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
First name
Middle name(s)
Gender (please circle)
Boy
Girl
Date of birth

Previous home address
First line of home address
Second line of home address
Town/city
Borough
Post Code

New home address where child is currently living
First line of home address
Second line of home address
Town/city
Borough
Post Code
Date moved in

Section 2: Your details
Name of parent/carer living at the new home address
Title
Surname/family name
First name
Middle name(s)
Relationship to child
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

<table>
<thead>
<tr>
<th>Signature of parent/carer</th>
<th>Date</th>
</tr>
</thead>
</table>

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