

## HOW TO COMPLETE A CHILD LICENCE APPLICATION FORM TO TAKE PART IN HASTINGS MUSICAL FESTIVAL.

Please note, this is how we gather your information for our festival – other organisations may differ.

The Local Authority require Hastings Musical Festival to apply for licences for every Local Authority educated child competing during school hours. Without these licences Hastings Musical Festival cannot take place.

### WHO NEEDS A LICENCE?

If your child attends a **LOCAL AUTHORITY SCHOOL** and misses school due to taking part in the festival your child **MUST** have a performance licence.

If your child is educated privately, Home-schooled or attends an Academy School– your child will be on a **BODY OF PERSONS LICENCE** which we will obtain. Luckily for you we need no further details from you as we have everything we need from you on your entry form. However, you will still need to get a letter authorising your child's absence from school.

**STEP 1.** ENTER OUR FESTIVAL ONLINE – Upon online registration our clever system will ask you a few details, it will then let you know if you need a licence. If you need a licence it will give you the option to download a **PART 2**. Please fill in the part 2 to the best of your knowledge and save it as a **WORD DOCUMENT**.

**STEP 2 .** It will ask you to upload the following documents while entering online;

1. A Head and Shoulders photo shot of your child
2. A copy of your child's birth certificate OR Passport
3. The **COMPLETED** Part 2.

If for some reason you cannot do this please email [RoyahhastingsMF@Hotmail.com](mailto:RoyahhastingsMF@Hotmail.com)

**IF WE HAVE NOT RECEIVED THE 3 DOCUMENTS 14 DAYS AFTER YOU HAVE SUBMITTED YOUR ENTRY, YOUR ENTRY WILL NOT BE ACCEPTED AND YOUR CHILD WILL NOT BE ABLE TO TAKE PART IN OUR FESTIVAL.**

**Step 3.** You wait. You have now done everything you can so far to successfully complete a licence application.

**Step 4.** When the **TIMETABLE** has been released on our website (we will update you via FB OR EMAIL) you will then know the date & time your child is performing – Now is the time to get authorisation from your child's school IF they need to take time off to perform in the festival. You must then email or post us a copy of the letter authorising your child's absence from school. You can send the school the absence request proforma which is available here on the website

You have **20 days AFTER** the programme is published on our website to get the letter to us – failure to do so will result in your child not being able to take part.

**Step 5.** Relax – Its done.