

St Mary's Lewisham CE Primary School

Headteacher: Mrs Christine Graham

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"Personal Development at St Mary's is Outstanding" - Ofsted Dec 2021

Our Vision

To be a learning community that promotes the unique gifts, wellbeing and potential of every person. Our work is founded on the life and teaching of Jesus Christ, building on His message of equality, peace and justice, guided by His words 'As I have loved you, so you must love one another' (John 13:34).

COUNTERSIGNING PASSPORT APPLICATIONS

Staff are often asked to sign applications for passports on behalf of children. This has become increasingly time consuming and may later involve resolving queries with the passport office. Parents are asked to bear in mind that this is not an entitlement or part of a teacher's job; it is something teachers do in their own time **if** they feel it is appropriate.

In the majority of cases it will be the Headteacher who will countersign any application or will give authority to any other teacher in the school to countersign an application.

When countersigning a passport application, we are confirming that:

- we have known the **parent who signed the form (not the child)** for at least 2 years
- the parent is who you say you are
- everything in the form is true as far as we know

For hard copy applications, we will write the following on the back of one photo:

'I certify that this is a true likeness of [title and full name of adult or child who is getting the passport].'

We will add our signature and the date under the statement.

Please be aware it is a criminal offence to make a false declaration on a passport application and school reserve the right to not countersign a passport application if we are either too busy or not sure about any information supplied on the form.

A £20 contribution to the school is requested for each passport application.

Name of applicant	
Name of child	
Please tick to confirm the following:	
I certify that I am the person named above and the information I have provided is true. <input type="checkbox"/>	
I agree to pay a contribution of £20 to the school for this application. <input type="checkbox"/>	
Signed	
Date	

