



International, Inspiring, Incredible

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26 th March 2021	1.0	Original Published Version	26 th March 2021	G. Margerison

Admissions Policy

This policy should be read alongside the Pupil Transfer Policy.

The British Section is part of Service Children’s Education and therefore adheres to procedures as set out in Joint Service Publication 342 (JSP 342). Paragraph 3.6 of this publication permits entitled non-fee and fee payers to attend the British Section of SHAPE International School on a “space available” basis. The decision to offer a school place is at the “discretion of the Principal” as outlined in the SHAPE International School Memorandum of Understanding (1976).

Educational Clearance

Admission for all pupils is subject to obtaining Educational Clearance which is part of the admission process, your child’s current school will be requested to complete Education Overseas Supportability (EOS) Form 2021, this will provide the school with information about academic ability, attainment and any additional needs as well as information about the social and wider achievements. The Head Teacher will review the admission application. There may be a requirement, where a child has additional needs to undertake a MASO - MOD’s Assessment of Supportability.

Oversubscription

In case of oversubscription for “space available” places in school, a waiting list is created. This list is administered according to the following priority order:



- 1) **All entitled children (JSP342) have a guaranteed place within the school, they do not feature on the waiting list.**
- 2) Fee paying UK nationality NATO employed civilians employed in SHAPE.
- 3) Entitled non-fee (e.g. serving SHAPE military personnel, staff employed by SHAPE International School) and fee paying (e.g. NATO civilians of non-UK nationality) children who already have a sibling attending the school.
- 4) Entitled non-fee- and fee-paying children who do not have a sibling attending the school.
- 5) Contractors and consultants working on SHAPE not entitled to SHAPE International School education and other applicants at the discretion of the Director General of SHAPE International School.
- 6) If there are a number of applicants for a school place within the same priority band, position on the waiting list is determined by date of application for a school place. Those who have been on the waiting list the longest are given priority.

It should be noted that the Headmaster retains the right to vary the priority order above and positions within waiting list when it is necessary to ensure the composition of classes are conducive for effective learning i.e. a native English-speaking child may be prioritised to help balance a class which already has high percentages of English as Additional Language speakers or prioritisation altered to redress uneven distribution of specific first language speakers.

School places for applicants who fit within the admission's priorities point 2 – point 6 are only allocated a school place after a successful interview and completion of all necessary paper work. The interview is held to ensure that the child's needs can be met in the school, level of English competence and if the child would "fit in" with the British Section. The decision to offer a school place is at the discretion of the school Principal who in the case of the British Section is the Headmaster.

Children in Year 1 to Year 6 attend the British Section as full-time pupils.

Foundation Stage

Foundation Stage 1 (Nursery)

Your child is eligible for a free part-time Foundation Stage 1 (FS1) place from the beginning of the term after his/her third birthday, with the following termly 'cut off' dates:

Three years old by 31st August: start at the beginning of the Autumn Term

Three years old by 31st December: start at the beginning of the Spring

Term Three years old by 31st March: start at the beginning of the Summer Term

Your child will be eligible to attend the FS1 class for 5 morning sessions per week from 09.00- 12.00. There is also an option for children to attend an afternoon session – Extended Day Care. This is a fee-paying arrangement and more information on this can be obtained from the school office. Up to 30 hours education and childcare is available free of charge for those eligible (Annex A).

Parents of children who are eligible to start in FS1 at the beginning of September are requested to contact the British School office where you will be required to complete the necessary admission forms prior to your child being allocated a place.

Foundation Stage 2 (Reception)

At the British Section there is a single annual admission into Foundation Stage 2 (FS2) at the start of the Autumn Term. FS2 children start in the September of the academic year in which they will be five. After an initial induction period of six weeks (when the children attend part-time from 08.45-12.00), they will attend full-time from 08.45-15.25.

Parents of children who are eligible to start in FS2 in September are requested to contact the British School office where you will be required to complete the necessary admission forms prior to your child starting school. Please do this as soon as possible.



Ministry
of Defence

DCYP Bites

Revised on 21/09/20

Free Early Years Childcare Entitlement for 3 and 4 year olds (including 30 hours free childcare)

The Offer		What Parents need to do:
UK	Overseas	
<p>England –15 hours for children aged 3 and 4; 30 hours for working parents</p> <p>Scotland – at least 600 funded hours per year (up to 1140 hours in some local authority areas)</p> <p>Wales – up to 30 hours free early education/ childcare for working parents for 48 weeks of the year.</p> <p>Northern Ireland –12.5 hours per week of free preschool education.</p>	<p>In MOD Schools/settings, 15 and 30 hours free childcare can be accessed free of charge. Parents to apply via relevant nursery setting.</p> <p>In Non-MOD schools/settings parents can claim a refund by means of Overseas Nursery Authority, ONA DIN accessible via Defence Intranet.</p>	<p>• Register early with CEAS if posted abroad with children</p> <p>• If moving within the UK, check out what the local offer is prior to moving to avoid missing out on free hours</p> <p>• Engage with nurseries early</p> <p>Eligibility: Every parent with children aged 3 and 4 years old is eligible for the basic free childcare entitlement from the term following their child's 3rd birthday.</p> <p>Additional hours: In England and Wales, the additional hours are only available to working parents who can answer "yes" to the following:</p> <ul style="list-style-type: none"> • Do both you and your partner work 16 hours per week or more (NMW/NLW?) • Is your individual annual employment income below £100,000? • Are you a single parent? • Are you on paid maternity leave? • Are you a registered carer? <p>In Scotland, visit Parent Club or mygov.scot for information about early learning and childcare (ELC).</p>
<p>Issues applying online? Call Childcare Service Helpline on 0300 123 4097 to request a manual code</p> <p>Useful Links - https://www.gov.uk/30-hours-free-childcare; www.childcarechoices.gov.uk</p>		

In overseas locations, very reasonably practicable to do so, MOD will mirror entitlements which parents would have access to in England to ensure they are not disadvantaged. Please read 30 hours free childcare DIN for full details.