



## The Dudley Regional Governing Body

Bishop Milner Catholic College, St Chad's and St Joseph's Catholic Primary School

### **FOUNDATION GOVERNOR—VACANCIES**

We invite applications from practising Catholics to undertake this fulfilling role in supporting our Dudley school on their continuing journey to secure the best outcomes for all pupils in our care.

You will have:

- an interest in all the children's futures
- a desire to make a difference
- a willingness to accept responsibility
- an ability to work in a team, question, listen and learn

If you are interested in this role or want to find out more you can apply at <https://www.bdes.org.uk/v3--new-academies.html>, contact one of our schools for a paper copy application or contact Mrs H Parkes for more information on 01384 889422 or email [hparkes@sjbca.co.uk](mailto:hparkes@sjbca.co.uk)

# Dudley Regional Governing Body - Foundation Governor

Governing Body for Bishop Milner Catholic College, St Chad's Catholic Primary School and St Joseph's Catholic Primary School

## Role of the Dudley Regional Governing Body (DRGB)

The DRGB is the strategic leader of the school and has a vital role to play in making sure every child receives the best possible education. It is the DRGB's responsibility to 'conduct the school with a view to promoting high standards of educational achievement at the school'.

In all types of schools, DRGBs should have a strong focus on three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

These functions are reflected in regulations that came into force in September 2014 and in the criteria Ofsted inspectors use to judge the effectiveness of governance in schools.

Key activities of the DRGB:

- Understand the schools – pupil attainment and progress; pupil behaviour, attendance and safety and teaching quality and staff development
- Set the school's strategic direction – the vision, ethos and values; set priorities for school improvement and consider governance structure
- Commission action – agree improvement targets and strategies; agree allocation of resources and agree how to monitor and review progress
- Performance manage school leaders – appoint headteacher and support their leadership; hold school leaders to account for progress and ensure financial probity and efficiency
- Ensure DRGB is fit for purpose – clarify role and purpose; review constitution and ways of working and ensure members have the necessary skills

## Foundation Governors

Foundation governors may continue to hold office until the end of their term office, usually four years.

Schools must make every reasonable effort to fill foundation governor vacancies.

- All potential Foundation Governors will self-select against the guidance within the application form and submit a request to be appointed to the position by the Director of Education of the Diocesan Education Service, on behalf of the Archbishop and Trustees.
- The Director of Education will moderate the process of appointment.
- Seven Academy Foundation Governors will be appointed to the membership of the local DRGB within the MAC.
- On appointment the Academy Foundation Governors will complete:
  - Deed of Adherence between the Company the Founder member and the Academy
  - The 'Undertaking to the Diocesan Bishop' appended to the Scheme of Delegation'

You should meet the relevant statutory eligibility criteria for school governors as set out in the Regulations and agree to DBS checks as required and you will have:

- an interest in all the children's futures
- a desire to make a difference
- a willingness to accept responsibility
- an ability to work in a team, ask questions, listen and learn

**As an effective Foundation Governor, you will need to:**

- understand your accountability, role and responsibilities;
- be self-aware and effective;
- work effectively with the Directors, Headteacher, senior leadership, and members of other academies, etc;
- be driven by a shared vision, values and principles;

- provide a positive role model for others;
- focus on outcomes for children and young people;
- be able to form strong, productive relationships based on trust and mutual understanding;
- lead with courage, humility and resilience to secure aims and objectives;
- work collaboratively;
- protect the Catholic life of the academies;
- ensure local implementation of the Directors' strategy and policy;
- protect, develop and celebrate the local culture and traditions of the academy;
- promote relationships that benefit children's learning with:
  - parents as primary educators
  - the local Church, priest, parish
  - other schools and partners
- systematically gather evidence of impact of the strategic framework and policy in practice and evaluate feedback on effectiveness;
- be innovative and creative;
- problem-solve;
- be able to analyse information, weigh evidence, make judgements and take decisions;
- manage change effectively;
- communicate complex arguments in an accessible manner;
- challenge and support;
- consult as necessary;
- negotiate effectively;
- create a high-achieving culture;
- mentor;
- coach;
- be assertive;
- be influential;
- be flexible;
- be adaptable;
- be measured risk-takers;
- be politically sensitive.



### **Seven Principles of Public Life**

The Seven Principles of Public Life enunciated by the Nolan Committee are useful context for considering the work of the Board of Directors.

#### Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

#### Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

#### Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

#### Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### Openness

Holders of public office should be as open as possible about all decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**St John Bosco**  
CATHOLIC ACADEMY

## Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects public interest.

## Leadership

Holders of public office should promote and support these principles by leadership and example.

## **Person Specification**

Essential Criteria, a Foundation Governor must:

- be a practising Catholic in full communion with the See of Rome;
- understand the duty to ensure the Catholic character of the academies is preserved and developed and that they are conducted in accordance with the Articles of Association;
- comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Archbishop and his Trustees and their agent, the Diocesan Education Service, in respect of the academies to fulfil his/her responsibilities;
- for the good of the mission of the Catholic Church and the provision of Catholic education in the Archdiocese of Birmingham, be willing to be called by the Archbishop to serve;
- protect the assets of the Trustees at all times;
- have the support of his/her parish priest or the priest in the parish where he/she worships regularly.

Desirable, a Foundation Governor will significantly benefit from experience of:

- being part of the local Church of the specific academy;
- management in a professional or voluntary setting;
- working as a member of a team to achieve shared goals in either a professional or voluntary setting;
- creative problem-solving in a collaborative context in either a professional or voluntary setting;
- working in a setting that is underpinned by a cycle of formal structured planning, monitoring, evaluation, review and reporting;
- being a fully participating member of a governing body of a school;
- working with a school that successfully improved, initially having been in an Ofsted or LA category of concern.

## **Time commitment**

Governors are expected to attend all full DRGB meetings.

The DRGB meets at least three times per year (once per term). In addition to meetings you will also be expected to visit the schools in action.

Although you may have a good knowledge of the schools, formal visits as a Governor are an essential part of your role, particularly in relation to monitoring and evaluating.

*Note: a governor is disqualified from holding office if they fail to attend DRGB meetings without the consent of the DRGB – for a continuous period of six months, beginning with the date of the first meeting missed. In addition to meetings, you will also be expected to visit the school in action.*

*This is an essential part of your role, particularly in relation to monitoring and evaluating. Often governors are invited to attend school events such as assemblies and sports days.*

## **Time off from work**

Under employment law, employers must give employees who are school governors reasonable time off to carry out their duties. The employee and employer have to agree on what is reasonable. Employers may give time off with pay but do not have to do so.

## **Communication and confidentiality**

You have a significant part to play in raising the awareness of the role of governors amongst parents and in enhancing home-school communication in general. There are several ways you could do this which might include, for example:

- contributing to a governors' column in the parents newsletter or a governors' page on the school website
- playing a part in drafting surveys to seek parents' views and analysing the feedback



You can also help to ensure that the DRGB keeps a clear focus on ensuring that the school provides an effective, safe and stimulating environment for all children.

*Note - you would be breaching the confidence of the DRGB if you reported how individuals voted, comments made by individuals or individual discussions. When reporting on decisions taken by the DRGB you should use 'we' and not 'they' as you are part of the decision making group. Even if you personally voted against the final decision you must support the corporate decision making process and take ownership of the outcome.*

#### **Term of office**

You are appointed as a Foundation Governor for a term of four years. Whatever the term of office. You may resign at any time by giving written notice to your Clerk of the DRGB.

Please contact Mrs H Parkes or one of the Dudley School Receptions to obtain an application form or if you have any further questions.

Tel: 01384 889422

Email: [info@bmilner.dudley.sch.uk](mailto:info@bmilner.dudley.sch.uk)

#### **Completed forms should be sent to:**

Bishop Milner Catholic College  
Burton Road  
Dudley  
DY1 3BY



**St John Bosco**  
CATHOLIC ACADEMY



**BIRMINGHAM DIOCESAN EDUCATION SERVICE**  
(Referred to as DES throughout this document)

**APPLICATION FORM FOR THE APPOINTMENT OF  
FOUNDATION GOVERNOR OR FOUNDATION REPRESENTATIVE  
TO AN ACADEMY SCHOOL IN THE ARCHDIOCESE OF BIRMINGHAM**

<b>SECTION 1: BASIC INFORMATION</b>						
<b>Name and address of the school that you are making this application for:</b>						
<b>Name of the MAC that this school is a member of:</b>						
<b>PERSONAL INFORMATION</b>						
Title:		Surname:		First Names:		
Home Address:						
					Postcode:	
Home Tel No:			Mobile Tel No:			
Email Address:						
Date of Birth:	/	/	Nationality:			
Current Occupation:			If retired please state previous occupation:			
<b>Is this application for:</b>						
A first appointment at this school? <input type="checkbox"/>						
A reappointment at this school? <input type="checkbox"/>						
<b>Are you a paid employee at this school?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>						
If Yes, please provide details:						
<b>Are you the parent of a pupil at the school to which you are applying?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>						
If Yes, please advise which year group(s) your child(ren) are currently:						

**SECTION 2  
SELF-REVIEW CHECKLISTS FOR POTENTIAL FOUNDATION GOVERNOR OR FOUNDATION REPRESENTATIVE**

All potential Foundation Governors and Foundation Representatives will self-select against this guidance and submit this completed form by way of request to be appointed as such. The Director of Education will oversee the process of appointment.

**Essential Criteria**

	<b>Fully meet</b>	<b>Partially meet</b>	<b>Do not meet</b>
I am a practising Catholic in full communion with the See of Rome;			
I understand the duty to ensure the Catholic character of the school is preserved and developed and that they are conducted in accordance with the Scheme of Delegation;			
I will comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Archbishop, the Trustees, or the DES acting on their behalf, in respect of the academy to fulfil his/her responsibilities;			
I am willing to be called by the Archbishop to served as a Governor or Representative for the good of the mission of the Catholic Church and the provision of Catholic education in the Archdiocese of Birmingham;			
I will protect the assets of the Trustees at all times;			
I have the support of my parish priest or the priest in the parish where I worship regularly.			

Please provide further information on how you comply with each of the above criteria which you either fully or partially meet:

(Please continue on a separate sheet if necessary and attach to this application form)

**Desirable Criteria**

	<b>Fully meet</b>	<b>Partially meet</b>	<b>Do not meet</b>
I am part of the local Church of the specific school;			
I have experience of management in a professional or voluntary setting;			
I have experience of working as a member of a team to achieve shared goals in either a professional or voluntary setting;			
I have experience of working in a setting that is underpinned by a cycle of formal structured planning, monitoring, evaluation, review and reporting;			
I have experience of being a fully participating member of a governing body of a school;			
I have experience of working with a school that successfully improved, initially having been in an Ofsted or LA category of concern.			

Please provide further information on how you comply with each of the above criteria which you either fully or partially meet:

(Please continue on a separate sheet if necessary and attach to this application form)



### SECTION 3 INFORMATION, STATEMENTS, DECLARATIONS AND DISCLOSURES

The following information, statements, declarations and disclosures must be carefully read, verified and signed by the applicant named on this form for Diocesan and Statutory compliance.

#### How the information on this form will be handled by the Archdiocese of Birmingham

We need the information we have asked for on this form:

- To comply with our legal obligations and/or
- Because it is in our legitimate interest to obtain it when appoint you to your role and/or
- In relation to religion, as you are a practising Catholic, because ensuring proper governance of Archdiocesan schools by practising Catholics is one of the legitimate activities of the Archdiocese and/or
- In relation to information about criminal matters, to exercise, establish or defend our legal rights, and to prevent or detect unlawful acts.

We inform the Clerk to the Governing Body or Academy Committee of your name, address, telephone number(s), email address, occupation and the dates of your term of office. We would also, if requested by the school, share that information with the school. We will not disclose your information to any other body unless we are required by law to do so.

Your information will be kept securely by us, either in paper or electronic form. You can find out more from our Privacy Notice, which is available at <https://www.birminghamdiocese.org.uk/privacy-policy>

If you are appointed, we will keep your completed form(s) until the end of the academic year after the academic year in which you cease your role. We hold on to it for that time because sometimes a person decides to continue in their role after they have resigned, or their term has come to an end.

If you are not appointed, we will keep your completed form until the end of the academic year after the academic year in which you complete it. This is because in our experience there is sometimes a delay between application and appointment.

You can update your information at any time by writing to the DES or emailing [r.tonks@bdes.org.uk](mailto:r.tonks@bdes.org.uk)

When we destroy documents or electronic files we do so securely.

We also compile and keep for 75 years a document which contains your name, address, telephone number(s), email address, occupation and dates of your term(s) of office. We do this because we have experience of people coming forward with concerns or queries many decades after an incident is said to have occurred. This basic information will help us to respond in an informed manner to any concerns raised.

The school will be governed by Governors and Representatives who have a good mix of knowledge, experience and skills. All Governors and Representatives must abide by the Seven Principles of Public Life enunciated by the Nolan Committee, which are:

**Selflessness** – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or their material benefits for themselves, their family, or their friends.

**Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** – Holders of public office should be as open as possible about all decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects public interest.

**Leadership** – Holders of public office should promote and support these principles by leadership and example.

I wish to apply to be considered to be appointed as a Foundation Governor or Foundation Representative at ..... school and am willing and able to fulfil the duties of that office.

### **UNDERTAKING TO THE ARCHBISHOP OF BIRMINGHAM**

If I am appointed as a Foundation Governor or Foundation Representative I undertake to:

- Read, as soon as possible, the current version of the Scheme of Delegation. The most recent version of this is available on the DES website. Some Multi Academy Companies use a different Scheme so you will need to clarify which is the appropriate Scheme for the school to which you are appointed.
- Refer regularly to the Scheme of Delegation and comply with it in carrying out my role.
- As necessary, read and comply with the terms of all funding and other agreements between the Department for Education and the Multi Academy Company which concern the school to which I am appointed.

I hereby recognise and confirm that:

- I am a practising Catholic in full communion with the See of Rome, and I am not the subject of any canonical censure or penalty.
- My appointment places a legal duty upon me to ensure that the religious character of the school to which I am appointed is preserved and developed and that it is conducted in accordance with the principles and subject to the regulations and discipline of the Catholic Church.
- My appointment requires me to comply with the provisions of Canon Law, the teaching of the Catholic Church and such determinations made by the Archbishop or the DES acting on his behalf, in respect of the school to which I am appointed.
- I understand that I may be removed from office by the person or persons who have appointed me.
- I understand that if this is my first appointment as a Foundation Governor or Foundation Representative that I will be required to attend induction training which will be held at the DES office at Coleshill.
- I will attend training during my term of office as requested by the MAC Directors, the Local Governing Body, the Academy Committee or the DES.

For the good of the mission of the Catholic Church and of Catholic education in the Archdiocese of Birmingham, I am willing to be called by His Grace the Archbishop of Birmingham to serve as a Foundation Governor or Foundation Representative.

### **STATEMENT FOR DIOCESAN COMPLIANCE**

If appointed to serve as a Foundation Governor or Foundation Representative, I hereby recognise and confirm that:

- i. I am a practising Catholic in full communion with the See of Rome, and I am not the subject of any canonical censure or penalty.
- ii. I understand that my appointment places a statutory duty upon me to ensure that the religious character of the school is preserved and developed and that the school is conducted in accordance with the provisions of the Archdiocesan Trust Deed [Schedule 9, paragraph 2(a) and (b), School Standards and Framework Act, 1998]
- iii. I understand that my appointment requires me to comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Archbishop and his Trustees and their agent, the Diocesan Education Service, in respect of the school or other schools situated in the Archdiocese.
- iv. I understand that I may at anytime be removed from office by the person or persons who have appointed me [Regulation 18(1), Education (School Government) (England) Regulations, 1999].
- v. I understand that if this is my first appointment as a Foundation Governor or Foundation Representative that I will be required to attend induction training which will be held at the Diocesan Education Service office at Coleshill.

## STATEMENT FOR STATUTORY COMPLIANCE

I confirm that I am not subject to any disqualification from membership of a Governing Body in accordance with the School Governance (Constitution) (England) Regulations 2012 or the Articles of Association for the Multi Academy Company to which I am to be appointed.

To ensure compliance under the above requirements, please answer the questions below:

Are you a registered pupil at the school?	Yes		No	
Are you aged 18 or over?	Yes		No	
Have you been removed by the Governing Body of any school from the position of Parent Governor or Staff Governor at that school within the five years preceding the submission of this application?	Yes		No	
Are you subject to a bankruptcy restrictions order or an interim bankruptcy restrictions order?	Yes		No	
Have you had your estate sequestrated and the sequestration order has not been discharged, annulled or reduced?	Yes		No	
Have you ever been disqualified from the office of governor for failure to attend governing body meetings for a continuous period of six months or more?	Yes		No	
Have you been disqualified from acting as a company director or as a charity trustee?	Yes		No	
Have you ever been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners of the High Court on grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or which you were privy to which you contributed or which was facilitated by your conduct?	Yes		No	
Have you ever been removed, under s.34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body?	Yes		No	
Are you included on the list of people considered by the Secretary of State as unsuitable to work with children?	Yes		No	
Are you subject to a direction of the Secretary of State under s.142 of the Education Act 2002 or any other disqualification, prohibition or restriction [from working with children]?	Yes		No	
Have you been disqualified from office as a result of being subject to a s.128 direction?	Yes		No	
Are you barred from regulated activity relating to children in accordance with s.3(2) of the Safeguarding Vulnerable Groups Act 2006?	Yes		No	
Are you disqualified from working with children under ss28, 29 or 29A of the Criminal Justice and Court Services Act 2000?	Yes		No	
Are you disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 or child minding or providing day care?	Yes		No	
Are you disqualified from registration under Part 3 of the Childcare Act 2006?	Yes		No	
Have you received a sentence of imprisonment (whether suspended or not), in the UK or elsewhere, for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor?	Yes		No	
Have you received a prison sentence of two and a half years or more in the 20 years before becoming a governor?	Yes		No	
Have you at any time received a prison sentence of five years or more?	Yes		No	
Have you been fined for causing a nuisance or disturbance on school and/or educational premises during the five years prior to applying to become a governor?	Yes		No	

**REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 AND (EXCEPTIONS) (AMENDMENT) ORDER 1986**

Because the nature of the work you are considering is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1986, applicants are required by the Diocese to disclose information about convictions which for order purposes are "spent" under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal from office or disciplinary action by the Diocese. Therefore, please answer the following questions. If you answer YES to any of the questions, please give details. You may, if you wish, enclose any details in a separate envelope.

Have you ever been cautioned, reprimanded or convicted of a criminal offence, or placed on probation or discharged absolutely or conditionally for a criminal offence?	Yes		No	
Have you ever had a child removed from your care or placed under supervision by the local authority?	Yes		No	
Do you suffer from, or have you suffered from any illness or disease that may affect your ability to work with children, young people or vulnerable adults?	Yes		No	
Have you ever been investigated in respect of child protection procedures?	Yes		No	

I have read and understood the statements for Diocesan and Statutory Compliance above and completed the relevant Disclosures and Declarations. I confirm that all the information contained in this form is accurate and true. I also understand that if any subsequent grounds for disqualification come to light, my appointment as a Foundation Governor or Foundation Representative will be terminated. For the good of the mission of Catholic Education in the Archdiocese of Birmingham, I am willing to be called by His Grace the Archbishop of Birmingham to serve as a Foundation Governor or Foundation Representative.

Signature:		Date:	
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**SECTION 4: ENHANCED DBS (formerly CRB) DISCLOSURE**

**DO NOT SUBMIT IN YOUR APPLICATION FORM UNTIL THIS SECTION HAS BEEN FULLY COMPLETED**

**FORMS SENT IN WITHOUT THIS SECTION COMPLETED WILL BE RETURNED TO THE APPLICANT**

**This section needs to be completed by the Head Teacher/Principal, School Business Manager (or equivalent) or Clerk to the Local Governing Body of the School to which you are applying BEFORE submitting your application. If you do not currently hold an enhanced DBS certificate, please speak to one of the above individuals at the school to make arrangements to apply for one prior to completing your application.**

Date of Disclosure:		Disclosure Certificate No:	
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I confirm that I have seen the above DBS certificate, held in the name of the applicant, and that I am satisfied that a valid DBS certificate is in place for them and that their application can be considered for appointment.

Signature:		Date:	
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Position in school:	Head Teacher* School Business Manager (or equivalent)* Clerk to the Governors/Clerk to the Academy Committee *	*Please delete as applicable
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**SECTION 5: PRIEST'S REFERENCE:**

(A Parish Priest/Priest in Charge applying to be a Foundation Governor or Foundation Representative does not need to complete this section)

Please provide below the **details of your parish priest or the priest where you attend Mass regularly** who can testify that you are able to fulfil the requirements for diocesan compliance and ask him to sign this section

Title:		Surname:		First Name:	
Name of Parish:					
Town/City:					
Applicant's roles & functions within your parish, if any:					

**CERTIFICATION BY PRIEST**

I certify that the applicant regularly attends Mass on Sundays and Holydays of Obligation and, to the best of my knowledge, fulfils the requirements of a practising Catholic as detailed in the Scheme of Delegation.

Signature:		Date:	
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**Are you the priest for the parish in which the school being applied for is situated?**

Yes  No

(If the answer to this question is no, then Section 6 below needs to be completed by the priest who is the priest for the parish in which the school being applied for is situated)

**SECTION 6: PRIMARY SCHOOL APPLICATIONS**

If this Application is for a primary school, then the following needs to be completed only if the priest referee in Section 5 above is NOT the parish priest or priest-in-charge of the parish in which the primary school is located.

**I, the undersigned, confirm that the Applicant has my endorsement to serve as a Foundation Governor or Foundation Representative of the Catholic primary school(s) within the canonical boundaries of my parish.**

Title:		Surname:		First Name:	
Name of Parish:					
Signature:		Date:			

Please ensure that **all** sections are completed fully. Once completed, please follow the instructions below:

- Scan and email your form directly to Rebecca Tonks at the Diocesan Education Service at [r.tonks@bdes.org.uk](mailto:r.tonks@bdes.org.uk)
- If it is not possible for you to scan and email your form personally, please take it to the school for which you are applying and request that they scan and email it to [r.tonks@bdes.org.uk](mailto:r.tonks@bdes.org.uk) on your behalf instead by giving them your authority to do so.
- Only if it is not possible to scan and email the form should you post it to **Director of Education, Diocesan Education Service, Don Bosco House, Coventry Road, Coleshill, Birmingham, B46 3EA**  
If you use Royal Mail to submit the form, it is strongly recommended that you send it by Registered Post or to be "signed for" so that it can be evidenced that it has been received. There have been recent situations where application forms have been lost in the post and have not reached our offices.