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**Change of address form**

**For Secondary Transfer September 2023**

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 Boy Girl (please circle)

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

Home telephone no.

Mobile telephone no.

**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 Lewisham Council’s primary and secondary co-ordinated admissions scheme. To view the co-ordinated admissions schemes please visit [www.lewisham.gov.uk/schooladmissions](http://www.lewisham.gov.uk/schooladmissions) or email [secondaryadmissions@lewisham.gov.uk](mailto:secondaryadmissions@lewisham.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:

[**secondaryadmissions@lewisham.gov.uk**](mailto:secondaryadmissions@lewisham.gov.uk)

**Please ensure you state change of address in the subject line of your email**