prospective employees which are recorded on the single central register (SCR). The proprietor/governance monitors the SCR and the management of HR files annually. The Principal reports all new appointments to the proprietor providing confirmation that the appropriate checks have been made and recorded.

Verification of identity and address

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents in Appendix 1 (these requirements comply with DBS identity checking guidelines):

- one document from Group 1; and
- two further documents from either of Group 1, Group 2a or Group 2b,

- one of which must verify the applicant's current address; and
- original documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

Acorn House College asks for the date of birth of all applicants (and proof of this) in accordance with KCSIE. Proof of date of birth is necessary so that Acorn House College may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. Acorn House College does not discriminate on the grounds of age.

References

References will be taken up on short listed candidates prior to interview. Any telephone references for new employees will be followed up. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Acorn House College. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm as far as they are able to, that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism" (see the definition of "extremism" in section 8 below). All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness* and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious;
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious.

- Whether the applicant could be considered to be involved in “extremism” (see the definition of “extremism” in section 8 below). (*questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.)

Acorn House College will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

Acorn House College will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

Acorn House College may at its discretion make telephone contact with any referee to verify the details of the written reference provided.

Criminal records check

Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the Acorn House College.

Since 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions which work as follows:

For those aged 18 or over at the time of an offence

An adult conviction for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- eleven years have elapsed since the date of conviction;
- it is the person’s only offence; and
- it did not result in a custodial sentence.

It will not be removed under any circumstances if it appears on a list of " **specified offences** " which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included.

A caution received when a person was aged 18 or over for an offence committed in the United Kingdom will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

For those aged under 18 at the time of an offence

A conviction for an offence committed in the United Kingdom will be removed

from a DBS disclosure if:

- five and a half years have elapsed since the date of conviction;
- it is the person's only offence; and
- it did not result in a custodial sentence.

Again, the conviction will not be removed under any circumstances if it appears on the list of "specified offences", or if a person has more than one offence on their criminal record.

A caution received when a person was aged under 18 for an offence committed in the United Kingdom will not be disclosed if two years have elapsed since the date it was issued and if it does not appear on the list of "specified offences".

The list of "specified offences" which must always be disclosed

This contains a large number of offences, which includes certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person's previous or subsequent criminal record. The list of "specified offences" can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Acorn House College applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at Acorn House College which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of Acorn House College will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

It is for Acorn House College to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. However, nearly all posts at Acorn House College amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the Acorn House College office outside of term time or voluntary posts which are supervised.

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the prospective employer. It is a condition of employment with Acorn House College that the **original** disclosure certificate is provided to Acorn House College within two weeks of it being received by the applicant. Original certificates should not be sent by post. Applicants must bring the original certificate into Acorn House College within two weeks of it being received. A convenient time and date for doing so should be arranged with Carolyn Daniel (carolyn.daniel@regentgroup.org.uk ; 020 3897 3066) as soon as the certificate has been received. Applicants who are unable to attend at Acorn House College to provide the certificate are required to send in a certified copy by post to Carolyn Daniel at Regent Group head office or email (carolyn.daniel@regentgroup.org.uk) within two weeks of the original disclosure certificate being received. Where a certified copy is sent, the original disclosure certificate must still be provided prior to the first day of work/on the first working day. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by Acorn House College.

If there is a delay in receiving a DBS disclosure the Principal has discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place. Such arrangements will be in writing and retained in the employee's HR file. Both the employee being supervised and the supervisor must sign that they will abide by the supervision arrangements made.

Overseas Checks

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check or letter of good conduct from the relevant jurisdiction(s). The applicant will then not be permitted to commence work until the overseas information has been received and is considered satisfactory by Acorn House College.

Qualifications

Candidates are required to provide original certificates of qualification. The College will ensure that all employees are suitably qualified (not just teaching staff). Copies of certificates will be taken and retained on the employee's HR file.

European Economic Area Check (EEA)

In addition to the normal teacher prohibition pre-appointment checks detailed at part 3 of Keeping Children Safe in Education' statutory guidance, Acorn House College will use the Employer Access (EA) Online Service to also identify restrictions imposed by all EEA authorities.

Contractors and agency staff

Contractors engaged by Acorn House College must complete the same checks for their employees that Acorn House College is required to complete for its staff. Acorn House College requires confirmation that these checks have been completed before employees of the Contractor can commence work at Acorn House College.

Agencies who supply staff to Acorn House College must also complete the pre-employment checks which Acorn House College would otherwise complete for its staff. Again, Acorn House College requires confirmation that these checks have been completed before an individual can commence work at Acorn House College.

Acorn House College will independently verify the identity of staff supplied by contractors or an agency in accordance with section 4.1 above and will require the provision of the original DBS disclosure certificate before contractor or agency staff can commence work at Acorn House College.

Volunteers

Acorn House College will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of Acorn House College (the definition of regulated activity set out in section 4.3 above will be applied to all volunteers).

Acorn House College will require a new DBS certificate for any volunteer who will be engaged in regulated activity but has not been involved in any activities with the college for three consecutive months or more.

Any volunteer who may be involved in activities at the college on a regular basis will be asked to sign up to the DBS update service which will permit the college to obtain up-to-date criminal records information without delay prior to each new activity.

Acorn House College will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. Any volunteering duties will be subject to constant supervision by a fully checked member of staff.

Under no circumstances will an unchecked volunteer be permitted to have unsupervised contact with pupils.

In addition Acorn House College will seek to obtain such further suitability information about a volunteer as it considers appropriate. This will include the following:

- Identity Check
- Qualifications if appropriate
- DBS if in regulated activity
- Barred list check if in regulated activity

- Overseas check if appropriate
- Character references from the volunteer's place of work
- Information provided by staff at the college
- An informal safer recruitment interview

All volunteers will receive induction with regard to their role. Training will include the College's Welfare and Safeguarding Policy, Part 1 of KSIE (2015), Prevent Duties, Whistle blowing and Health and Safety.

Visiting speakers and the Prevent Duty

The Prevent Duty Guidance requires Acorn House College to have a procedure to ensure that any visiting speakers, are suitable and appropriately supervised. Acorn House College is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the college or perform any other regular duties for or on behalf of Acorn House College.

All visiting speakers will be subject to Acorn House College's usual visitors' protocol. This will include signing in and out at Reception, wearing a visitor's badge at all times and being escorted by a member of Acorn House College staff between appointments.

Acorn House College will obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the College. In doing so Acorn House College will always have regard to the Prevent Duty Guidance and the definition of "extremism" laid down in KCSIE which states:

Extremism is a vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations.

In fulfilling its Prevent Duty obligations Acorn House College does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Policy on recruitment of ex-offenders

Background

Acorn House College will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. Acorn House College makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record, this will not automatically bar them from employment with Acorn House College. Each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 8.2

below.

All positions within Acorn House College are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see section 4.3 above).

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for Acorn House College to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at Acorn House College. Acorn House College will make a report to the Police and / or the DBS if:

- it receives an application from a barred person;
- it is provided with false information in, or in support of an applicant's application; or
- it has serious concerns about an applicant's suitability to work with children.

Assessment criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, Acorn House College will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the post involves regular contact with children, it is Acorn House College's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous

- bodily harm or other serious acts of violence; or
- serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is Acorn House College's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is Acorn House College's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving [within the last ten years].

Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Acorn House College will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Principal of Acorn House College before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, Acorn House College may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Retention and security of disclosure information

Acorn House College's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, Acorn House College will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of Acorn House College's senior management team;
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months. Acorn House College will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

Retention of records

Acorn House College is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, Acorn House College will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications.

Medical information may be used to help Acorn House College to discharge its obligations as an employer e.g. so that the College may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by Acorn House College for the duration of the successful applicant's employment with the Acorn House College. It will be retained in accordance with Acorn House College's Retention of Records Policy after employment terminates.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

This policy also applies to any suitability information obtained about volunteers involved with Acorn House College activities.

Referrals to the DBS and National College for Teaching and Leadership (NCTL)

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks Acorn House College also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at Acorn House College despite being barred from working with children; or
- has been removed by Acorn House College from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, Acorn House College may also decide to make a referral to the NCTL.

Queries

If an applicant has any queries on how to complete the application form or any other matter he / she should contact the Head of Human Resources, Carolyn Daniel.

Induction

All newly recruited employees will be assigned a mentor and will required

to undertake induction training to include:

- **School policies including safeguarding, health and safety, Prevent and whistleblowing**
- **Departmental handbook, job requirements, monitoring and Appraisal**
- **Add anything else or refer to separate professional development Policy**

This policy will be reviewed annually or earlier if the enclosed information changes.

Appendix A: List of valid identity documents

Group 1: primary identity documents

- current valid passport
- biometric residence permit (UK)
- current driving licence (photocard with paper counterpart; full or provisional; UK / Isle of Man / Channel Islands and EU)
- birth certificate (UK & Channel Islands; issued at the time of birth (within 42 days of date of birth); full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- adoption certificate (UK and Channel Islands)

Group 2a: trusted government documents

- current driving licence (paper version; UK / Isle of Man / Channel Islands and EU; full or provisional)
- current driving licence (photocard; all countries; full or provisional)
- current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands; issued at any time after the date of birth by the General Registrar Office / relevant authority i.e. Registrars)
- marriage / civil partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- fire arms licence (UK, Channel Islands and Isle of Man)

Group 2b: Financial and social history documents

- mortgage statement (UK or EEA)**
- bank / building society statement (UK and Channel Islands or EEA)*
- bank / building society account opening confirmation letter (UK)*
- credit card statement (UK or EEA)*
- financial statement e.g. pension, endowment, ISA (UK)**
- P45 / P60 statement **(UK and Channel Islands)
- council tax statement (UK and Channel Islands) **
- work permit / visa (UK; valid up to expiry date)
- letter of sponsorship from future employment provider (non UK / non EEA only; valid only for applicants residing outside the UK at the time of application; must be valid at time of application)
- utility bill (UK; not mobile telephone bill)*
- benefit statement e.g. child benefit, pension (UK)*
- a document from central or local government/ government agency / local authority giving an entitlement e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs, Job Centre, Job Centre Plus, Social Security (UK and Channel Islands)*
- EU national ID card (must be valid at time of application)
- cards carrying the PASS accreditation logo (UK and Channel Islands; must be valid at time of applications)
- letter from Head or College Principal (for 16-19 year olds in full time education. This is only used in exceptional circumstances if other documents

cannot be provided; must be valid at time of application)

Note: if a document in the list of valid identity documents is:
denoted with * - it should be less than three months old
denoted with ** - it should be less than 12 months old