

**GETTING TO SCHOOL – SEN  
CHANGE OF ADDRESS FORM**



Please note that if your child changes their home address, his/her eligibility to Home to School Transport is reassessed, as the distance they need to travel between Home and School is likely to change due to your new location.

There is a possibility that your child will no longer be eligible for transport from your new address.

A change of address may also result in your child travelling on a different vehicle to and from school, with a different crew. This is because our Transport Providers group pupils together according to where they are located within the borough – and, for example, while your child may have used a bus serving the Chessington area previously, they may now be allocated a bus serving the Surbiton area.

Please allow up to 10 working days for the change to take effect. If you move within this time, we may not be able to provide transport for your child, and you should be available to provide this yourself during this time.

1. Child's name (in full):	
2. Child's date of birth:	
3. OLD Address and postcode:	
4. NEW Address and postcode:	
6. NEW Home telephone:	7. Contact telephone (for use in emergencies): Mum Mobile: Dad Mobile:
8. Please tell us the name and address of a friend, neighbour or relative where your child can be taken if you are unable to meet them. This will be used in emergencies only and must be within 1 mile of your usual address. Address and postcode:	
Telephone:	Contact name:

24. Parent/carer declaration:  I understand that you will use this information as part of the transport assessment process. As far as I know, all the information I have given is correct (we will check that this information is accurate) and I understand that I must tell you if any of my circumstances change.  Signed _____ Print Name _____  Date: _____
--