

CHANGE OF ADDRESS FORM

For starting primary or secondary school in September 2018

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 type="text"/>
First name	<input type="text"/>
Middle name(s)	<input type="text"/>
Gender	<input type="radio"/> Boy <input type="radio"/> Girl (please circle)
Date of birth	<input type="text"/>

Previous home address

First line of home address	<input type="text"/>
Second line of home address	<input type="text"/>
Town/city	<input type="text"/>
Borough	<input type="text"/>
Post Code	<input type="text"/>

New home address where child is currently living

First line of home address	<input type="text"/>
Second line of home address	<input type="text"/>
Town/city	<input type="text"/>
Borough	<input type="text"/>
Post Code	<input type="text"/>
Date moved in	<input type="text"/> <input type="text"/> <input type="text"/>

Section 2: Your details

Name of parent/carer living at the new home address

Title	<input type="text"/>
Surname/family name	<input type="text"/>
First name	<input type="text"/>
Middle name(s)	<input type="text"/>
Relationship to child	<input 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