

Home Address Type

Where possible a child/young person record should only have one current address - this will be the **Home Address** and will be **ticked** as the **Correspondence** address. – *this address belongs to Education.*

The exception to this is LAC children who should have a **Home** address **ticked** as the **Correspondence** address plus an **ICS Placement** address (even if this address is identical).

Address types of **ICS Home** should only be used if the Children's Social Services address disagrees with the current Home Address. Differences will then be picked up by the Management Information Team who will then seek to resolve any discrepancies.

Unborn/babies

If you are adding an unborn baby or a young child not yet attending nursery or school to the ICS, use the address type of **Home Address** and **tick** the **correspondence** box.

16plus

When a 16plus child is no longer attending a Kent school, please continue to use the address type of **Home Address** with a **tick** in the **correspondence** box. This is for all new and future addresses. If the 16plus child is still LAC the address type of **ICS Placement Address** (even if this address is identical) should still be used. Keep the **tick** in the **correspondence** box against the **Home Address**.

Parents/Associated Adults

Use the address type of **Home Address** and **tick** the **correspondence** box.

Asylum

Asylum children automatically become LAC on arrival to the UK. Therefore, use the address type of **ICS Placement address**.

Address not known/Not to be disclosed/No fixed abode

The following generic postcodes can be used where applicable:

XX1 2XX	Not known
XX1 3XX	Not to be disclosed
XX1 4XX	No fixed abode

Things to be aware of

1. When ending an old ICS Home or Placement address and starting a new one, you must use the same date to prevent gaps - for example **old** address **ends** 01/01/2009, **new** address **starts** 01/01/2009
2. No address can be started and ended on the same day ie start 01/01/2009, end 01/01/2009 - as this will cause problems with saving
3. You must enter an end date for any previous addresses that are not identified as the **Home** and **correspondence** address; otherwise problems are caused in the Social Network
4. If the address required is not available to select from the gazetteer in ICS, please e-mail **MIU Data Quality – CFE** with the full address, the start date and the address type and they will add it for you

Please see the following examples:

Example 1

If the Home address is different to the one recorded on ICS and ticked as Correspondence, add the new address with the **Type – ICS Home Address**, **DO NOT** tick the **correspondence** box, **DO NOT** add an end date to the **Home Address**.

One Line Address	Corre	Telephone	Type	Start Date	End Date	Memo	+	Add
23 Restharrow Road, Weaving, Maidstone, Kent, ME14 5UH	<input checked="" type="checkbox"/>		Home Address	01/01/1995				Edit
4 Booth Road, Chatham, Kent, ME4 5SN	<input type="checkbox"/>		ICS Home Add...	12/01/2009				Remove

Example 2

If the child/young person is **Looked After**, add an **ICS Placement Address** alongside the **Home Address**, **DO NOT** tick the **correspondence** box, **DO NOT** add an end date to the **Home Address**.

One Line Address	Corre	Telephone	Type	Start Date	End Date	Memo	+	Add
23 Restharrow Road, Weaving, Maidstone, Kent, ME14 5UH	<input checked="" type="checkbox"/>		Home Address	01/01/1995				Edit
1 Church Green House, Church Green, Marden, Tonbridge, TN12 9HR	<input checked="" type="checkbox"/>		ICS Placement	12/01/2009				Remove

Example 3

If the child/young person is living at a temporary address different to the **Home Address**, then add a new **ICS Temporary Address**, **DO NOT** tick the **correspondence** box, **DO NOT** add an end date to the **Home Address**.

One Line Address	Corre	Telephone	Type	Start Date	End Date	Memo	+	Add
23 Restharrow Road, Weaving, Maidstone, Kent, ME14 5UH	<input checked="" type="checkbox"/>		Home Address	01/01/1995				Edit
1 Cornflower Close, Weaving, Maidstone, Kent, ME14 5UL	<input checked="" type="checkbox"/>		ICS Temporary	12/01/2009				Remove