



Speedwell Infant School

Requests from parents / carers for the completion of forms

The school receives a number of requests from parents/carers for the completion of forms in relation to their child/children. This policy outlines the forms that school are able to complete and the timescales for processing any requests. School will complete forms based on the behaviours displayed by the child in school.

All requests from parents/carers for the completion of forms should be made to the school office in the first instance. The school will require 10 school working days to process any requests. The school reserve the right to refuse the request to complete a form where it is not a statutory requirement for the school to complete a form.

Where a parent/carer is making a request for the completion of a form by a member of the school staff team, they should complete the 'Request for completion of a form' document in Appendix 1, attach this to the form and present it to the school office for processing. The school office will note the date the request was received, and ensure the request is processed within 10 school working days. Parents/carers should be aware that the outcome of the request could be that the school is not able to complete the form.

The following information provides guidance to parents/carers on the likelihood of the school being able to complete a form.

Passports – the school does not countersign any passports, please do not request this

Medical questionnaires – where a health care professional has requested the completion of a form by school to support their assessment of the child, the school will complete such forms and return them directly to the health care professional who requested the school complete the form

Social security forms – where a form specifically asks for the child's school to complete information, the school will complete those questions that directly relate to school. No other forms or questions within forms will be completed by the school.

Any other forms that are not statutory for the school to complete, will be considered at the discretion of the Headteacher. Parents/carers must not assume that school will be able to complete such forms.

Appendix 1

Request for completion of a form

Parent / carer name:	
Child's name:	
Child's class:	
Type of form and reason for request:	

I confirm that I have attached the relevant form for consideration, and I understand that the school may not be able to support the request. I understand that the outcome will be communicated to me within 10 school working days.

Parent / carer signature _____

For office staff:

Date request received:	
Date 10 school working days after request received:	
Outcome of request:	
Date outcome of request communicated to parent/carer:	