



St Marylebone
Parish Church

St Marylebone Parish Church Attendance Protocol for Families

This document provides information on the attendance protocol in place at St Marylebone Parish Church to assist families attending 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.

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 busy city life today and the pressures families experience around school admissions. Our sincere wish is to serve our families so they can flourish in faith, love and learning at Church, home, and school.

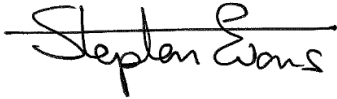
The following procedures are in place for families choosing to worship with us:

1. Parents/Guardians must fill in a Young Church Registration Form for their child before they can be added to our register. This can be obtained by emailing the Families Ministry Lead for a Welcome Pack: families@stmarylebone.org
2. St Marylebone Parish Church keeps a record of family attendance on Sunday mornings at two services: the 8.30am Holy Communion and the 11am Choral Eucharist.
3. Children do not have to attend Young Church sessions to be recorded on the register. They are signed-in as long as they are attending church **with their parent/guardian for the duration of the service.**
4. Our normal procedure is for children to fill out a Registration Slip during Young Church or after Holy Communion or the Eucharist by using the box provided at the back of the Parish Church. It is the responsibility of the child and their parent/guardian to fill out a slip *every Sunday they attend worship*. **Please see the update below regarding procedures during the Covid-19 pandemic.**
5. Parents/Guardians are responsible for checking the admissions procedure and timeline for each individual school. Please visit school websites and read admissions policies with care. Once we receive a school's "Clergy Form" from a parent/guardian, St Marylebone Parish Church fills in the required information and returns the form directly to the school.
6. The closing date for applications varies, but the parish church will process clergy forms in time for each deadline as so long as they are handed to us in good time. A year of attendance is calculated by the parish church as an academic year **from and to the 1st September.**
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.

Update to attendance-keeping procedures during the Covid-19 Pandemic.

1. During the Covid-19 pandemic, the St Marylebone Young Church register is filled in at the entrance to the parish church by a Sidesman. It is the responsibility of parents/guardians to provide the name of their son or daughter. Please see our Public Worship Protocol on the St Marylebone Parish Church website.

2. A register is also kept on Google Classroom during periods of lockdown; a worship video is provided for families to watch at home. Please contact the Families Ministry Lead for further information on accessing Google Classroom: families@stmarylebone.org
3. To be registered as attending you must access Google Classroom and submit the assignment **on the Sunday in question**. Assignments submitted after Sunday will not be taken into consideration.
4. For school admissions, the key indicator of attendance is through in-person/public worship on Sundays. St Marylebone Parish Church has provided an online register during lockdown to support the school applications of our families.

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

The Revd Canon Dr Stephen Evans, Rector of St Marylebone

21st January 2021