



Attendance Protocol for Families

This document provides information on the attendance protocol in place at St Marylebone Parish Church to assist families attending worship in order to secure admission to a Church School.

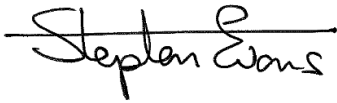
St Marylebone Parish Church **does not** decide the admissions policies for individual schools. It also **does not** decide which prospective students are awarded places at their chosen secondary schools, including The St Marylebone CE School and The St Marylebone CE Bridge School.

We care very deeply for all our Church families. We want to get to know you, and grow in faith hope and love together. We realise the challenges of building faith-full communities in the midst busy city living and the pressures families experience around school admissions and juggling children's sporting and artistic weekend commitments. Our sincere wish is to serve our families so 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/Guardians must fill in a Young Church Registration Form for their child on or before their first visit to us. Completing a registration form is essential before the name of any child can be added to our register and an attendance noted. The form can be obtained by emailing the Families Ministry Lead for a Welcome Pack: families@stmarylebone.org
2. St Marylebone Parish Church keeps a careful and confidential record of a child's attendance at either of our two Sunday mornings, 8.30 am Holy Communion and 11 am Choral Eucharist. In school term-time, Young Church (Sunday School) meets during both services. Activity Sheets are provided on Sundays when Young Church does not meet.
3. Children do not have to attend Young Church sessions to be recorded on the register. Children are signed-in on arrival, but the child **must** be accompanied by their **parent/guardian and the child/parent/guardian must all attend for the whole service**. Late arrivals may not be recorded as attendances unless there is a valid reason for lateness.
4. The St Marylebone Young Church register is filled in at the entrance to the parish church by a Sidesman/Welcomer. It is the responsibility of parents/guardians to provide the name of their son or daughter. This system relies on the support of dedicated Young Church parents/guardians to volunteer as Sidesmen/Welcomers at 8.30 am and 11 am. Please get in touch with the Families Ministry Lead to join our team of Sidesmen/Welcomers: families@stmarylebone.org
5. Parents/Guardians are responsible for checking the admissions procedures and timelines for each individual school at which they hope their child will attend. Please visit school websites and read each school's Admissions Policy with care.
6. Once we receive a school's "Clergy Form" from a parent/guardian, St Marylebone Parish Church will complete the required information and return the form directly to the school. Forms are not handed back to parents/guardians or children.

7. School policies regarding receiving completed clergy forms vary, but to ensure fairness, it is the policy of St Marylebone Parish Church to return each form directly to a school's admissions department.
8. The closing date for school applications varies, but the parish church will process clergy forms in time for each deadline as long as they have been handed to us in good time. A year is calculated from the date you complete a Young Church Registration Form. This is also the date from which the number of Sundays attended is calculated from.

A handwritten signature in black ink that reads "Stephen Evans". The signature is written in a cursive style with a horizontal line drawn across the top of the name.

The Revd Canon Dr Stephen Evans, Rector of St Marylebone

1st September 2022