



Department  
for Education

## Nominating someone within the education sector for an honour

[Read full details of how to nominate someone for an honour](#), including advice about constructing a strong case.

Be sure to read the guidance notes carefully and complete the form as fully as possible. Attach at least two good letters of support, giving example of the nominees major achievements.

Highlight how the person has:

- made a difference to their community or field of work - describe their success, what their achievement has meant to other people
- improved life chances of people less able to help themselves
- how they overcame obstacles, to the benefit of children, young people, families or their colleagues

Some examples of nominees considered by the Department for Education are included in the leaflet 'Who will you nominate?'. These include:

- headteachers and teachers
- teaching assistants, caretakers, dinner ladies, admin staff
- children's charity workers
- youth club leaders and youth workers
- school governors
- nursery and play school workers
- foster carers and adoptive parents
- leaders from uniformed organisations: scouts, guides, boys and girls brigade (not cadets which are the responsibility of the Ministry of Defence)
- children's social workers

### What happens next?

Nominations will be considered initially by the department and possibly go on to be shortlisted for one of the two annual honours lists, although competition for honours is strong.

### Confidentiality

All nominations are considered in strictest confidence and the candidate should not be informed they have been nominated as it is not fair to raise expectations in the case an award is not made.

## Contact details

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