

# Online Education Accreditation Scheme Application

This form is for those who wish to apply for the Online Education Accreditation Scheme (‘OEAS’) and will help determine your eligibility for the scheme.

## Section 1 – Eligibility check

To apply for accreditation under the Online Education Accreditation Scheme (‘OEAS’), you must meet all the eligibility criteria. The eligibility criteria are set out below. Please complete the boxes below to confirm your eligibility:

Do you:

Teach online only on a permanent basis?  
Yes No

Provide a full curriculum or represent a child’s main source of education?

Yes No

Have at least one full-time pupil of compulsory school age on roll based in England (irrespective of the number of learners based overseas)?

Yes No

Have a physical presence in England?  
Yes No

Are you registered with Companies House or the Charity Commission?   
Yes No

If you answered No to any of the questions above, it is unlikely that you are eligible for the scheme. Guidance on the eligibility criteria, and further information on the scheme, can be found here: how the online education accreditation scheme works - GOV.UK ([www.gov.uk](http://www.gov.uk))

If you answered Yes to all the questions above, please complete the application form below.

## Section 2 – Setting information

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| --- | --- |
| **What is the Online Education Provider name?** |  |
| **Full address of the head office in England.** |  |
| **Which local authority area is the head office located in?** |  |
| **Have you previously applied for the OEAS, regardless of whether it led to accreditation or not? If yes, what was the URN issued (if known)?** |  |
| **Do the majority of your leadership team or teaching staff work from the head office? If no, explain who is at the head office, and where the majority of the leadership team/teaching staff are located.** |  |
| **When did you start operating?**  **If you are not currently operating, you will not be eligible for the scheme as you will not satisfy the criteria set out above of having at least one full time pupil on roll based in England.** | (DD/MM/YYYY) |
| **Primary contact (individual who is responsible for the provider on a day-to-day basis).** |  |
| **Email.** |  |
| **Telephone number(s).** |  |
| **Website address.** |  |
| **Headteacher/Principal name.** |  |
| **Do you have a religious ethos? If yes, please provide details.** |  |

## Section 3 – Pupil information

This is only applicable to pupils residing in England

|  |  |
| --- | --- |
| **What is the age range of pupils?** |  |
| **Which key stages of education are provided?** |  |
| **How many pupils are full time?** |  |
| **How many hours (on average) do full-time pupils access online teaching or learning per week?** |  |
| **How many pupils access in person teaching?** |  |
| **How many hours (on average) of in person teaching do pupils access per week?** |  |
| **Under what circumstances do you offer in person teaching? Please give an explanation and state whether the face-to-face provision you offer is voluntary/mandatory, how frequent and any other information you feel is relevant.** |  |
| **Is the provider specifically organised to make special educational provision for pupils with special educational needs and/or disability?** | (Yes/No) |
| **How many pupils with special educational needs and disabilities (SEND) are on roll?** |  |
| **How many pupils with Education, Health and Care Plans (EHCPs) are on roll?** |  |
| **How many pupils are looked after by the local authority? (within the meaning of section 22 of the Children Act 1989)** |  |

## Section 4 – Business information

Eligibility for the scheme is limited to companies based in England only, who have a physical presence in England and are registered with Companies House or the Charity Commission. Please note, a forwarding address or a PO Box number registered in England would not meet the criteria of having a physical presence in England.   
  
The following questions will help us determine eligibility for the scheme. Please answer accurately in line with the Terms and Conditions of the scheme.

|  |  |
| --- | --- |
| **Title** |  |
| **Are you applying as a:**  **1) Business or organisation, including sole trader**  **2) Charity or trust** **3) Individual**  **4) Joint proprietors** |  |
| **Please provide your business name.** |  |
| **Is your business registered in England with Companies House? If yes, provide registration number.** |  |
| **Is your business registered in England with the Charity Commission? If yes, provide charity number.** |  |
| **Do you have a governing body?** | (Yes/No) |
| **If yes, what is the full name of the chairperson?** |  |
| **Please provide the full usual residential address of the chairperson.** |  |

## Section 5 – Proprietor information

‘Proprietor’ means the individual(s), governors, trustees, partners, members, or directors responsible for the management of an online provider. If you have more than one proprietor, please complete the whole of sections 5 and 6 for each individual. You can copy and paste sections 5 and 6 below for each individual.

|  |  |
| --- | --- |
| **Title** | (Mr/Mrs/Miss/Ms/Other please specify) |
| **Full name** |  |
| **Other names known by (if applicable)** |  |
| **Date of birth** | (DD/MM/YYYY) |
| **Role (For example, director, trustee)** |  |
| **Full address** |  |
| **Email address** |  |
| **Telephone number(s)** |  |
| **Does the individual have decision making responsibility for the online education provision?** | (Yes/No) |

## Section 6 – Delegation

Please note, the information provided within this form will be passed to Ofsted to carry out suitability checks, and any other checks considered appropriate for the Department for Education (DfE) to decide whether all the Online Education Standards are likely to be met by a provider. Ofsted will contact you directly with a declaration and consent form for these checks to take place. The DfE will also carry out Counter-Extremism checks. Failure to provide this information or comply with requests for further information, may result in the DfE refusing accreditation.

The DfE will carry out checks on all the directors of a company, or all the trustees of a charity, or all the partners in a partnership, unless decision-making responsibility has been delegated, in which case we will carry out suitability checks on the relevant individuals to whom responsibility has been delegated. You must include formal evidence of any delegation when returning this form (e.g. board minutes).

Are you delegating decision making responsibilities to another individual(s)? If yes, you must provide evidence of this when returning this form.

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| (Yes/No/Not applicable) |

The checks may be carried out involving a range of agencies that may hold and be able to disclose information about individuals. These may include professional or regulatory bodies or other public bodies at the national or local level, as appropriate. A request to carry out an Enhanced Disclosure and Barring Service check (formerly Criminal Records Bureau) on you as the proprietor will be made separately by Ofsted. The information you provide will be used in connection to your application to apply for accreditation as part of the OEAS. It may also be used for any other purpose that is legally permitted.

**In order for the necessary checks to be carried out in relation to the proprietor(s) or, if the proprietor is a body, the chair or equivalent, all individuals that are required to complete section 5, must sign below. Please confirm that you agree to your information being passed and processed by Ofsted and DfE's Counter Extremism and Non-School Education Division (CENSED) to carry out the necessary checks.**

|  |  |
| --- | --- |
| **Full name** | **Date** |
|  | (DD/MM/YYYY) |

## Section 7 – Decleration

This section must be completed by each proprietor, or the chair or equivalent of the proprietorial body. By signing on this page, I confirm all of the following:

* I certify that I am the proprietor and, to the best of my knowledge and belief, the information entered on this form is accurate.
* I confirm that this is an application to apply for voluntary accreditation as part of the OEAS.
* By submitting this application, I confirm that I have read and understood the above declarations, and agree to the Terms and Conditions for the Scheme, which are available here: [Terms and Conditions for the Accreditation of Online Education Providers (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/641842d9d3bf7f79d3302ad9/DfE_online_education_accreditation_terms_and_conditions.pdf)

|  |  |  |
| --- | --- | --- |
| **Signature** | **Capacity/Role in organisation** | **Date** |
|  |  | (DD/MM/YYYY) |
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Once complete, email your application form and additional documents to [OEAS.enquiries@education.gov.uk](mailto:OEAS.enquiries@education.gov.uk)

| **Privacy Notice** For details on how your information is used please refer to the Government Digital Service privacy notice and Department for Education (<https://www.gov.uk/help/privacy-notice> |
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