

RBC's policy for letters and references to support school or college admittance

As a church we get regular requests to the church for references to support a school admission, particularly for admission to one of the local church schools. Whilst this may seem straight forward, it is important to the pastors and to the reputation of the church that anything we write is accurate and true. To be clear, we wish to introduce this policy.

Requests for letters of support for an application to a local school or schools must be made in writing (paper or electronic) to the church office. The church must be given at least 2 weeks' notice of the need for a reference (except in exceptional circumstances). The request should include the full name and date of birth of the child and details of their parent(s) including address and contact information.

The church will seek to respond as soon as possible to the request. We will however:

1. Answer the questions fully and honestly
2. Be clear about the attendance (or not) of both the child and the parent(s) over the past year
3. Explain what part they have played within the church life (if relevant to the request)

We will not:

1. Entertain any pressure to do a more favourable reference than that which is true
2. Take into account non-church activities that they have chosen to do instead of attending church

To get our evidence the church will refer primarily to the registers held for the children's and youth attendance. Where there is doubt, we will seek a conversation with the parent to clarify matters.

In the sad cases where we suffer threats or abuse, the church will refuse to give such a letter.

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