



Office of  
the Schools  
Adjudicator

**Request for a variation for admissions in September 2020  
(adjust date as appropriate)**

Name of school	St Mary & St Pancras CoE Primary
Type of school (i.e. foundation, voluntary aided, community or voluntary controlled) <sup>1</sup>	Voluntary aided
Address of school	81 Werrington Street LONDON NW1 1QP
Telephone number of school	020 7387 6117
Name of headteacher	Mrs Jules Belton
Email address of headteacher	head@stmp.camden.sch.uk
Name of chair of governors	Richard Walton
Email address of chair of governors	richardwalton@btinternet.com
Name of local authority	Camden LA
Name and address of authorised officer in local authority	Arlene Duncan London Borough of Camden 10th Floor, 5 Pancras Square c/o Camden Town Hall, Judd Street, London WC1H 9JE

<sup>1</sup> Applications to vary admission arrangements of academies and free schools should be directed to the Education and Skills Funding Agency.

Telephone number

020 7974 4480

Email address

Arlene.Duncan@Camden.gov.uk

For schools with a religious character, what is the name and address of the authorised officer in the religious authority?

Penny Harvey  
London Diocesan Board for Schools  
36 Causton Street  
London SW1P 4AU

Telephone number

07900346503

Email address

penny.harvey@london.anglican.org

Signature

Date

Richard Walton (Signed)

11 July 2020

To be signed by the responsible person for the admission authority. For community and voluntary controlled schools, this will normally<sup>2</sup> be an authorised officer of the local authority. For voluntary aided and foundation schools this will be the chair of governors.  
(type name if sending electronically)

Please note that information provided on this form will be copied to the other parties listed above.

Please complete the appropriate parts of this form. If possible, please send the form and all necessary attachments by email to [osa.team@schoolsadjudicator.gov.uk](mailto:osa.team@schoolsadjudicator.gov.uk)

Or post to: The Office of the Schools Adjudicator  
Bishopsgate House  
Feethams  
Darlington  
DL1 5QE

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<sup>2</sup> In the unusual case that the local authority has delegated responsibility for admissions to the governing board, making it the admission authority, then this will be the chair of governors.

## Initial information required

### 1. Current Admission Arrangements

Before an adjudicator can consider a variation, he or she needs to see evidence that the admission arrangements for the relevant year have been determined, that is formally agreed, by the admission authority. If the arrangements have not been determined, the adjudicator has no jurisdiction to consider the proposed variation.

Please provide:

- a. a copy of the **complete admission arrangements** for the relevant year including any supplementary information form or other relevant documentation and a link to where they can be found on the admission authority's website; and
- b. a copy of the **minutes of the meeting** where the arrangements for the relevant year were **determined by the admission authority**.

### 2. The requested variation

The documentation requested above will establish that the adjudicator has jurisdiction. When that is received then the adjudicator will be able to consider the proposed variation.

- a. What major change of circumstance has occurred since the arrangements were determined making it necessary to request a variation? The adjudicator will consider if the variation is a necessary and appropriate response to the change in circumstances.

During the COVID19 pandemic, churches and other religious buildings have been closed by law for public worship and for other uses. Since the school's oversubscription criteria include church attendance, at least fortnightly annually parents and their children are unable to meet this criterion under the terms of our current admissions arrangements

Parents and their children will not be able to clearly identify how they may meet that criterion and how church attendance will be determined. The school will have difficulty in advising prospective pupils and their families; in dealing fairly and lawfully with admissions decisions and potential appeals, and diocesan education staff and clergy will also face uncertainty on these matters, for instance when completing the approved Supplementary Information Form (SIF). It is also the case that not all churches and other worship centres will be open for public worship at the same time, and that public health requirements may lead to temporary

- b. What problems have arisen, or are foreseen, as a result of this change in circumstances?
- c. What variation is being proposed and for which year of admission?

To the current oversubscription criteria relating to church attendance at least fortnightly in the last year , insert the following

“ “ 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”.

- d. How will the proposed variation address the problems arising from the change of circumstances?

3.

It provides the necessary and carefully drawn clarification that will enable parents and others concerned with admissions matters to clearly identify how church attendance is determined for admissions where this oversubscription criterion is relevant. It also provides for the potential for church closures being required during the pandemic if there is a need for local, regional or national reimposition of control measures

### **Notification of appropriate bodies**

It is necessary to provide evidence that the following bodies have been notified of the proposed variation as required by paragraph 3.6 of the School Admissions Code:

- all other admission authorities and all governing boards for community

and voluntary controlled schools within the relevant area<sup>3</sup> (except that primary schools need not notify secondary schools). This is expected to include schools within a reasonable distance whether or not in the same local authority area;

- whichever of the governing board or the local authority is not the admission authority; and
- in the case of schools with a religious character, the religious authority.

A notification is not a consultation. The adjudicator would expect the admission authority to have provided enough information in the notification to the above bodies for an understanding of the change in circumstances and the proposed variation.

In addition, before a local authority refers a request for a variation to the admission arrangements of a community or voluntary controlled school to the adjudicator, it must consult the governing board of the school.

**The variation cannot be considered if notification and consultation (of the governing board in the case of proposed variations to the arrangements of community or voluntary controlled schools) have not occurred.**

Please provide:

- a. evidence that the governing board of the community or voluntary controlled school has been consulted (if appropriate);
- b. evidence that the above notification requirements have been met; and
- c. provide any comments received from the above bodies about the proposed variation (if no responses were received please say so).

**4. Please complete the appendix if the proposed variation is for a reduction in the published admission number.**

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<sup>3</sup> The relevant area is defined in the Code as “*The area for a school (determined by its local authority and then reviewed every two years) within which the admission authority for that school must consult all other prescribed schools on its admission arrangements.*”