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Dear Parents/Carers

When your child starts at Chipstead Valley it will be necessary for you to show his/her birth certificate to a member of the Office staff. The school will then take a copy of this and keep it in your child's file, it will also be noted on a computer based system that the birth certificate has been seen. If you are unable to supply a birth certificate you will be asked to produce some other form of identification, (passport, driving licence etc), for yourself and your child.

Many thanks for your help.

Yours sincerely

Key Stage Two Office