

## Havering SACRE Determination Form Plan

Havering SACRE is aiming for a succinct form which will include:

1. **An explanation of the law** for ease of reference. This will also give definitions of the terms Collective Worship, Assembly and Reflection. As part of the explanation of the law, the information will be shared that a determination lasts for 5 years and then the school needs to reapply, however, Havering SACRE understands that schools may have reasons for re-applying beforehand if they wish their determination to be altered in some way, and this is acceptable.
2. **A flowchart** to show the process, including expected timeframes.
3. **A checklist** so schools can make sure they have collected all the evidence they need and finished all the groundwork before filling in the application form.
4. **The application form** itself. Most questions should be in the form of tick boxes unless evidence needs to be submitted or reasons given. If reasons need to be given, space should be left for this on the form. Space could be left here for worldviews and language spoken at home here. A note should be on this form, advising schools that determination is a serious request.
5. **Instructions for SACRE members** who attend meetings with school staff re determinations or go on visits to schools re determinations.