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CONFIRMATION OF IDENTITY

Dear Parents

In order to comply with all the regulations of the UK Borders Agency, we are required to retain a copy of every child's **full** birth certificate and passport. In addition, to satisfying the right for a child to be in this country, it will also enable us to have evidence from the birth certificate of who has parental responsibility for each child. Furthermore, we will also be able to ensure that the names which are used for external examination certificates are correct; the names on the examination certificates must match both a candidate's passport and birth certificate.

I would be most grateful if you would return or personally bring in the reply slip below and your child's birth certificate and/or passport to Admissions either directly at the School office or via your child's Form Tutor.

Retained copies will be kept securely on a password protected system.

Kind regards,

Kari Quant

Registrar

Child's full name:

The following adults have parental responsibility:

I enclose a scanned copy of:

- My child's passport
- My child's birth certificate

Signed:

Contact telephone number:

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