

## SCE School Admissions Pack

<u>Contents</u>	<u>Page/s</u>
SCE School Place Application Form	2-6
Appendix 1 (General information SCE/CEAS)	7-8
Appendix 2 (MoD 'Pupil Information Profile')	9-13
Appendix 3 (JSP 342 'Entitled' places)	14
Appendix 4 (Nationality, language codes etc.)	15-16
Appendix 5 (JSP 342 'Non entitled fee paying' places)	17-18

Please note that Service Children's Education (SCE) schools will be retitled 'MoD Schools' during 2016/17. This application form can be used for both.

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 send 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 2016-17

**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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418653/JSP342_Part1.pdf)

Once a NEFP place has been provisionally offered by the head teacher, parents must complete the form 'Parental Agreement for a NEFP' 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

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

## 2. PARENT / CARER CONTACT DETAILS

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

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.

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

### 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:

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

Is your child supported for SEN (England); Additional Support Needs (Scotland); Additional Learning Needs (Wales)?

Yes  No

If so, what kind of support?

Have any other services been involved with your child?

e.g. Speech & Language Therapist; Bilingual Support Service; Educational Psychology; Education Welfare Services; Social Services; Diagnostic/Assessment Unit; Behaviour Support Service; Child and Adolescent Mental Health Service (CAMHS); Youth Offending Team.

Yes  No

If so, please specify:

Does your child have a Statement of Special Educational Needs, an Education, Health and Care Plan (EHCP), a Co-ordinated Support Plan (Scotland) etc? or Does your child currently attend an SCE school and/or have a Service Children's Assessment of Need (SCAN)?

Yes  No

If so, please specify and provide as much information as possible:

Has your child been identified as Gifted & Talented?

Is your child registered with CEAS in Upavon, UK?

Information on CEAS can be found in Appendix 1

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

**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. Children with a range of needs can be supported within SCE settings, however, the availability of support services depends on the size and relative isolation of the proposed location. Further advice and guidance can be provided by the SCE School and CEAS.**

#### 4. MEDICAL INFORMATION

<b>DOCTOR</b>			
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"/> ADHD	<input type="checkbox"/> Coeliac Disease	<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Other (please specify)
<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?)			

#### **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
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#### 5. 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

## 6. ETHNIC / CULTURAL INFORMATION

(This is required for statistical purposes only and forms no part of the application process)

<b>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.</b>	
<b>Nationality:</b> (please select a code from Appendix 4)	
<b>Religion:</b> (please select a code from Appendix 4)	
<b>Mother tongue:</b> (please select a code from Appendix 4)	
<b>Ethnicity:</b> (please select a code from Appendix 4)	
<b>Language spoken at home:</b> (please select a code from Appendix 4)	

## 7. 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.

## 8. DATA PROTECTION STATEMENT:

The purpose of this form is to collect data for further processing within the SCE School / DCYP information systems. Your signature on this form confirms 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.

## 9. 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 Head Teacher 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 (September 2016)

## 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, education 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. This will become DCYP 'targeted services' during 2016 and will cover the same responsibilities.

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 WSBA areas). SCE primary school provision is available in Brunei, Brunssum, Falkland Islands, Naples, Ramstein and SHAPE. **SCE Foundation Settings are established in each primary school and also in Gibraltar.**

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 an SCE school or setting.

### • Special Educational and/or Additional Needs

SCE Schools are able to support children with a wide range of special educational and/or additional needs/disabilities; however, SCE does not provide 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). SCE does not maintain **Statements of Special Educational Needs; Education, Health and Care Plans (EHCP), or Co-ordinated Support Plans (Scotland). Pupils with this level of need will have their supportability assessed through the MASO process. If their needs can be met overseas, their progress will be reviewed and monitored through the Service Children's Assessment of Need (SCAN) process.**

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) and is also part of 'targeted services'. 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 an 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** [DCYP-CEAS-Enquiries@mod.uk](mailto:DCYP-CEAS-Enquiries@mod.uk)

## Appendix 1

- **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.



**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.

<b>A Personal details</b>					
<b>UPN:</b>	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>B Persons with parental responsibility</b>					
Name:	Address:	Relation to Learner:	Army/RN/RM/RAF/TA (Unit if known)		
<b>ALERT</b> Key contact – Name & Number:					
<b>C Brief description of any significant health/medical/care issues</b>					
<b>D Key Document(s)</b>					
<b>E Agency Involvement</b>					
<b>Current/Recent/Significant Past</b>	<b>LA Agency:</b>	<b>Service Agency:</b>	<b>Contact name:</b>	<b>Contact No:</b>	
<b>F Health &amp; Wellbeing Profile</b>					
How has the learner reacted to moving school in the past/now, parental deployment and/or other significant events?					

## Appendix 2

<b>G Learning Profile</b>		
	<b>Always/Mostly/Sometimes</b>	<b>Achievements / Out of School interests</b>
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		
<b>H Parental Partnership in Supporting Learning</b>		<b>J Learner Voice</b>
<b>K Identified Learning Needs:</b>		<b>L Interventions and their impact – Current/Recent/Significant Past</b>

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

<b>Date:</b>		<b>Completed by:</b>		<b>Role in School:</b>	
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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**

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**

- Educational Psychology
- Learning Behaviour Support
- Autism Support
- Community Paediatrics
- School Attendance Support
- Physiotherapy
- Speech & Language Therapy
- Child & Adolescent Mental Health Service (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
- P&FS: Pupil & Family Services
- 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.

**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:

- a) Army, Royal Air Force, Royal Navy
- b) MoD United Kingdom based civilian staff (UKBC)
- c) Certain 'loan service' personnel
- d) Parents serving on exchange where 'reciprocal arrangements' exist
- e) 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:

- a) Health and Social Care providers (e.g. SSAFA).
- b) Other providers of MoD services where the employment contract includes payment of SCE school fees (e.g. NAAFI, ATLAS etc).
- c) 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](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)

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

<b>Ethnicity</b>		
<b>Main category</b>	<b>Code</b>	<b>Description</b>
White	WBRI	White – British
White	WIRI	White – Irish
White	WIRT	Traveller of Irish heritage
White	WOTH	Any other white background
White	WROM	Gypsy / Roma
Mixed	MWBC	White and Black Caribbean
Mixed	MWBA	White and Black African
Mixed	MWAS	White and Asian
Mixed	MOTH	Any other mixed background
Asian or Asian British	AIND	Indian
Asian or Asian British	APKN	Pakistani
Asian or Asian British	ABAN	Bangladeshi
Asian or Asian British	AOTH	Any other Asian background
Black or Black British	BCRB	Black Caribbean
Black or Black British	BAFR	Black – African
Black or Black British	BOTH	Any other Black background
Other Ethnic Groups	CHNE	Chinese
Other Ethnic Groups	OOOTH	Any other ethnic group
Refused	REFU	Refused
Information Not Yet Obtained	NOBT	Information not yet obtain

<b>Religion</b>		<b>Mother Tongue/Language Spoken at Home</b>			
<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
n/s	Not specified	n/s	Not specified	NOR	Norwegian
BU	Buddhist	AKA	Akan	OTH	Other Language
CH	Christian	ALB	Albanian	PAN	Panjabi
HI	Hindu	AMH	Amharic	PAS	Pashto
JE	Jewish	ARA	Arabic	POL	Polish
MU	Muslim	BEN	Bengali	POR	Portuguese
NO	No Religion	BSL	British Sign Language	ROM	Romany
OT	Other Religion	CHI	Chinese	RUS	Russian
SI	Sikh	COR	Cornish	SER	Serbo-Croat
		CRE	Creole (English)	SIN	Sinhala
		CRF	Creole (French)	SOM	Somali
		DAN	Danish	SPA	Spanish
		DUT	Dutch	SWA	Swahili
		ENG	English	SWE	Swedish
		FAR	Farsi (Persian)	SYL	Sylheti
		FIN	Finish	TAG	Tagalog
		FLE	Flemish	TAM	Tamil
		FRE	French	TUR	Turkish
		GAI	Gaelic (Irish)	URD	Urdu
		GAS	Gaelic (Scottish)	VIE	Vietnamese
		GER	German	WAL	Walloon
		GRE	Greek	WEL	Welsh
		GUJ	Gujarati	YOR	Yoruba
		HEB	Hebrew	ENB	Not known but believed to be English
		HIN	Hindi	OTB	Not known believed to be other than English
		IGB	Igbo	REF	Refused
		ITA	Italian	NOT	Information not obtained
		JAP	Japanese		
		KOR	Korean		
		KUR	Kurdish		
		LIN	Lingala		
		LUG	Luganda		
		MAN	Manx		



Extracts

JSP 342 (December 2014)

## Appendix 5

### **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.

**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: \_\_\_\_\_

