



# Passport Policy

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*The difference between try and triumph is UMPPHHH!*

# Passport Policy

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## 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.