

# CALL TO THE BAR GUIDELINES

Guidance on applying to be Called to the Bar for  
BPTC Students in 2020





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# Before you start...

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**The deadline to apply for all three Call to the Bar ceremonies is FRIDAY 28 AUGUST 2020.**

**Apply now for the November, March and May Call ceremonies!**


## Dos and don'ts

- ✓ **Do** begin the application process as soon as possible as it takes approximately one month to complete.
- ✓ **Do** start your application prior to receiving your BPTC results.
- ✓ **Do** start your application prior to attending the requisite number of Qualifying Sessions (QS).
- ✓ **Do** add Richard Loveridge ([rloveridge@innertemple.org.uk](mailto:rloveridge@innertemple.org.uk)) to your list of email contacts.
- ✓ **Do** keep your address and contact details updated.
- ✓ **Do** plan on attending the Call to the Bar ceremony in person.
- ✓ **Do** keep us informed of any changes to your circumstances that might affect you being Call to the Bar.
  
- × **Do not** begin your application before you have thoroughly read these guidelines.
- × **Do not** submit your application until it has been fully completed and has also been signed by a Master of the Bench.
- × **Do not** wait to submit your application until after you receive your BPTC results, you can always defer to a later date if necessary.
  
- ! It is strongly recommended that any travel or accommodation arrangements are not made until you have passed the BPTC and received confirmation from the Inn of your Call date.
- ! You may not be allocated/eligible for your first choice of ceremony so please bear this in mind when making future travel plans.



## Submitting your application

Given the impact of Coronavirus (COVID-19) on our ability to work from the Inn, all applications must be submitted via email and not by post. To submit your application via email, please follow the below steps:

1. Create a compressed (zipped) folder and label it with your first initial, last name and membership number, e.g.  J SMITH 2020123
2. Add all the required documentation to the folder:
  - Cover sheet
  - Call Declaration and Notice for Call to the Bar forms
  - Master of the Bench form
  - Duke of Edinburgh scholarship form (if necessary)
  - References (if necessary)
  - CV
3. Ensure you have paid the £75 Call fee online (if necessary)
4. Send the documentation via email to Richard Loveridge ([rloveridge@innertemple.org.uk](mailto:rloveridge@innertemple.org.uk)). In the subject line of the email, please state *Call to the Bar Application* followed by your membership number, e.g. *Call to the Bar Application - 2020123*

Please note that:

- Incomplete applications will not be processed.
- Your provisional Call date can only be confirmed once a complete Call application and payment have both been received.

Once we have received your completed and signed application, and it has been processed, we will send you an email confirming your provisional Call to the Bar date. Please bear in mind that your place at the Call ceremony will be conditional on completion of the necessary Qualifying Sessions (QS), the BPTC, and fit and proper checks.

Once your Call has been confirmed you cannot change the date without applying to the Inn for a cancellation or deferral. Please read sections 10 and 11 carefully regarding this matter.



# Guidelines on applying

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**Call applications for all three ceremonies in 2020/21 should be submitted by no later than FRIDAY 28 AUGUST 2020.**

## 1. Call dates and results

The three Call dates for those who will complete the BPTC in 2020/21 are:

Michaelmas Call - **Monday 30 November 2020**

Hilary Call - **Monday 29 March 2021**

Easter Call - **Thursday 27 May 2021**

At the time of your Call to the Bar you must:

- ✓ Be certified as having successfully completed the Bar Professional Training Course (BPTC).
- ✓ Have at least 11 valid Qualifying Session (QS) points with your attendance at the Call ceremony being the prerequisite 12<sup>th</sup>.

If you have not fulfilled these requirements, you will be ineligible to be Called to the Bar.

Please check with your BPTC provider for the publication date of results; there must be a minimum of two weeks between your provider's results release date and your Call date.

## 2. Call date preferences

Unfortunately, due to demand, we cannot guarantee everyone their first choice of Call date. For this reason, we ask you to indicate your Call date preferences when applying.

Before submitting your Call to the Bar application, please visit the below webpage and complete the online form to indicate your preferences:

<https://innertemple.typeform.com/to/iQYSLYES>

Please note that indicating your preferences via the above link will not reserve you a place. Only upon receipt of a fully completed application will a place be held for you; this will be confirmed via email.



### 3. Interview with a Master of the Bench

A *Bench*er or *Master of the Bench (MOB)* is a senior member of an Inn of Court in England and Wales.

For your application to be Called to the Bar to be considered complete you must be interviewed by a Master of the Bench and have them agree to propose your Call. The purpose of this interview is for them to assess whether you are of fit and proper character to be Called to the Bar. If the Master of the Bench agrees to propose your Call to the Bar, they will sign the relevant form which then needs to be submitted along with the rest of your application. All Masters of the Bench except Honorary, Overseas, Supernumerary or Legal Academic Benchers are eligible to sign the form.

As a member of the Inn, it is courteous to address the Master of the Bench as “Master [Last name]” in both writing and during your interview, unless they have requested that you address them otherwise.

#### **Please note!**

As a result of the impact of Coronavirus (COVID-19) we have amended the interview protocol for candidates applying to be Called to the Bar.

The revised guidance regarding obtaining and submitting references can be found below:

- Digital (soft copy) references will now be accepted along with scans of hard copy references.
- Referees are permitted to sign references digitally.
- References must still be typed on professionally headed paper. However, if your referee is unable to do this, it is permissible for them to type up the reference as a Word or PDF document and send it to you with myself copied into the email. We cannot accept references on non-headed paper unless it is sent directly to the Inn by your referee.
- All the other criteria stated in the attached *References Flowchart* is applicable and must be met.
- If your references do not meet all the criteria, you will not be provided with the contact details of a Master of the Bench until correct references are submitted.
- An example of an acceptable reference can be found on the next page.



**Inner Temple Ltd.  
53 Crown Office Row  
London EC4  
Tel: 0207 797 XXXX**



**Masters of the Bench  
The Honourable Society of the Inner Temple  
Education & Training Department  
Treasury Building  
Temple  
London EC4Y 7DP**

**[DATE]**

**Dear Masters of the Bench,**

**I have known John Smith for 2 years as their manager at Inner Temple Ltd.  
I can confirm that they are of fit and proper character to be Called to the Bar.**

**Yours faithfully,**

**A.Nother**

**Anne Nother**

The revised guidance regarding interviews can be found below:

- All interviews will be conducted remotely via Zoom, Skype, etc.
- Prior to your interview with a Master of the Bench you are required to send the following to them via email:
  1. Your two references
  2. Completed and signed Call Declaration and Notice for Call to the Bar forms
  3. Your CV
- A Master of the Bench will not sign the relevant form if you have not provided all the required documentation prior to your interview.
- After the interview has concluded, and the Master of the Bench is content that you are of fit and proper character to be Called to the Bar, they will sign the relevant form and email it to you with Richard Loveridge copied into the email.
- The form will be digitally signed; this is permissible under the revised guidance.



## 4. Fit and proper person checks

In order to be Called to the Bar, an individual must be considered a fit and proper person to become a practising barrister.

You will notice a reference to a criminal record check on the Call declaration form. Please note that this will only apply to those being Called to the Bar from 1st July 2021 so is not relevant for any application you submit to be Called to the Bar.

## 5. CV

Please include a current CV with your application. It must include:

- ✓ Academic qualifications
- ✓ Places of study (please also include the college if applicable)
- ✓ Any further professional qualifications
- ✓ Any Inner Temple scholarships that you have been awarded

## 6. Call fee

The £75 Call fee is to be paid online prior to submission of your application. Cheques, postal orders, payment in cash, and payment in person or over the phone cannot be accepted.

## 7. Duke of Edinburgh Entrance Scholarship

Please sign the form on the last page of your application if you have been awarded the Duke of Edinburgh Entrance Scholarship, as this award covers your Call fee.

Please note this is not the same as the Duke of Edinburgh bronze, silver and gold awards scheme which you may have completed at school or university.

## 8. Tickets

Tickets for yourself and your guests will be available to book via the Inner Temple website (<https://www.innertemple.org.uk/>) approximately two weeks prior to your Call date. You will be notified via email as to when tickets are available to book.

It is important that these tickets are booked as soon as possible after the email has been received.

Guest tickets are priced at £24.90 per person and these tickets grant each guest entrance to the ceremony and the Champagne reception that follows. You will also need to purchase a ticket for yourself at £16.90.

For all ceremonies you will initially be allocated up to two guest tickets with the possibility of this increasing to three once initial ticket sales have been processed.

Additional tickets might become available, but this can only be confirmed approximately 1 week prior to the ceremony. If you would like to be added to a list of those interested in purchasing additional guest tickets, please email Richard Loveridge once you have purchased your initial allocation and no sooner.

## 9. Qualifying Sessions (QS)

Prior to being Called to the Bar you must have obtained at least 11 valid Qualifying Session points, with your attendance at the Call ceremony counted as the required 12<sup>th</sup>.





A Qualifying Session is valid if completed in the 5 years leading up to the date on which you are Called, after which it expires.

Please note that it is your own responsibility to keep track of the number of Qualifying Session points you have and their validity. If you do not have the required number of valid Qualifying Session points, you cannot be Called to the Bar.

You can monitor your Qualifying Sessions via the Inner Temple website:

<https://www.innertemple.org.uk/>

**N.B. The Call to the Bar ceremony will remain a QS throughout 2020 but will no longer be a QS from 1 July 2021 onwards.**

## 10. Cancellation

The Call to the Bar ceremony, as well as being an enjoyable occasion for family and friends, is the final element of the formal Call to the Bar process. Consequently, the Inn devotes significant resources (financial and staffing) to organising the ceremony. Furthermore, every application by a student to be Called to the Bar is formally approved two weeks in advance of the Call ceremony by the Masters of the Bench at Bench Table. Therefore, any request to cancel or postpone your Call date causes major disruption and expense.

Any request to cancel or postpone a Call date must be put in writing to the Director of Education & Training, Fiona Bartlett ([fbartlett@innertemple.org.uk](mailto:fbartlett@innertemple.org.uk)) and copied to Richard Loveridge ([rloveridge@innertemple.org.uk](mailto:rloveridge@innertemple.org.uk)) at least one month prior to the confirmed Call date.

If a student requests a cancellation / postponement within the four weeks leading up to his or her Call date, and this is granted, then a further £75 Call fee may be charged at the Inn's discretion in order for the student to be Called at a later date.

Ceremony and reception tickets will not be refunded if the cancellation occurs within 5 working days of the ceremony.

Any request for cancellation / postponement must set out the extenuating circumstances that you would like to have taken into account. All requests will be considered on a case by case basis and, if the request is made due to ill health, a medical certificate must be provided.

## 11. Deferring your Call date

If you need to defer your Call for any reason, please inform the Inn as soon as possible. It is your responsibility to contact the Inn and check that your Call can be deferred to an alternative Call date.

Please check the release date of results with your BPTC provider before arranging your deferral. The results must be confirmed at least two weeks prior to your intended Call date.

Please note that it is also your responsibility to inform the Master of the Bench proposing your Call of any changes to your Call date.

Any application submitted to be Called to the Bar in 2020 will only be valid up until the Easter Call ceremony in 2021. If you wish to defer your Call application to a date beyond this then you will have to withdraw your current application and reapply; the £75 Call fee can be carried over to any subsequent application.



# On the day of the ceremony

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## 12. Dress code for Call night

The dress code for students on the day will be dark suits for both men and women.

- All Callees must wear dark jackets with a choice of one of the below shirt options.
- Men:
  1. A white wing-collared shirt or a tunic court shirt with attachable wing collar – bands must also be worn with both.
- Women:
  1. A white wing-collared shirt or a tunic court shirt with attachable wing collar – bands must also be worn with both.
  2. A white tunic or mandarin court shirt with ladies' collar.
  3. A court bib (aka collarette).
- These can be purchased from a number of tailors including:

Ede & Ravenscroft  
93-94 Chancery Lane  
London  
WC2A 1DU  
Tel. 020 7405 3906

Stanley Ley  
23 Fleet Street  
London  
EC4Y 1AA  
Tel. 020 7353 3533

- If you have any queries about dress for Call, please contact one of the tailors directly.
- The Inn will provide gowns for you to wear on the night and the photographer will provide wigs for photos.
- Please note that wigs are not worn during the ceremony.

Guests do not have to wear dark colours, but smart attire is requested.

## 13. Information about the Call ceremony

Approximate timings on the day:

5.00pm – Student registration & briefing

6.00pm – Ceremony commences

6.40pm – Reception; Champagne and canapés served

8.30pm – Reception ends

You will be expected to arrive promptly at 5pm to register your attendance, shortly after which there will be a briefing by an Education & Training staff member. You are then lined up in order of admission to the Inn (unless you obtained an Outstanding result in the BPTC, in which case you will be Called first) and taken to the Church. During the ceremony the Sub-Treasurer will read out your name, qualifications and the name of the Master of the Bench who has agreed to move your Call. At this point the Master of the Bench will say "Master Treasurer, I move his/her Call". The Treasurer will hand you your Call



certificate and you will nod to the Treasurer then nod to the Master of the Bench and return to your seat.

If your proposing Benchers are unable to be present at the ceremony (and in some cases this may be a last-minute change which you may not be aware of), you will be allocated another Benchers. The Education & Training Department will organise this on your behalf.

**Important:** Please allow plenty of time for your journey to Inner Temple on the day of your Call to the Bar, as students arriving late for registration, or guests arriving late for the ceremony, will not be admitted. Remember that all the Call ceremonies are held at peak-hour London traffic/public transport time.

If you are late then you will not be Called to the Bar. You will subsequently need to write a letter of explanation to the Masters of the Bench and also ask their permission to be Called at a future date. An additional Call fee may be charged.

## Project Pegasus

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The Inner Temple has a clear vision for our future, to provide the very best education for students, pupils and for those who are practicing.

The Inn is in the process of transforming the Treasury Building and Hall to make it fit for purpose for our 21st Century educational mission by creating modern, purpose-built training facilities that will be added to the top of the building. We are also improving access to the building and upgrading some of our services.

Construction work on Project Pegasus started in May 2019 and the project is due to be completed in spring 2021. In order to do this the Inn has had to move out for two years. During the construction work, the Inn will still be delivering its services. The majority of the Inn's educational activities such as Qualifying Sessions will take place at locations close to the Inn.

This means that the 2020/21 Call ceremonies will be affected in the following ways:

***Michaelmas Call – Monday 30 November 2020 – Ceremony will take place in Temple Church, as normal, with the reception held in Middle Temple Hall.***

***Hilary Call – Monday 29 March 2021 – Ceremony will take place in Temple Church, as normal, with the reception held in Middle Temple Hall.***

***Easter Call – Thursday 27 May 2021 – Ceremony will take place in Temple Church, as normal, with the reception held in Middle Temple Hall.***

Of course, the Inn is much more than this Treasury building; it is about the relationships you create and the learning you gain from others in the profession. This interchange is at the heart of the Inn's collegiality and will continue to be. Don't forget, once qualified, the Inn is your professional home and this project will greatly improve your long-term educational experience, especially once you start practicing.

For further information on the revitalisation of the Inn, please visit the following webpage:

<https://www.innertemple.org.uk/project-pegasus/>



# Coronavirus (COVID-19)

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The Inn wishes to make clear that, at this stage, we intend for the abovementioned Call to the Bar ceremonies to go ahead in person, as planned. However, we are monitoring the situation closely with regard to COVID-19 guidance for large gatherings. Should this have an impact our ability to stage any ceremony in the desired fashion, you will be notified.

We are reminding all applicants for Call of their personal responsibility to follow strictly the latest advice which is available at:

<https://www.gov.uk/coronavirus>

Information on how to protect yourself is available at:

[www.nhs.uk/conditions/coronavirus-covid-19/](http://www.nhs.uk/conditions/coronavirus-covid-19/)

Many of you will be bringing family and friends to the Call ceremonies and we urge you to ensure that they also follow the latest advice of Public Health England (PHE).

We take the health and welfare of all our members extremely seriously. If you feel that the outbreak of Coronavirus (COVID-19) might impact your attendance at a Call ceremony, please get in touch with Richard Loveridge as soon as possible.



# FAQs

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## Can both of my referees be a BPTC tutor?

Yes.

## Is it possible to use a different method of payment for the Call fee?

No. Given the current circumstances we are only able to process payments online.

If you have difficulty arranging the payment, please contact Richard Loveridge.

## What if I don't get my first choice of Call night?

You will be assigned your second or third choice of ceremony, depending on availability, and will also be added to a waiting list for your first choice. After BPTC results are released additional places do become available as some students have to unfortunately defer their Call. Places will be reallocated to those on the waiting list as and when they become available with the date of initial application indicating priority.

To increase the chances of being allocated your first choice of ceremony, we strongly recommend you submit your application as early as possible. Places are issued on a strictly first come, first served basis.

## What happens if I fail to complete the BPTC before my provisional Call date?

You will need to email Richard Loveridge and request a deferral to a later Call date. Your reserved space will also be reallocated to an individual on the waiting list.

As the Inn receives confirmation of every student's BPTC result when they are released, we will automatically reassign your place if you are ineligible to be Called.

## Can children attend the ceremony?

Children are welcome to attend the ceremony and reception but we ask parents to be mindful of the occasion and to minimise any disruption to the ceremony. Also, please note that, regardless of age, children will require a guest ticket also. Each Callee is allocated a minimum of 2 guest tickets at £24.90 each.

## One or more of my guests has mobility requirements, whom should I notify?

Email Richard Loveridge to inform him of this, or include a note with your application, if possible. Any reasonable adjustments will be made and we will contact you if we need further information.



## Can I wear my own gown and/or wig to the ceremony?

No. The Inn will provide you with a student gown for the duration of the evening. At Inner Temple Callees do not wear a wig during the ceremony.

## Can my guests take photographs during the ceremony?

Yes. However, when taking photographs guests should not position themselves in a way which will interfere with the ceremony or block the view of other guests.

## Can my guests take photographs using a mobile phone?

Yes. However, please ask them to ensure that phones are on silent during the ceremony.

# A few important reminders

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## DEADLINE: FRIDAY 28 AUGUST 2020!

### Keep this booklet handy

These guidelines cover everything from your application to the ceremony itself. Read them carefully and if you have any questions refer to this document in the first instance.

### Sooner rather than later

Don't forget that all places at Call ceremonies are strictly allocated on a first come, first served basis.

### Check results dates

Ensure your chosen Call date is compatible with your BPTC results date and please bear in mind we need at least two weeks' notice to add you to a Call list and create the relevant paperwork.

### Keep a copy of your application

Keep a copy of the completed forms with the guidelines for future reference.



## Keep us informed

If you need to defer, withdraw or cancel your Call for whatever reason, let us know! Contacting us sooner rather than later means that we are more likely to be able to help you.

Also, make sure your contact details are always up to date. Any changes should be made via the website or sent to [records@innertemple.org.uk](mailto:records@innertemple.org.uk)

## Keep your Bench up to date

Note/Save the contact details of the Master of the Bench who signs your Call form. If there are any unexpected changes or delays it is courteous to let them know that your plans have changed, as they will most likely have planned to attend the ceremony to move your Call.

## Monitor your Qualifying Sessions (QS)

If you are being Called to the Bar in person, you must have obtained at least 11 QS points by the time you are due to be Called. Each QS point is valid for 5 years so do monitor the ones you have obtained to ensure they will be considered valid at the time of Call.

## Add Richard to your safe senders list

Add the email address [rloveridge@innertemple.org.uk](mailto:rloveridge@innertemple.org.uk) to your safe senders list to ensure that important Call correspondence does not go in to your junk mail.

*Good luck with the rest of your course and if you have any queries about the Call to the Bar process, please contact Richard Loveridge on 020 7797 8212 or [rloveridge@innertemple.org.uk](mailto:rloveridge@innertemple.org.uk)*

