

# Online education accreditation scheme application

This form is for those who wish to apply for the Department for Education’s (DfE’s) online education accreditation scheme (OEAS) and will help determine your eligibility.

## Section 1 – Eligibility check

To apply for accreditation under OEAS, you must meet all the eligibility criteria. The eligibility criteria are set out below.

**Please complete the boxes that follow to confirm your eligibility:**

Do you teach online only on a permanent basis?
Yes No

Do you provide a full curriculum or represent a child’s main source of education?

Yes No

Do you have at least one full-time pupil of compulsory school age on roll based in England (irrespective of the number of pupils based overseas)?

Yes No

Do you 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](https://www.gov.uk/government/publications/online-education-standards-and-how-to-meet-them), and [further information on the scheme](https://www.gov.uk/guidance/apply-for-online-education-accreditation), are available.

If you answered ‘Yes’ to all the questions above, please complete the application form that follows.

## Section 2 – Setting information

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| **What is the online education provider’s name?** |  |
| **What is the full address of your head office in England?**  |  |
| **In which local authority area is the head office located?** |  |
| **Have you previously applied for OEAS accreditation, regardless of whether you were successful? If yes, what was the unique reference number (URN) that was issued, if known?** | (Yes or No)  |
| **Do the majority of your leadership team or teaching staff work from the head office? If no, who works at the head office and where are the majority of the leadership team and teaching staff located?** | (Yes or No) |
| **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 based in England on roll.** | (DD/MM/YYYY) |
| **Who is your primary contact? This should be the individual responsible for the provider on a day-to-day basis.** |  |
| **Email address** |  |
| **Telephone number(s)** |  |
| **Website address** |  |
| **Headteacher’s or principal’s title and full name** |  |
| **Headteacher or principal’s date of birth**  | (DD/MM/YYYY) |
| **Do you have a religious ethos? If yes, please provide details.** | (Yes or No) |

## Section 3 – Pupil information

This is only applicable to pupils living in England.

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| **What is the age range of your pupils?** |  |
| **Which key stages of education do you provide?** |  |
| **How many pupils are full-time? Generally, DfE considers any institution operating during the day for more than 18 hours per week to be providing full-time education. Refer to the** [**OEAS guidance**](https://www.gov.uk/guidance/apply-for-online-education-accreditation) **for more information.** |  |
| **How many hours 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?** |  |
| **In what circumstances do you offer in-person teaching? Please state whether the face-to-face provision you offer is voluntary or mandatory, how frequent it is and any other information you feel is relevant.**  |  |
| **Is the provider specifically organised to make special educational provision for pupils with special educational needs or disabilities (SEND)?** | (Yes or No) |
| **How many pupils with SEND are on roll?** |  |
| **How many pupils with an education, health and care plan (EHCP) are on roll?** |  |
| **How many pupils who are looked after by the local authority (within the meaning of section 22 of the Children Act 1989) are on roll?** |  |

## Section 4 – Business information

Eligibility for the scheme is limited to companies based in England only, and that 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 your eligibility for the scheme. Please answer accurately, in line with the [terms and conditions of the scheme](https://www.gov.uk/guidance/apply-for-online-education-accreditation).

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| **Are you applying as:** * **a business or an organisation (which includes sole traders)?**
* **a charity or trust?**
* **an individual?**
* **joint proprietors?**
 |  |
| **Please provide your business name.** |  |
| **Is your business registered in England with Companies House? If yes, provide your registration number.** | (Yes or No) |
| **Is your business registered in England with the Charity Commission? If yes, provide your charity number.**  | (Yes or No) |
| **Do you have a governing body?** | (Yes or No) |
| **If yes, what is the title and 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, copying and pasting them below each section for each person.

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| **Proprietor’s title and full name** |  |
| **Other names by which they are known, if applicable** |  |
| **Proprietor’s date of birth** | (DD/MM/YYYY) |
| **Proprietor’s role (for example, director or trustee)** |  |
| **Proprietor’s address**  |  |
| **Proprietor’s email address** |  |
| **Proprietor’s telephone number(s)** |  |
| **Does the individual have decision-making responsibility for your online education provision?** | (Yes or 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 being met at the time of the visit and are likely to be met for the duration of the accreditation period.

Ofsted will contact you directly with a declaration and consent form for these checks to take place. DfE will also carry out its own due diligence checks on all individual members of the proprietor body and anyone with delegated decision-making responsibility. You must include formal evidence of any delegation when returning this form (for example, board minutes).

Failure to provide this information or comply with requests for further information, may result in DfE refusing accreditation.

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 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 who 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 Division and Non-School Education Division (CENSED) to carry out the necessary checks.

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

## Section 7 – Declaration

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

* 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
* and by submitting this application, I confirm that I have read and understood the above declarations, and agree to the [terms and conditions of the scheme](https://www.gov.uk/guidance/apply-for-online-education-accreditation).

|  |  |  |
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| **Signature** | **Capacity or role in organisation** | **Date** |
|  |  | (DD/MM/YYYY) |
|  |  | (DD/MM/YYYY) |
|  |  | (DD/MM/YYYY) |
|  |  | (DD/MM/YYYY) |

Once complete, please email your application form and additional documents to OEAS.enquiries@education.gov.uk.

| **Privacy notice**For details on how your information is used, please refer to the [Government Digital Service privacy notice](https://www.gov.uk/help/privacy-notice) and the [Department for Education personal information charter](https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter). |
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