

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

VA schools

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

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

VA guidance (Governing Body acting as Admissions Authority)

a. Complete the basic school information (marked *) in the OSA request for variation form [Document a].

(i) **OSA form Page 1:** 'The Name and address of authorised officer in local authority'

Hertfordshire	Central Bedfordshire	Bedford Borough	Luton	London Borough of Barnet
Jayne Abery Admissions and Transport Team County Hall Pegs Lane Herford SG13 8DF (postal zone CHR 102)	Jessica Mortimer Schools Admissions, Central Bedfordshire Council Watling House High Street North Dunstable Beds, LU6 1LF	Keith Lakin Schools Admissions Service Borough Hall Cauldwell Street Bedford MK42 9AP	Deborah Craig Admissions Service Town Hall George Street Luton Beds LU1 2BQ	School Admissions Building 4 North London Business Park Oakleigh Road South London N11 1NP
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Jayne.Abery@hertfordshire.gov.uk	Jessica.mortimer@centralbedfordshire.gov.uk	keith.lakin@bedford.gov.uk	Deborah.craig@luton.gov.uk	School.admissions@barnet.gov.uk

(ii) **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 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 (this complies with 1.b on the OSA form) [Document b]**

You may wish to put this on school headed paper.

- 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.

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

- d. **Prepare a copy of your Supplementary Information Form (SIF) 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).*

Your school may not have a SIF. In this case, please submit any form that enables you to verify church attendance. This may be a form included in the Local Authority's application form.

- e. **Notify the appropriate bodies every appropriate body cited in sections 1.44 and 3.6 (including Note 61) of the School Admissions Code that you are requesting an in-year variation. You will need to include evidence of all the notifications you have issued.**

A model of how this email should be phrased has been drafted for you [Document e].

Send the proposed notification email to interested parties as soon as possible. These are listed in section 1.44 of the School Admissions Code (to be found here). The model notification text (attachment e.) has also been amended to reflect the variation text as explained in point a(ii) above.

Your submission to us should include a pdf version of the email(s) you have sent as evidence that you have notified all interested parties. Please send us as an attachment a pdf end the proposed notification email as soon as possible. Please submit a copy of the email as evidence that you have notified all interested parties

- 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.

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**.