

Version	2
Owner	Skelton Primary School
Approved	Spring 2019
Review Cycle	2 years
Next Review	Summer 2022



Passport Policy 2020

Skelton Primary School offers a positive, safe learning environment for its community, in which everyone has equal and individual recognition and respect. We celebrate success and are committed to the continuous improvement and fulfilment of potential in every child.

We encourage increasing independence and self-discipline amongst the pupils. Everyone within the school has an important role to play in sharing responsibility for the development of positive behaviour and attitudes.



PASSPORT POLICY

Staff are, from time to time asked to complete Passport Applications on behalf of children and their relatives. Staff are more often asked to endorse semi-completed applications. Applications vary in accuracy and can take a considerable amount of time to complete/ amend. This removes staff from their core role. Staff who have not known an individual for three years have also been incorrectly asked to endorse applications.

From 01.09.18 staff have not endorsed Passport Applications, or completed forms on behalf of parents within school.

In exceptional, individual circumstances families may ask the Headteacher to review the decision and their case. There will be a charge of £35 for this service if the school agrees to complete an application.

The school will inform Parents and Carers of this policy via the school website.