



Reigate Parish Church Primary School

Blackborough Road, Reigate, Surrey, RH2 7DB
Tel: 01737 244476 Email: info@reigate-parish.surrey.sch.uk

The Revd

Date:

Dear

Re: Admissions to Reigate Parish Church School for September 2018

The parents of the child/ren below have applied for Foundation Places at Reigate Parish Church School under our Admissions' Policy. I should be grateful if you could confirm that the parents are known to you personally and are **active participants** of your church (as defined by the School Admissions' Policy).

Active Participant – is taken to mean that the parents, who are **'Members'** of the church in question, regularly attend organised worship or spiritual gatherings (not necessarily on a Sunday but not including business or social events) a minimum of twice per month during the eighteen months preceding the date of application.

Church Member – is taken to mean those who are considered to be adult members of a church as usually understood within the tradition of that church (or being in recognised preparation for this).

Where members of your congregation cannot meet the criteria solely because they have moved to this area less than 18 months ago, previous regular and committed church attendance in a prior location may be taken into account in fulfilling the 18-month period.

The Admissions' Policy is attached to assist your judgement on whether these families meet our criteria. It is essential you consider these criteria very carefully. This is because the Governing Body is under a legal duty to apply the criteria strictly. A failure to consider the criteria carefully may result in the child having to be excluded for consideration for a Foundation Place or, if an offer for a Foundation Place has already been made, in that Foundation Place being withdrawn.

We are concerned to ensure no parents, carers or children should be placed in that position. It is for this reason we are asking you please to consider the admissions' criteria carefully.

Should you require any further clarification please contact Maureen Prestidge in the school office. I should be very grateful if you return the slip below in the enclosed stamped addressed envelope by xxx.

Thank you for your help.

Yours sincerely

Mrs Frances Davis
Headteacher

