

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 by email with the supporting documents listed on this form to:
schools.admissions@southwark.gov.uk

PLEASE DO NOT RETURN THIS FORM OR SUPPORTING DOCUMENTS BY POST AS WE NO LONGER ACCEPT DOCUMENTS BY POST