

Passport and Immigration Applications

Other legal documentation

Notice to Parents

Members of staff are often asked to sign applications for passports or paperwork linked to immigration, visa applications and housing, or any other formal or legal letters, on behalf of children.

This has become increasingly time consuming and may later involve resolving queries with the passport office or other agencies.

Parents are asked to understand that **this is not an entitlement or part of a teacher's job**. It is not a priority for teachers, as it creates unnecessary workload.

With this in mind, the school has set out some clear guidelines **for the signing of passports, immigration papers and letters for solicitors**:

- only the Headteacher or Deputy Head will sign application forms
- a £10 contribution to the school is requested for each application or letter, which requires a signature or completion of a form
- application forms will not be signed if the parents have not been well known to the Head or Deputy for two years or more
- the Head and the Deputy can refuse to sign an application for **any** reason
- Parents requiring this information must give at least 2 working days notice for the letters to be prepared