

## Change of address form

**For starting primary School in September 2025**

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              | Boy      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               | <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <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.    | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Mobile telephone no.  | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>                      |

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

## **Section 5: Declaration and signature of parents/Carers**

|                           |                      |
|---------------------------|----------------------|
| Signature of parent/carer | <input type="text"/> |
| Date                      | <input type="text"/> |

Completed forms must be returned with the supporting documents listed on this form to:

[primaryadmissions@lewisham.gov.uk](mailto:primaryadmissions@lewisham.gov.uk)

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