

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 their 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.

Any change to a child's home 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 the [school admissions](https://www.southwark.gov.uk/school-admissions) webpage or email schools.admissions@southwark.gov.uk

Section 1: Child's details

Child's last name:

Child's first name:

Date of birth:

Boy / Girl (delete as appropriate)

Child's school admissions application reference number:

Child's previous home address:

Postcode:

Child's new home address where they are currently living:

Postcode:

Date when child moved to the new home address:

Section 2: Details of parent/carer living at the new home address

Parent/carer last name(s):

Parent/carer first name(s):

Relationship to child:

Contact telephone number(s)

Day:

Evening:

Section 3: Supporting documents required with this form

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: Declaration and signature of parent/carer

Signature:

Date:

Completed forms must be returned by email and attached 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