



United Benefice, Kew, St Philip & All Saints with St Luke's

SCHOOL CLERGY FORMS

Voluntary Aided Church of England schools (a Church school aided by the Local Authority) admissions are the responsibility of the Governing Body of the school. Each Voluntary Aided school has its own individual Admissions Policy designed to meet the needs of the local community, including Christians, those of other faiths and those of no faith.

Many Voluntary Aided schools use Christian commitment in their admissions criteria so that Christian parents can have their **regular** attendance at worship taken into account. The school will then ask parents to provide a declaration of their Christian commitment usually by **regular** attendance at worship in a Christian church. This evidence is often on a form where you declare your **attendance** and have that validated by the Vicar of the church you attend. The form is called a Supplementary Information Form.

Guidelines for all parents/carers wishing to submit School Clergy Forms

- All school clergy forms should be submitted to the Parish Office. Please do not hand them directly to the vicar or churchwardens and please do not post them to the Vicarage.
- Please be aware of the deadline for Secondary school applications and Primary school applications and submit your application to the Parish Office in a timely manner. There may be no time available for consideration of late submissions.
- Please note that schools do not accept letters of recommendation from Clergy and the vicar will only be able to confirm attendance to church on the form. This is usually by a tick box. There is no space allocated to the vicar on the form for their comments.
- Please be aware most schools ask for confirmation of at least fortnightly attendance for 2 years and the Vicar can only confirm if this is accurate or not. We have a School Clergy Register at each church for those wishing to submit forms in the future. Please sign the register (with the welcomers) to confirm your attendance at the Service. The register will be used to verify regular attendance.

These guidelines allow us to process all forms fairly and efficiently.

Date: 1st September 2024