

## Applying to SACRE for a determination

School needing to apply for a determination for the first time.

OR

School needing to **renew an application** for determination.

The headteacher may consult with SACRE Adviser for application advice.

**Headteacher consults with the Governing Body.**  
Decision of the GB for (re)applying for determination is formally recorded (minuted).

School will receive notice from the SACRE (usually 2 terms in advance).

The headteacher may consult with SACRE Adviser for application advice.

Schools must **allow reasonable time** for the consultation process. **Parental consultation is strongly advised.**

Pupils in K2 and secondary schools may also be involved in consultation. Parents and governors should be given the opportunity to see collective worship in the school should they wish.

**The school submits the application** together with documentation required (checklist provided) to [elp@ealing.gov.uk](mailto:elp@ealing.gov.uk).

Please see pages 4 & 5 (Determination application form) for information on the evidence needed.

**Council officer checks documentation** and if correct:  
1) **Will contact the school to agree a date** for the SACRE members to visit (within a given timeframe).  
2) **Will provide the date and school details** to the SACRE representatives to attend the school visit (normally 1 – 2 members).  
3) **Will also send all the relevant documentation** to identified SACRE members.

**SACRE members visit the school** to observe at least one act of reflection/ worship, talk to the headteacher/ other responsible for the collective worship.

Following the visit, **the SACRE representatives compile a report** in which they recommend whether or not a determination should be granted or renewed.

**At the SACRE meeting:**  
1) **School representative/s presents their case** and answer questions related to application.  
2) **SACRE member/s** (who visited the school) **provide a summary of the visit.**  
3) **SACRE members make their decision** (at this point the school representative will not be present).

**Report is sent to the Council Officer** for inclusion in the agenda for the next SACRE meeting. (Report and relevant documentation will be presented to the SACRE meeting).

**School is then invited to attend the SACRE meeting to presents their case.**

**ELP RE Adviser informs the school of SACRE's decision within 10 days.**