

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

### FAQs

Please ensure that you have read the brief step-by-step guide available [here](#) as well as the guidance issued by the Church of England Education Office, which will also support you in preparing your submission. You will find the document [here](#).

### Admissions policies

#### 1. Do I need to submit the policy which includes the proposed variation?

Yes, we have been informed that the adjudicators wish to see the full proposed document, with the variation highlighted. Please send us the policy as you will be posting it on your website.

It is your determined policy for 2021-22 that needs to be submitted.

**If you do not copy your existing faith-related criteria into box 2c of the OSA request form**, you are encouraged to submit 2 versions:

- the policy as it has been ratified by your governing body, with the relevant faith-related criteria highlighted and
- the proposed policy with the text of the variation (which can be inserted under the relevant criteria or in your explanatory notes).

The proposed policy is the one that needs to be uploaded to your website, making a mention of the proposed variation.

### OSA request form

#### 2. Box 2c on the OSA request form mentions inserting our existing criteria related to church attendance and the relevant year group. Can we complete this as well as sending our existing policy?

Yes. If you do, you will need to make sure that you include all the relevant criteria and associated notes in the box.

## Notifications

### 3. Do we need to notify every appropriate body cited in sections 1.44 and 3.6 (including Note 61) of the School Admissions Code?

Yes. The OSA is scrutinising compliance with the code very closely. This is a compulsory notification to all appropriate bodies of a proposed amendment to your determined admissions policy for September 2021. Certain local authorities undertake the task of notifying local schools on your behalf. If this is the case, please indicate this when you submit your documents to us.

Section 3.6 and note 61 specify that VC and community schools should be notified by you only if not covered in the 1.44 list. If the local authority is the admissions authority for those schools, your notification to them will cover this requirement. You may wish to insert a sentence into your email to the LA indicating that you understand that you are also notifying them as admissions authority for local VC and community schools.

Current parents need to be notified, by means of email, newsletter or other form of communication you usually adopt. This should include a link to where your 2021-22 determined policy is uploaded on your website with the inclusion of the proposed variation. This also ensures that prospective parents can also see the proposal. A screenshot of the relevant page on your website may also be submitted.

You will find the School Admissions Code [here](#).

### 4. What needs to be in the notification to appropriate bodies?

A model text was provided in attachment € previously sent ('Notification as admissions authority to all other local admissions authorities' – you can find this [here](#) (link to our webpage to be inserted)). Please remember to specify the first year group to which this applies.

You are notifying of your request for a variation, therefore you need to ensure that people are able to access the proposed document. Uploading the proposed policy (including the variation) to your website and giving the link to the document with your notification message is a good way to do this.

### 5. How do we provide evidence that we have notified all parties?

The easiest way to do this is to send the notifications by email and print the emails as a pdf document once they have been sent.

If your notifications to parents are included in a letter home or a newsletter, you will need to submit a copy of this and confirm when and how it was sent out.

## Supplementary Information Forms and church attendance verification

### 6. Our school does not have a SIF. Is this a problem?

Not every school has a SIF.

If you don't have a SIF, please include in your submission the form which clergy/ faith leaders need to sign to provide proof of church attendance. If you do not require a form, please ensure that the process to verify church attendance is clear (a letter from your local priest for example).

### 7. What should be added to the SIF?

You need to include a note explaining how church attendance will be determined for periods when churches were closed.

Example: Due to Covid-19, church attendance will be calculated only for the period when churches were open for public worship.

You may also add the text of the variation:

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 the 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.

## After 2021-22

### 8. What about future admissions policies?

The OSA has agreed with the Church of England Education Office that once this request has been approved, it becomes part of your determined admission arrangements. It will therefore not need to be resubmitted each year. (You would have to request any other changes to your admission arrangements in the usual way).

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