

Applications for an in-year variation to admissions policies 2021-22 relating to faith and church attendance oversubscription criteria

Academies

To Headteachers and Chairs of Governors of all academies using faith criteria in their oversubscription categories

Please also read the CofE Education Office guidance also available on this webpage.

- a. Complete the basic school information (sections marked *) in the OSA request for variation form [Document a]. The rest of the form has been completed for you, no changes or additions are required.

Please note: OSA form Page 3, Section c.

- If your school **doesn't** have any provision for other faiths in its oversubscription criteria, **you need to delete the phrase in red font, as below.** This also applies in the Chair's letter and the notification text (see steps b and c below)

" In the event that during the period specified for attendance at worship the church or, **in relation to those of other faiths, relevant place of worship**, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, **or in relation to those of other faiths, relevant place of worship**, or alternative premises have been available for public worship"

- If your school **does** have provision for other faiths in its oversubscription criteria, **keep the text turning the red font to black.**

- b. Complete the model letter from the Chair of Governors [Document b]

This will ensure compliance with requirement 1.b of the OSA form.

- c. Prepare a copy of your determined 2021-22 admissions policy **with the relevant sections of your over-subscription criteria (and associated notes) highlighted in yellow**

and

a copy of the same policy with the proposed in-year variation included.

The latter will be the copy that you need to post on your school website.

- d. **Amend your Supplementary Information Form (SIF) if you have one, highlighting the addition of a sentence that indicates that church attendance will be calculated only for the period when churches were open for public worship (This can be done as a footnote as long as it is clear what is required of parents).**

This is the SIF that you have amended to take into account the variation. You may not have a SIF. Please also attach any 'Clergy reference' or church attendance form you may use, or explain the process by which you verify church attendance criteria are met.

- e. **Notify all appropriate bodies and save copies of the communication. A model of how this email should be phrased has been drafted for you [Document e]**

Send the proposed notification email to appropriate bodies as soon as possible. **You will be doing contacting these interested parties annually, so this should be relatively straightforward).** These are listed in section 1.44 of the School Admissions Code (relevant pages attached).

We are required to request from you the actual communication method that you have used to notify other parties (email, school newsletter or other method), so please include the evidence of how the notification was conducted with your submission of documentation to us, in pdf format if at all possible.

- f. **Send all the documents listed above to Vicki Barrière at schools@stalbans.anglican.org by 24th July or notify her that you will not be varying your admissions criteria.**

Please make sure that the name of each attachment you send contains the name of your school.

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As schools have to publish their admission policies by 12th September 2020, it is essential that all the paperwork listed within the steps below is returned to schools@stalbans.anglican.org by **Friday 24th July**.