

CHANGE OF ADDRESS FORM

For starting primary or secondary school

You must only complete this form if:

- your child's home address has changed after you have submitted his/her primary or secondary application; and
- the deadline for submitting the application form has passed but the offer of a school place has not yet been made.

Section 1: Child's details

Surname/family name	<input style="width: 100%;" type="text"/>		
First name	<input style="width: 100%;" type="text"/>		
Middle name(s)	<input style="width: 100%;" type="text"/>		
Gender	Boy	Girl	(please circle)
Date of birth	<input style="width: 100%;" type="text"/>		

Previous home address

First line of home address	<input style="width: 100%;" type="text"/>		
Second line of home address	<input style="width: 100%;" type="text"/>		
Town/city	<input style="width: 100%;" type="text"/>		
Borough	<input style="width: 100%;" type="text"/>		
Post Code	<input style="width: 100%;" type="text"/>		

New home address where child is currently living

First line of home address	<input style="width: 100%;" type="text"/>		
Second line of home address	<input style="width: 100%;" type="text"/>		
Town/city	<input style="width: 100%;" type="text"/>		
Borough	<input style="width: 100%;" type="text"/>		
Post Code	<input style="width: 100%;" type="text"/>		
Date moved in	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>

Section 2: Your details

Name of parent/carer living at the new home address

Title	<input style="width: 100%;" type="text"/>		
Surname/family name	<input style="width: 100%;" type="text"/>		
First name	<input style="width: 100%;" type="text"/>		
Middle name(s)	<input style="width: 100%;" type="text"/>		
Relationship to child	<input style="width: 100%;" type="text"/>		

Home telephone no.

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Mobile telephone no.

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Section 3: Documents required supporting new home address

You must provide each of the following documents as evidence that you have moved to your new address:

1. Council tax statement for your new address;
2. Child benefit entitlement letter sent to your new address;
3. Solicitor's document confirming completion of the purchase of the property **or** copy of your new tenancy agreement if you are renting; and
4. Commencing utility bill for gas, water or electricity or welcome letter from new utility provider sent to your new address.

You must provide each of the following documents as evidence that you no longer live at your previous address:

1. Closing Council Tax bill for your previous address; and
2. Solicitor's documents confirming completion of the sale of the property **or a** copy of your closure of tenancy if you were renting previously.

Section 4: Notes

Any change to a child's address will be considered in line with the timetable set within Southwark Council's primary and secondary co-ordinated admissions scheme. To view the co-ordinated admissions schemes please visit www.southwark.gov.uk/schooladmissions or email schools.admissions@southwark.gov.uk

Section 5: Declaration and signature of parents/Carers

Signature of parent/carer	
Date	

Completed forms must be returned with the supporting documents listed on this form to:

School Admissions & Benefits Team (4th floor – hub 2), Children's & Adults Services, Southwark Council, PO Box 64529, London SE1P 5LX