

## HOW TO APPLY TO THE EU SETTLEMENT SCHEME

Pupils who have EU Status and who have joined the school before 31<sup>st</sup> December 2020 are required to fill in a settled/pre-settled status application, which needs to be completed by 30<sup>th</sup> June 2021.

For reassurance, we are asking parents to complete this form **before Thursday 31<sup>st</sup> December**.

Please see information here: [Settled / Pre-Settled Status Information](#)

To apply, please use this link: [Settled / Pre-Settled Status Link](#)

### **There are three key elements to the application:**

- 1 – Settlement applications can be completed by parents, acting on behalf of your/their child;
- 2 – Verification of your child's ID can be done through downloading the EU Exit App. A video is included here to help with this app: [Video Instructions](#). The App will allow you to take a picture of your child's passport / ID card and then read the chip by placing the phone on your child's passport or ID card. It will then ask to scan your child's face. Once done, you can move ahead with completing the application. If you are unable to successfully take the passport photo picture, have the phone read the chip and/or take a facial image after three attempts, the app will tell you to complete the form and the send the passport in by mail to organize identification.
- 3 – Completing the application will require proof of status / eligibility to study and we recommend you use your latest school invoice/bill or the acceptance letter you were sent during the admissions stage.

You will be sent an email following completion of this application form to confirm that your application has been received. You will then receive a further email when it is successful which you are required to send to the school for their records.

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### Using the 'EU Exit: ID Document Check' app

The app is free. If you use it, it is unlikely that you will need to send us your identity document by post.

**What you will need**

You can use the app on:

- an Android phone
- an iPhone 7 or above

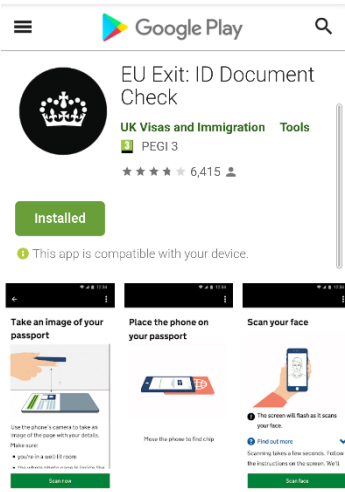
If you need to, you can use someone else's phone.

If you are an EU, EEA or Swiss citizen, use either your:

- passport
- national identity card

If you are not an EU, EEA or Swiss citizen, either use your:

- biometric residence card



The EU Exit: ID Document Check app lets you confirm your identity online, as part of your application to stay in the UK after it leaves the EU.

By using this app, you will not need to send us your identity document by post.

### How you prove your identity

To help us confirm your identity and nationality, we need to check your identity document.

You can:

- use the 'EU Exit: ID Document Check' iPhone app or Android app on your phone or someone else's
- book an appointment to [scan your identity document](#) in person
- enter your document details online and send your identity document by post

If you send your identity document by post, we will return it by Royal Mail Signed For 2nd Class delivery.

**After your identity document has been checked**

You can do the rest of your application on a computer or another device.

Continue

Should you require further information about the EU Settlement Scheme, please go to <https://www.gov.uk/settled-status-eu-citizens-families> or alternatively, contact the EU Settlement Resolution Centre by phone on 0300 123 7379 (from inside the UK), 0203 080 0010 (from outside the UK) or by submitting a further question using the online enquiry form <https://eu-settled-status-enquiries.service.gov.uk/start>