Dr South's CE Primary School

Bletchingdon Road, Islip, Kidlington, Oxon OX5 2TQ

Nurture, Educate, Inspire

Passport Application Signing Statement (non-statutory)

The Governors at Dr South's CE Primary School adopt the attached statement regarding requests for signing of passport applications and similar documents.

Adopted by the Finance, Premises and Personnel Committee in January 2016.
Reviewed by the Finance, Premises and Personnel Committee in October 2018.
Reviewed by the headteacher in January 2021.
Reviewed by the Finance, Premises and Personnel Committee in October 2023.

Signed …… **Headteacher**

Review date: September 2026

Review frequency: every three years

Review approval: delegated to the headteacher

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Passport Application Signing Statement (non-statutory)

The school recognises that it plays an important part in the community and is well regarded by many local residents.

Teachers and headteachers are listed as professions whose members are authorised to countersign passport applications and other documents. There is, however, no automatic right to assume that they will do so.

The school's primary function is the education and welfare of the children in its care, and additional activities should not detract from that.

Staff are authorised to countersign simple documents provided that personal information does not need to be provided and it does not take a significant amount of time. There is a charge of £10 for this, payable to the school, which will be used to benefit the education of the children at the heads' total discretion. No discussion will be entered into regarding reasons for not being prepared to sign forms. Any requirement to have known the applicant for a certain amount of time will be rigidly adhered to.

Anybody wishing to have forms signed should first enquire at the office well in advance if the forms are acceptable, and if so, submit the forms at least two weeks before they are needed, along with payment.