



SCE school admissions pack

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All schools are legally required to record details of enrolled pupils. The information supplied on this school place application form will be used for the purposes of admission as well as recording of the required data.

Please complete one form in **BLOCK CAPITALS** for each child/young person.

The information required by the SCE head teacher includes the school place application form and the MoD 'Pupil Information Profile' (PIP) which you, as a parent, need to have completed by your child's current school.

The PIP template can be found as Appendix 2 to this pack and is also accessible online via the link: <https://www.gov.uk/government/publications/pupil-information-profile-for-military-service-children>

Please email both the application form and the PIP to the SCE school. That will enable the head teacher to make a decision on allocation. (General admissions information can be found at Appendix 1). Once a place is allocated the head teacher will then issue you with an 'educational clearance certificate' which you will require prior to your move.

Further advice can be sought from the relevant SCE school.



PUPIL ADMISSIONS

SCE School Place Application Form

SCE SCHOOL:

There are three funding categories for SCE pupils.

- Please complete this form now if your child is:
 - a) Entitled to a free place
(defined within JSP 342 e.g. children of entitled serving personnel and MoD civil servants)
 - b) Entitled to a fee paying place
(e.g. fees paid by certain MoD contracted organisations such as health and social care providers)

Funding declarations a) and b) must be supported by a 'UNIT CERTIFICATE OF ENTITLEMENT' detailed in Appendix 3.

- Please note that you must contact the SCE head teacher before you complete this form if your child's place would be the following category :
 - c) Non Entitled Fee Paying (NEFP) where the fees are paid by parents
JSP342 information on NEFP can be found at Appendix 5 as well as within:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418653/JSP342_Part1.pdf

Once a NEFR place has be provisionally offered by the head teacher parents must complete the form 'Parental Agreement for a NEFR' found at Appendix 5

Overall advice and guidance on all categories is available from the Children's Education Advisory Service (CEAS), Upavon (details available at Appendix 1) as well as from the SCE school.

1. PUPIL DETAILS

Legal Surname:		Legal Forename:	
Preferred Surname:		Preferred Forename:	
Middle name(s):		Date of birth:	
Gender: (Male / Female)		Unique Pupil Number:	
Current School:		Current School contact details:	

2. PARENT / CARER CONTACT DETAILS

Head of House: Mr/Mrs/Ms/Miss/Other		Other Parent / Carer: Mr/Mrs/Ms/Miss/Other	
Service and Service/ Staff No: (i.e. Army, Navy, RAF, Civil Service/contractor plus service/staff number)		Service / Staff No:	
Forename:	Forename:		
Surname:	Surname:		
Relationship to child:	Relationship to child:		
Current Contact details: Home: Work: Mobile:	Current residential address: . . .		
Email:	Email:		
Destination Unit (BFPO) address: UIN:	Destination residential address (if known):		

From time to time it may be necessary to contact someone during the school day, e.g. in the case of a child's sickness. Please list below the details of any person we can contact on such an occasion.

Name (and relationship to child):	Parental responsibility? Yes <input type="checkbox"/> No <input type="checkbox"/>
Mobile and daytime landline number/s:	

OTHERS WITH PARENTAL RESPONSIBILITY (AS DEFINED BY 1996 EDUCATION ACT)

Parental responsibility may be shared between a number of people beyond the child's natural parents. Married parents have equal parental responsibility; on separation or divorce both parents continue to have responsibility. In such circumstances the school will forward copies of school reports etc to others who have parental responsibility. Please give details below:

Name (and relationship to child):	
Home Address:	Work Address:
Telephone Numbers: Landline: Mobile:	Telephone Numbers: Landline: Mobile:
Is the child resident with a foster parent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please attach a copy of any court orders relating to your child. Please tick if attached: <input type="checkbox"/>	

Other children in the family: (This information will only be used in relation to this application to the school)

Name: _____ Age: _____ Position in family: _____

Name: _____ Age: _____ Position in family: _____

Name: _____ Age: _____ Position in family: _____

3. MEDICAL & ADDITIONAL NEEDS INFORMATION

DOCTOR			
Surgery name and address & telephone no:		Doctor's name (if known):	
Is your child receiving any medical care at present: Please tick below or add any other information as necessary. (Please give details including any medication requirements)			
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Physical difficulties	<input type="checkbox"/> Eczema
<input type="checkbox"/> Autism	<input type="checkbox"/> Coeliac Disease	<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> A.D.H.D
<input type="checkbox"/> Asthma			
If your child uses an inhaler, is it carried on their person?		Yes / No	
<input type="checkbox"/> Does your child use an Epi-Pen			
Is it carried on their person?		Yes / No	
Further information if necessary: (for example does your child wear glasses at any time?)			
Have any other services been involved with your child?: Yes <input type="checkbox"/> No <input type="checkbox"/>			
e.g. Speech Therapist; Bilingual Support Service; Educational Psychologist; Education Welfare Services; Social Services; Diagnostic/Assessment Unit; Behaviour Support Service; Child and Adolescent Mental Health Service (CAMHS); Youth Offending Team			
Additional information may be required through a 'MoD Assessment of Supportability' (MASO). This is to ensure that your child's needs can be supported in the specific overseas location. The availability of support services depends on the size and relative isolation of the proposed location. Further advice can be provided by CEAS and the SCE school.			

Is your child supported for SEN (England); Additional Support Needs (Scotland); Additional Learning Needs (Wales)	<input type="checkbox"/>	Does your child currently attend a SCE school and has a Service Child Assessment of Need (SCAN)?	<input type="checkbox"/>
Has your child been identified as Gifted & Talented?	<input type="checkbox"/>	Is your child registered with CEAS in Upavon, UK?	<input type="checkbox"/>
		Information on CEAS can be found in Appendix 1	

Does your child have a statement of Special Educational Needs, an Education, Health and Care plan (as replaced a 'statement of SEN' in 2014) or a Co-ordinated Support Plan (Scotland) etc?
Please provide as much information as possible.

Additional information may be required through a 'MoD Assessment of Supportability' (MASO). Children with a range of needs can be supported within SCE settings however support services can differ depending on the overseas location. Advice and guidance will be provided by CEAS and the SCE school.

Is there any other information you feel the school should be aware of?

DIETARY NEEDS / ALLERGIES

- | | | | |
|----------------------------------------------------|-------------------------------------------|------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Artificial colour allergy | <input type="checkbox"/> Nut allergy | <input type="checkbox"/> Seafood allergy | <input type="checkbox"/> No dairy produce |
| <input type="checkbox"/> Vegetarian | <input type="checkbox"/> Gluten Free diet | <input type="checkbox"/> Halal | <input type="checkbox"/> Kosher food only |

Other allergy or dietary need (please specify)

MEALS

- | | | | |
|-------------------------------------------------------------|---------------------------------------|---------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Other special dietary requirements | <input type="checkbox"/> School Meals | <input type="checkbox"/> Packed Lunch | <input type="checkbox"/> Goes home for lunch |
|-------------------------------------------------------------|---------------------------------------|---------------------------------------|----------------------------------------------|

4. PREVIOUS EDUCATION DETAILS (most recent first and continue on separate sheet as required)

School / Pre-School Name	Contact Details	Date of arrival	Date of leaving
	Address: Telephone: Email:		
	Address: Telephone:		
	Address: Telephone:		

For pupils being admitted into **the Reception Year (FS2) only**, please include the number of terms spent in pre-school education where known.

Please continue on a separate sheet of paper if necessary. Please tick if separate sheet/s attached

5. ETHNIC / CULTURAL INFORMATION (This is required for statistical purposes only and forms no part of the application process)

Please complete the following; this will help us to see how well children from different groups are doing. We want to make sure that all children are treated fairly and do well at school.

Nationality: (please select a code from Appendix 4)	
Religion: (please select a code from Appendix 4)	
Mother tongue: (please select a code from Appendix 4)	
Ethnicity: (please select a code from Appendix 4)	
Language spoken at home: (please select a code from Appendix 4)	

6. PARENTAL AGREEMENT

<input type="checkbox"/> My child may use Internet facilities at school	<input type="checkbox"/> Non named photograph/s and film which include my child may be used on official school websites/blogs etc	<input type="checkbox"/> My child can make educational visits out of school
<input type="checkbox"/> I am personally responsible for any photographs I take at school events and will ensure that they are appropriate	<input type="checkbox"/> My child may use school or garrison transport for visits out of school	<input type="checkbox"/> Non named photograph/s and film which include my child may be used for external MoD communications, e.g. BFBS

7. DATA PROTECTION STATEMENT:

The purpose of this form is to collect data for further processing within the school / SCE information systems. Your signature on this form implies your consent for the school to process the data. That data will be processed in accordance with the purposes notified by the Ministry of Defence to the Information Commissioner's office and are subject to the Data Protection Act. The information given will be entered onto a computer and will form part of the school's database. This information may also be shared with the specialist health services / child safeguarding agencies if required.

8. DECLARATION OF PARENT WITH LEGAL RESPONSIBILITY:

I declare the above information to be correct to the best of my knowledge at the time of completion and understand that the Headteacher must be informed of any change in my child's circumstances which might affect my child's education.

I agree to provide a 'certificate of entitlement' (Appendix 3) countersigned by the Unit RAO (or equivalent) or Civilian employer confirming my child/ren are entitled to free education in a SCE school in accordance with JSP 342

Parental Signature: _____

Date: _____

THANK YOU FOR COMPLETING THIS FORM

PLEASE FORWARD TO THE SCE SCHOOL AT THE EARLIEST POSSIBLE OPPORTUNITY

SCE Admissions

Appendix 1

- **General Information**

Service Children's Education (SCE) is part of the MoD Directorate of Children and Young People (DCYP). SCE provides the children of Her Majesty's Armed Forces and other members of the Ministry of Defence stationed overseas with access to a first-class education system. SCE provision mirrors that of the maintained school sector in England from Foundation Stage through to sixth form, working to ensure that children and young people benefit from their stay overseas.

SCE schools follow the English National Curriculum, administer national curriculum tests and public examinations and are inspected by Her Majesty's Inspectors (HMI) under the Ofsted Section 5 Framework.

Teachers in SCE Schools are UK qualified professionals specifically recruited for overseas service and each school has a School Governance Committee, representative of the local service community, which functions in a manner similar to the way in which Governors work in the UK.

HQ SCE maintains 'Pupil and Family Services' (P&FS) which includes educational psychologists, social workers and SEN specialist teachers. P&FS staff work closely with families, schools and other organisations such as the health, social care and welfare staff.

SCE schools which cover all primary and secondary age year groups are established in British Forces Germany (Paderborn, Gutersloh and Bielefeld) and British Forces Cyprus (ESBA and WESBA areas). SCE primary school provision is available in Brunei, Brunssum, Falkland Islands, Naples, Ramstein and SHAPE.

Outside of the geographical areas of BFG and BFC all secondary age provision is through international arrangements with host nation and independent schools. (N.B. For information SCE is not responsible for any international school arrangement. The funding for international school placements is through the chain of command and further advice is available from CEAS)

This application form is for use for all applications to a SCE school or setting.

- **Special Educational and/or Additional Needs**

Children with a wide range of special educational and/or additional needs/disabilities are supported in SCE Schools.

All SCE provision is inclusive and therefore SCE does not maintain special schools, special units or pupil referral units.

To ensure that the MoD duty of care is fulfilled, for all children and young people, any questions regarding the individual support required for SEN and additional needs is verified prior to moving overseas through the 'MoD Assessment of Supportability Overseas' (MASO). Very occasionally certain additional needs cannot be supported overseas (e.g. children who are already being provided for within highly specialised education provision in the UK e.g. as detailed in an EHC plan for England or children with complex health care needs).

Advice about provision for individual service children with Special or Additional Needs should, in the first instance, be made to the UK-based Children's Education Advisory Service (CEAS).

- **Children's Education Advisory Service (CEAS)**

CEAS is part of the MoD Directorate of Children and Young People (DCYP). CEAS provides a dedicated information, advice and support service for Service and MoD families covering all aspects of children's education both in the UK and overseas, particularly those overseas locations which are not covered by a SCE school (for example, Canada, Kenya etc). CEAS provides advice and guidance on all aspects of accessing school places and appropriate education provision.

Contact:

CEAS, PC8 Trenchard Lines,
Upavon, Pewsey, Wiltshire, SN9 6BE

CEAS Helpline	(Civilian) +44 (0)1980 618244	(Military) 94344 8244
Fax	+44 (0)1980 618245	94344 8245
Email	enquiries@ceas.uk.com	

- Age of first admission

Children are admitted termly to *Foundation Stage 1* settings. A child is eligible for admission from the beginning of the term *following* his/her third birthday. For this purpose, terms are defined as beginning on 1 September, 1 January, and 1 April regardless of actual term dates.

Children are admitted annually to *Foundation Stage 2* classes. A child is eligible for admission from the beginning of the school year following his/her fourth birthday. For this purpose, the school year is defined as beginning on 1 September regardless of actual term dates.

- Transfer of service children between schools

Service children will also move from overseas to the UK as well as from one overseas location to another overseas location.

In all circumstances it is essential to establish contact with any destination school, or destination local authority, at the earliest possible opportunity.

For service children moving around the UK or from overseas to the UK, it is vital to note that educational provision includes a number of arrangements, for example schools which are 'maintained' by a local authority, schools in England which are 'academies' (and therefore funded directly from the DfE) as well as other provision such as independent schools etc

Advice and guidance on the transfer of service children between any schools as well as support with service parent appeals for school places is available from CEAS.

Appendix 2

Pupil Information Profile (Service Children)

The Pupil Information Profile is completed by the current school and contains core information that supports a young person's future learning as s/he moves to a new school. It also signposts the receiving school to any further additional, significant information about the young person.

A Personal details				
UPN:	England/Wales:	N Ireland:	PIN: Scotland:	
Surname:		First name(s):		
Gender:		Date of Birth:	Year Group:	
Siblings (Number and Ages):		Attendance: Cause for concern? If yes, why?		
Language spoken at home:		Ethnicity:	Religion:	
Previous schools attended with dates (1 – Current school):				
1.		4.		
2.		5.		
3.		6.		
B Persons with parental responsibility				
Name:	Address:	Relation to Learner:	Army/RN/RM/RAF/TA (Unit if known)	
ALERT Key contact – Name & Number:				
C Brief description of any significant health/medical/care issues				
D Key Document(s)				
E Agency Involvement				
Current/Recent/Significant Past	LA Agency:	Service Agency:	Contact name:	Contact No:
F Health & Wellbeing Profile				
How has the learner reacted to moving school in the past/now, parental deployment and/or other significant events?				

Appendix 2

G Learning Profile		
	Always/Mostly/Sometimes	Achievements / Out of School interests
Motivated and enthusiastic to learn		
Works co-operatively with others		
Understands thoughts & feelings of others		
Exercises self-control		
Organises own learning		
Solves problems and takes decisions		
H Parental Partnership in Supporting Learning		J Learner Voice
K Identified Learning Needs:		L Interventions and their impact – Current/Recent/Significant Past

M Assessment information: Current performance – against national age-related expectations	Well Above/Above/At/ Below/Well Below	N Key Strengths & Development Needs
Reading		
Writing		
Mathematics		
P Assessment Information: Most recent teacher assessments/Most recent statutory assessment results and/or Standardised test scores		
Q Assessment Information: Next Learning Steps		Current rate of progress (Better than/Expected/Less than)
Reading		
Writing		
Mathematics		

Date:		Completed by:		Role in School:	
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Appendix 2

Guidance Notes

A Personal Details

Attendance

Please identify Y/N for any cause for concern. If yes, please add a brief note indicating why there is concern. The service context may influence attendance patterns but this, in itself, may not be a cause for concern.

Ethnicity

White – British
 White – Irish
 White – Polish
 White – Gypsy, Traveller or Irish Traveller
 Asian or Asian British – Indian
 Asian or Asian British – Pakistani
 Asian or Asian British – Bangladeshi
 Asian or Asian British – Nepali
 Mixed – White and Black Caribbean
 Mixed – White and Black African
 Mixed – White and Asian
 Black or Black British – Caribbean
 Black or Black British – African
 Other ethnicity – Chinese
 Other ethnicity – Arab
 Other ethnic background

Religion

Buddhist
 Christian
 Hindu
 Jewish
 Muslim
 No religion
 Other
 Prefer not to say
 Sikh

Previous school attended

Many service children experience regular school moves. Please indicate the current school as 1 and then list all previous schools, with dates, in chronological order if possible.

B Persons with parental responsibility

Please identify all adults with parental/carer responsibility. Please provide Service and Unit details, if known, for any persons with parental/carer responsibility currently serving in the Armed Forces/Reserve Forces.

Alert

Appendix 2

Please colour the box RED if there is anything in the learners background that the receiving school must be aware of, e.g. subject to Statement of Special Educational Needs, Child Protection issues, court order, etc. Please give contact name and number of person to contact for further information.

C Brief description of any significant health/medical/care issues

Please identify any issues not flagged up in the ALERT section, e.g. sensory impairment, existence of Health Care Plan, etc.

D Key Document(s)

Please identify any key documents that support this learner.

E Agency Involvement – Current/Recent/Significant Past

Please identify any current/recent/significant past agency involvement with contact name and number, e.g. CAMHS, CAF etc.

LA Agency

Education Psychology
 Learning Behaviour Support
 Autism Support
 Community Paediatrics
 School Attendance Support
 Physiotherapy
 Speech Language
 CAMHS
 Alcohol and Substance Misuse
 Portage Service
 Youth Justice
 Support for excluded pupils
 Youth Support Service

Service Agency

CEAS: Children's Education Advisory Service
 SCE: Service Children's Education
 SSAFA: Soldiers', Sailors' and Airmen's Families Association
 AWS: Army Welfare Service
 NPFS/RMW: Naval Personnel and Families Services / Royal Marines Welfare
 RAF Community Support: Royal Airforce Community Support

F Health & Wellbeing Profile

Please identify how the learner has responded to any parental deployments, school transfers etc.

G Learning Profile

Please identify the learner's disposition to learning against each of the elements. Brief notes about any specific achievements and out of school interests maybe completed by the learner, parent/carer and/or relevant others.

Appendix 2**H Parental Partnership in Supporting Learning**

Parent/carers are invited to comment in this section.

J Learner Voice

The learner can be invited to make a comment here about his/her experiences of school to date.

K Identified Learning Needs

Please detail any significant interventions and the impact they have had on overcoming the learner's barriers to successful learning.

L Interventions and their impact – Current/Recent/Significant Past

Please identify any areas of particular strength and/or development needs in relation to the curriculum.

M Assessment information: Current performance – against national age-related expectations

Please provide the latest assessment information that relates to your assessment system. This should include the most recent assessments made by the teacher(s) and the last national test scores/levels (if appropriate). Please include any standardised test scores if appropriate.

N Key Strengths & Development Needs

Please identify the learner's immediate targets in Reading, Writing and Mathematics, together with an indication of the current rate of progress in each of these areas.

P Assessment Information: Most recent teacher assessments/Most recent statutory assessment results and/or Standardised test scores

Please detail any specific factors that are challenges to successful learning, e.g. Attention Deficit Disorder (ADD), Emotional Needs, ASD, Social Emotional Behavioural Difficulties etc.

Q Assessment Information: Next Learning Steps

Please identify where the learner is currently performing in relation to your system's age related expectations in Reading, Writing and Mathematics.

Appendix 3

JSP 342 ENTITLEMENTS

- Entitlement to free place

Children of the following personnel are entitled to education in SCE schools, free of cost to parents, if their posting overseas is recognised officially:

- Army, Royal Air Force, Royal Navy
- MoD United Kingdom based civilian staff (UKBC)
- Certain 'loan service' personnel
- Parents serving on exchange where 'reciprocal arrangements' exist
- British Section of SHAPE School only where parents have non fee-paying status under the SHAPE international School Memorandum of Understanding.

Parents/carers must complete this UNIT CERTIFICATE OF ENTITLEMENT (below), certified by their Employing Unit, confirming their child's entitlement to free education in a SCE School.

- Entitlement to a fee paying place

Children of the following personnel are entitled to an education place in a SCE school with the fees being paid by the employers which include:

- Health and Social Care providers (e.g. SSAFA)
- Other providers of MoD services where the employment contract includes payment of SCE school fees (e.g. NAAFI, ATLAS etc)
- Children of staff of other government departments who are recruited and based in the United Kingdom, if the department concerned has approved the attendance of the children in SCE Schools and has agreed to meet the fees determined by SCE

Parents/carers must complete this UNIT CERTIFICATE OF ENTITLEMENT (below) for each child/young person, certified by their Employing Unit, confirming the employer will pay the SCE school fees.

- N.B Non Entitled Fee Paying – this certificate cannot be used for a NEFP place – please go to Appendix 5

Further information on NEFP places can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418653/JSP342_Part1.pdf

UNIT CERTIFICATE OF ENTITLEMENT:

To be signed by the Unit RAO (or equivalent) or by the UKBC employer (this form cannot be self-certified)

I certify that _____ (insert name of 'entitled parent') is/ will be

- a serving member of this unit or
- a member of the MoD civilian component (delete as appropriate)

And that their child _____ (insert name of dependant) is

- entitled to free education in a SCE school in accordance with JSP 342 or
- entitled to a fee paying place in line with their contract of employment and that this organisation will pay the relevant fee (delete as appropriate)

Unit/Organisational
Stamp and Name

Name:	Rank/Grade:
Appointment:	
Signature:	Date:

Appendix 4

Nationality									
Code	Description	Code	Description	Code	Description	Code	Description	Code	Description
n/s	Not specified	CON	Congo	IRE	Ireland	MOZ	Mozambique	SOM	Somalia
AFG	Afghanistan	COS	Costa Rica	IRQ	Iraq	MUR	Mauritius	SPA	Spain
ALB	Albania	CRO	Croatia	ISR	Israel	MYA	Myanmar (Burma)	SRI	Sri Lanka
ALG	Algeria	CUB	Cuba	ITA	Italy	NAM	Namibia	STL	Saint Lucia
AND	Andorra	CVD	Cape Verde	IVC	Ivory Coast	NAU	Nauru	SUD	Sudan
ANG	Angola	CYP	Cyprus	JAM	Jamaica	NEP	Nepal	SUR	Suriname
ANT	Antigua/Barbuda	DEN	Denmark	JAP	Japan	NET	Netherlands	SVG	Saint Vincent/Grenadines
ARG	Argentina	DJI	Djibouti	JOR	Jordan	NEZ	New Zealand	SWA	Swaziland
ARM	Armenia	DMR	Dominican Republic	KAZ	Kazakhstan	NGR	Niger	SWE	Sweden
AUS	Australia	DOM	Dominica	KEN	Kenya	NIC	Nicaragua	SWI	Switzerland
AUT	Austria	ECU	Ecuador	KIR	Kiribati	NIG	Nigeria	SYR	Syria
AZE	Azerbaijan	EGY	Egypt	KON	Korea, North	NOR	Norway	TAI	Taiwan
BAA	Bahamas	ELS	El Salvador	KOS	Korea, South	OMA	Oman	TAJ	Tajikistan
BAH	Bahrain	EQG	Equatorial Guinea	KUW	Kuwait	PAK	Pakistan	TAN	Tanzania
BAN	Bangladesh	ERI	Eritrea	KYR	Kyrgyzstan	PAL	Palau	THA	Thailand
BAR	Barbados	EST	Estonia	LAO	Laos	PAN	Panama	TOG	Togo
BEA	Belarus	ETH	Ethiopia	LBY	Libya	PAR	Paraguay	TON	Tonga
BEL	Belgium	ETI	East Timor	LEB	Lebanon	PER	Peru	TRT	Trinidad and Tobago
BEN	Benin	FIJ	Fiji	LES	Lesotho	PHI	Philippines	TUK	Turkmenistan
BEZ	Belize	FIN	Finland	LIB	Liberia	PNG	Papua New Guinea	TUN	Tunisia
BHU	Bhutan	FRA	France	LIE	Liechtenstein	POL	Poland	TUR	Turkey
BOL	Bolivia	GAB	Gabon	LIT	Lithuania	POR	Portugal	TUV	Tuvalu
BOS	Bosnia/Herzegovina	GAM	Gambia, The	LUX	Luxembourg	QAT	Qatar	UAE	United Arab Emirates
BOT	Botswana	GEO	Georgia	MAC	Macedonia	ROM	Romania	UGA	Uganda
BRA	Brazil	GER	Germany	MAD	Madagascar	RUS	Russia	GBR	United Kingdom
BRN	Burundi	GHA	Ghana	MAL	Malawi	RWA	Rwanda	UKR	Ukraine
BRU	Brunei	GRE	Greece	MAR	Marshall Islands	SAM	Samoa	URU	Uruguay
BUK	Burkina Faso	GRN	Grenada	MAU	Mauritania	SAN	San Marino	USA	United States
BUL	Bulgaria	GUA	Guatemala	MAV	Maldives	SAO	Sao Tome and Principe	UZB	Uzbekistan
CAM	Cameroon	GUB	Guinea-Bissau	MAY	Malaysia	SAU	Saudi Arabia	VAN	Vanuatu
CAN	Canada	GUI	Guinea	MEX	Mexico	SEN	Senegal	VAT	Vatican
CAR	C'tral African Republic	GUY	Guyana	MIC	Micronesia	SER	Serbia	VEN	Venezuela
CDR	Congo	HAI	Haiti	MLI	Mali	SEY	Seychelles	VIE	Vietnam
CHD	Chad	HON	Honduras	MLT	Malta	SIE	Sierra Leone	YEM	Yemen
CHI	China	HUN	Hungary	MOG	Mongolia	SIN	Singapore	ZAM	Zambia
CHL	Chile	ICE	Iceland	MOL	Moldova	SKN	Saint Kitts and Nevis	ZIM	Zimbabwe
CMB	Cambodia	IND	India	MON	Monaco	SLO	Slovakia		
COL	Colombia	INO	Indonesia	MOR	Morocco	SLV	Slovenia		
COM	Comoros	IRA	Iran	MOT	Montenegro	SOL	Solomon Islands		

Appendix 4

Religion		Mother Tongue/Language Spoken at Home				Ethnicity	
Code	Description	Code	Description	Code	Description	Code	Description
n/s	Not specified	n/s	Not specified	POR	Portuguese	WBRI	White - British
BU	Buddhist	AKA	Akan	ROM	Romany	WOTH	White - Any Other Background
CH	Christian	ALB	Albanian	RUS	Russian	MWBC	Mixed - White And Black Carribbean
HI	Hindu	AMH	Amharic	SER	Serbo-Croat	MWAS	Mixed - White And Asian
JE	Jewish	ARA	Arabic	SIN	Sinhala	MOTH	Mixed - Any Other Background
MU	Muslim	BEN	Bengali	SOM	Somali	AIND	Asian/Asian British – Indian
NO	No Religion	BSL	British Sign Language	SPA	Spanish	APKN	Asian/Asian British – Pakistani
OT	Other Religion	CHI	Chinese	SWA	Swahili	ABAN	Asian/Asian British - Bangladeshi
SI	Sikh	COR	Cornish	SWE	Swedish	BCRB	Black/Black British – Caribbean
		CRE	Creole (English)	SYL	Sylheti	BAFR	Black-Black British – African
		CRF	Creole (French)	TAG	Tagalog	BOTH	Black/Black British – Any Other Background
		DAN	Danish	TAM	Tamil	BOTB	Other Black
		DUT	Dutch	TUR	Turkish	CHNE	Chinese
		ENG	English	URD	Urdu	WGRK	Greek
		FAR	Farsi (Persian)	VIE	Vietnamese	WTUK	Turkish
		FIN	Finish	WAL	Walloon	ANEP	Nepali
		FLE	Flemish	WEL	Welsh	OPOL	Polynesian
		FRE	French	YOR	Yoruba	OJPN	Japanese
		GAI	Gaelic (Irish)	ENB	Not known but believed to be English	OOTH	Any Other Ethnic Group
		GAS	Gaelic (Scottish)	OTB	Not known believed to be other than English	NOBT	Information Not Obtained
		GER	German	REF	Refused	WTUC	Turkish Cypriot
		GRE	Greek	NOT	Information not obtained	WGRC	Greek Cypriot
		GUJ	Gujarati				
		HEB	Hebrew				
		HIN	Hindi				
		IGB	Igbo				
		ITA	Italian				
		JAP	Japanese				
		KOR	Korean				
		KUR	Kurdish				
		LIN	Lingala				
		LUG	Luganda				
		MAN	Manx				
		NOR	Norwegian				
		OTH	Other Language				
		PAN	Panjabi				
		PAS	Pashto				
		POL	Polish				

Non-entitled Fee-Paying Students

18. Where there is spare capacity at a SCE school, non-entitled students may be admitted on a fee-paying basis, subject to the conditions set out below.

19. Application for admission of a non-entitled student to a SCE school should be made by the parent/carer to the head teacher of the school on SCE Admission Form (please only complete the application form after direct contact with the head teacher).

Where there is doubt concerning spare capacity, the head teacher should seek advice from HQ SCE.

The existence of spare capacity will depend upon the school's physical capacity and the official staffing level. The education provided for entitled students must not be adversely affected by the admission of non-entitled students.

20. Where there is insufficient capacity at a SCE school to admit all non-entitled applicants, the admission criteria will be applied in the order shown in Para 40 JSP 342 once all entitled students have been placed.

21. It is a condition of entry for non-entitled students that they should have sufficient command of the English language, both written and spoken, to benefit from the teaching given without the need for additional language support. The head teacher should confirm through SCE admission process that the child has sufficient command of the English language.

22. Once admitted to a SCE school, a non-entitled student will not be excluded from that school at a later date due to a reduction in the extent of any spare capacity.

23. Fees for non-entitled students are determined by SCE. Rates are published annually.

24. Fees for fee-paying students are payable upon admission and before the start of the half term in that term. Pupils leaving during the term will be liable for the fees up until the end of the current half term.

No refund will be made for students leaving school early after completing public examinations or for pupils who are temporarily or permanently excluded from the school due to misconduct. An appropriate refund of fees may be made if a school is closed because of the exigencies of the Service or in other exceptional circumstances at the discretion of the Director of Education SCE.

25. Fee paying will cover all the facilities normally provided for entitled students at the school, including routine medical and dental inspections, but not treatment or inoculations.

Service medical centres will provide emergency treatment only for non-entitled students, and will raise bills against the parents for such treatment. Parents/carers of non-entitled students should ensure that their children have insurance cover for medical expenses arising due to illness or accident.

26. Parents/carers of fee-paying students will be expected to make their own arrangements for the transport of their children to and from school.

27. Parents/carers of all non-entitled students will need to undergo appropriate security clearances to gain access to SCE schools. Advice on local arrangements should be sought from the head teacher once a successful application has been made.

Appendix 5

PARENTAL AGREEMENT FOR 'NON ENTITLED FEE PAYER' IN A SCE SCHOOL:

Part 1

To be signed by the Head teacher

I certify that I have agreed to enrol _____ (insert name of child) as a 'non entitled fee paying pupil' and that their English language is of a sufficient standard

Signed head teacher _____

Date: _____



Part 2

To be signed by parent

Security clearance

By signing this I agree to undertake any necessary security clearance/s required by the MoD as advised by the head teacher.

Welfare agreement

By signing this I acknowledge that routine school policies regarding welfare will apply to my child and which could include contact with partner organisations if concerns arise

Payment commitment (delete a) or b) as appropriate)

- a) I agree that I am personally responsible for the payment of fees and will pay the requested fees on or before the first day of each term
- b) That my employer will pay the required fees and has therefore counter signed this agreement

Parent Name: _____

Address (which will be used as the invoice address)

Parent Signature: _____

Date: _____

_____ If payment of NEFP is via employer (i.e. point b) above) then please also complete the following.

Employer Name: _____

Address

Employer signature: _____

Date: _____

