



Passport Policy

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Spring 2023

The difference between try and triumph is UMPPHHH!

Passport Policy

Original date approved	Spring 2023
Current date approved	Click or tap to enter a date.
Date of next review	Spring 2024
Policy owner	S.Walker@skeltonprimaryschool.co.uk
Policy type	Non statutory

Document History:			
Version	Date of review	Author	Note of revisions
2	13/02/2023	Chris Clements	Template Change

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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.