

School References September 2019 (For the Academic year 2020/21)

This leaflet explains the process for obtaining a clergy reference if you are applying for a foundation place at a local church school.

Requirements from the schools are as follows -

Reigate Parish Church Primary School

Regularly attend worship (Sunday services or Tots Praise) by one parent for a period of **18 months** prior to the published closing date for applications in January 2020. Regular is defined as **at least twice per month**.

Trinity Oaks Primary School

Regularly attend worship (Sunday services) by one parent for a period of at least **one year** prior to the published closing date for applications in January 2020. Regular is defined as **at least fortnightly**.

St Bede's Secondary School

Regularly attend worship (Sunday services) by one parent for a period of **at least 3 years** prior to the published closing date for applications in October 2019. Regular is defined as **at least fortnightly**.

How We Check

In a church as large as St Mary's we need to rely on technology to help us pull together supporting evidence for school reference requests. We are looking for evidence to support your membership of St Mary's and your church attendance by using the following criteria to help:

- You are on St Mary's Electoral roll.
- You are on our database ChurchSuite + the date you were added.
- You have personalised your ChurchSuite page with a photograph of yourself – this helps us to know who you are.
- Your children regularly attend our groups on a Sunday and mid-week – we keep registers for all groups on Sunday as well as Tot's Praise and Satellites mid-week.
- You serve regularly on church rotas.
- You have attended church courses (for example Parenting for Faith) or are part of a mid-week life group.

This data is used to help us to make a fair judgement on whether you meet the criteria.

Dos and Don'ts

- Do make sure that if you are attending church services but your child is not attending any of our groups that you sign the diary at the back of church to record your attendance at each service. Speak to a member of the Welcome Team about this.
- Do make sure you are attending **church services** on Sunday. Attending other groups is good but does not count as church attendance for the purpose of the reference. (Tot's Praise does count as a service for Reigate Parish Church Primary School applications).
- Do make sure you are attending church for the **dates required** for the child you are applying for **at the point of application**. Historic attendance/previous church support for an older sibling will not count when assessing a new reference request.
- Please do not contact the Vicar or any member of the staff team directly; we will contact you should we have any queries concerning your eligibility for a reference.

Key Dates St Bede's

5/9/19 – we will email all parents of children in year 6

8/9/19 and 15/9/19 – we will publish details in Pew News and on our website how to apply for a reference

6/10/19 – deadline to request a clergy reference from St Mary's

14/10/19 – we will let you know if we can support your application

November 2019 – St Bede's send us a list of who has applied from St Mary's and these are signed off by the Vicar.

Key Dates Reigate Parish and Trinity Oaks

29/10/19 – we will email all parents of children aged 3-4 years (birth dates from 1/9/15-31/8/16)

3/11/19 and 10/11/19 – we will publish details in Pew News and on our website how to apply for a reference

8/12/19 – deadline to request a clergy reference from St Mary's

2/12/19 – we will let you know if we can support your application

February 2020 – Reigate Parish / Trinity Oaks send us a list of who has applied from St Mary's and these are signed off by the Vicar.