**Request for a variation to admission arrangements for academies**

In normal circumstances, admission arrangements cannot be changed unless they are consulted upon in accordance with paragraphs 1.45-1.48 of the School Admissions Code.

A variation is an in-year change outside of this cycle and can enable changes to take place more quickly. Variations are only permissible if there has been a major change in circumstances necessitating the change, or the change is otherwise necessary. Variations are not an opportunity to make wholesale changes to admissions: the variation must be the minimum necessary to change whatever element of the admission policy that is unworkable due to the major change.

If an admission authority considers there has been a major change in circumstances since their arrangements were determined, the trust should complete this form and provide the information requested in an email to their trust relationship manager, or to the SignificantChange.ACADEMIES@education.gov.uk mailbox.

Please note that if the proposed change to admission arrangements is required to implement a significant change, this must be requested on the significant change application form (**not this form**).

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| Name and address of school |  |
| Name and position of the individual submitting the request |  |
| Contact telephone and email |  |
| Name of local authority |  |
| Name and contact details of authorised officer in the local authority |  |
| Signature(of a responsible person for the admission authority - a director of the trust). |  |

**Information required**

Please return this form, together with an email containing the information and documentation requested below, to your trust relationship manager or to the SignificantChange.ACADEMIES@education.gov.uk mailbox.

1. Current Admission Arrangements – please provide a copy of the determined admission arrangements for the year you are seeking to vary. Either as an attachment or a link to where they can be found on the school website.
2. The variation request – please explain what major change in circumstances has occurred since the admission arrangements were determined.
3. What problems have arisen, or are foreseen as a result of this change?
4. What variation is being proposed and for which year (or years) of admission?
5. How will the proposed variation address the problems arising from the change?
6. Notification of appropriate bodies – paragraph 3.6 of the Code requires appropriate bodies (those listed at para 1.47 of the Code) to have been notified of the proposed variation. This is not a consultation, but we would expect you to have provided enough information in the notification to allow an understanding of the change in circumstances and the proposed variation.
7. Did any of those notified make comment? If so, please share.
8. If the proposed variation is for a reduction in the published admission number (PAN) please confirm that you have engaged with the local authority on your proposal and provide information to explain the outcome of your discussions. It should be clear that any reduction in your PAN does not compromise the local authority’s duty to ensure a sufficiency of school places in the area.