



Counter Signing Passports and Immigration Documents

22nd September 2023

Dear parents,

As from Monday 25th September, the school Governing Board has agreed that teachers and senior leaders will no longer be accepting requests to countersign passports and immigration documents. There is no actual requirement for teachers to sign these documents.

The school has seen a dramatic increase in requests, with additional queries received from the passport office after the application has been made. This is time-consuming and is beginning to encroach on our main working purpose.

In addition, due to changes to passport and immigration applications, some members of staff feel uncomfortable with having to put their own details on a form, for someone who is only known to them in a professional capacity.

The Government has expanded the list of occupations for counter signatories and these can be found on the website link below.

<https://www.gov.uk/countersigning-passport-applications/accepted-occupations-for-countersignatories>

Thank you for your support.

Kind regards,

Jude Statham

Mrs J. Statham

Head of School