**St Barnabas and Christ’s Chapel, Dulwich**

**Foundation Place School Admissions**

**Attendance Protocol for Families**

**This document provides information on the attendance protocol in place at St Barnabas and Christ’s Chapel, Dulwich, to assist families attending worship with a view to securing admission to a Church School.**

**St Barnabas and Christ’s Chapel, Dulwich does not decide the admissions policies for individual schools. It also does not decide which prospective students are awarded places at individual schools, including Dulwich Village Church of England Infant’ School.**

**We value and care deeply for all our church families. We want to get to know you and grow with you in faith, hope and love together. We are acutely aware of the challenges building faith-full communities amid busy London living and the pressures that families experience around school admissions as well as juggling children’s out of school interests and commitments alongside family life. We wish to serve our families so that they can flourish in faith, love and learning at Church, home and school.**

**The following procedures are in place for families choosing to worship with us:**

1. **Parents or guardians must register for a St Barnabas and Christ’s Chapel, Dulwich School Admissions attendance record. The church will then add the child’s name to Foundation Place School Admissions Register and issue the parent or guardian with a School Admissions Attendance record. To register, please complete the “Get in Touch” form on the St Barnabas website** [www.stbarnabasdulwich.org](http://www.stbarnabasdulwich.org)
2. **It is the parent/guardian’s responsibility to ensure that the child’s record book is bought to church and that attendance is correctly marked in it by the designated sidesman/church officer or member of the clergy at that service or qualifying children or young people’s groups. Attendance will be marked at the end of the service or group but there is an expectation that families will arrive promptly and attend in its entirety.**
3. **Qualifying services and groups are as follows:**
4. **Sunday Family and Parish Communion services at St Barnabas**
5. **Sunday Holy Communion, Sung Matins and Sung Evensong services at Christ’s Chapel**
6. **Weekday Holy Communion Service**
7. **Monthly Messy Church Children’s Worship Service**
8. **Children’s Groups and Youth Groups that meet on Sunday mornings during or after the 10am service.**

**St Barnabas with Christ’s Chapel would expect to see attendance at both Sunday Services and Youth and Children’s groups over the course of the qualifying period.**

**Viewing online services from St Barnabas with Christ’s Chapel will not qualify unless there are reasons as to why it is not possible for a family to attend in person. When circumstances prevent attendance in person, these must be notified to the clergy and approved at the time it becomes not possible to attend in person.**

1. **Parents and guardians are responsible for checking the admissions procedures and timelines for each individual school at which they hope that their child will attend. Please visit school websites and read each school’s Admission Policy with care.**
2. **Once the church receive a school’s ‘SIF’ or ‘Clergy Form’, St Barnabas with Christ’s Chapel will complete the required information and return the form directly to the school. Forms are not returned to parents, guardians or children.**
3. **In processing the ‘SIF’ or ‘Clergy Forms’, the clergy reserve the right to request to see the School Admissions Attendance record for any child in which a school is requesting the church to report honestly and accurately on whether the criteria set down in the school’s admission policy has been fulfilled.**
4. **The closing date for school applications varies, but St Barnabas with Christ’s Chapel clergy will process SIF or Clergy Forms in time for each deadline providing they have been handed to us in good time. From October 2022, a year will be calculated from the Sunday after the parent or guardian registers for a School Admissions Attendance Record. This is also the date from which the number of Sundays attended is calculated from.**
5. **If admission to a Church School via a Foundation Place is not successful, any appeal must be made to the school and their appeals processes followed. The clergy and officers of St Barnabas with Christ’s Chapel are not able to able to enter any correspondence or discussion with parents or guardians on the outcomes of any applications. Any queries, complaints or appeals must be made through the school as the admitting body.**

**October 2022**