



Attenborough School Admissions Pack

WE CARE about Excellence

<u>Contents</u>	<u>Page/s</u>
Attenborough School Place Application Form	2-6
Appendix 1 (General information MOD/CEAS)	7-8
Appendix 2 (Guidance notes)	9
Appendix 3 (MoD ' Education Overseas Supportability (EOS) Form)	10-13
Appendix 4 (JSP 342 'Entitled' places)	14
Appendix 5 (Nationality, language codes etc.)	15-16
Appendix 6 (JSP 342 'Non-entitled fee paying' places)	17-18

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 MOD Schools head teacher includes the school place application form and the MoD EOS Form) 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 EOS Form to the MOD 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 MOD School.

PUPIL ADMISSIONS

MOD School Place Application Form

MOD SCHOOL:

ATTENBOROUGH SCHOOL
(BRITISH ARMY GERMANY)

There are three funding categories for MOD schools' 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 MOD school 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 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 MOD 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 / 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:	Destination residential address (if known):		
UIN:			

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. 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 a MOD 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 MOD 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 MOD School and CEAS.

4. MEDICAL 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"/> 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
---	---------------------------------------	---------------------------------------	--

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)

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)	

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 MOD 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 MOD School in accordance with JSP 342.

Parental Signature: _____

Date: _____

THANK YOU FOR COMPLETING THIS FORM

PLEASE FORWARD TO ATTENBOROUGH SCHOOL AT THE EARLIEST POSSIBLE OPPORTUNITY

MOD Schools Admissions

Appendix 1

• **General Information**

MOD schools is part of the MoD Directorate of Children and Young People (DCYP). MOD schools 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. MOD Schools 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. MOD 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 Framework.

Teachers in MOD 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.

MOD Schools HQ maintains 'Targeted Services' which includes educational psychologists and education social workers. Targeted Services staff work closely with families, schools and other organisations such as the health, social care and welfare staff.

MOD schools cover all primary and secondary age year groups in British Forces Cyprus (ESBA and WSBA areas). MOD primary school provision is available in British Army Germany, Brunei, Brunssum, Falkland Islands, Naples, Ramstein and SHAPE. **MOD Foundation Settings are established in each primary school and also in Gibraltar.**

Outside of the geographical areas BFC all secondary age provision is through international arrangements with host nation and independent schools in the United Kingdom. (N.B. For information MOD schools 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).

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

MOD schools are able to support children with a wide range of special educational and/or additional needs/disabilities; however, MOD schools do 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). MOD schools do 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

- **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.

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.

Please colour the box RED if there is anything in the learner's 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.

Education Overseas Supportability (EOS) Form

THIS FORM IS TO BE COMPLETED BY THE CURRENT SCHOOL

Processing the personal data, you provide to us is necessary for reasons of substantial public interest and will be used to inform the MOD's assessment of supportability. If the information requested is not provided, a child cannot be determined as supportable and can only be determined as unsupportable.

Data requested through the Education Overseas Supportability (EOS) Form is used by the relevant Ministry of Defence (MOD) school/setting and by the Children's Education Advisory Service (CEAS) to determine if there are any needs that should be considered as part of the MOD's assessment of supportability overseas (MASO). This is required by MOD policy currently laid out in Joint Service Publication (JSP) 770: Tri-Service Operational and Non-Operational Welfare Policy.

The data processed in this form is also used by the receiving school/setting to inform the allocation of resources that the school/setting can reasonably put in place to support a child who is, through the MASO, considered to be supportable overseas.

The MOD's privacy notice provides further information about how we manage personal data and is accessed at the MOD's pages on [GOV.UK](https://www.gov.uk) and applies within the UK and overseas. Information contained in this form once completed, will be shared with relevant educational establishments, healthcare providers and social work services who provide services to children in the overseas location in question where required by the assessment of supportability policy and procedures laid out in MOD policy.

MOD Schools privacy notice describes how schools process personal information for their specific purposes and is accessed at MOD School's pages on [GOV.UK](https://www.gov.uk)

Record Retention.

The information in this form will be retained in accordance with the DCYP Record Keeping policy.

SCHOOL TO SCHOOL PROCEDURE

NORTHERN IRELAND TRANSFERS

For children transferring from a school in Northern Ireland to an overseas location completion of the EOS form will be coordinated as below:

Transfer to a MOD school/setting overseas: DCYP: DCYP-EPAS-GPMailbox@mod.gov.uk

Transfer to Non-MOD school locations overseas: CEAS: DCYP-CEAS-Enquiries@mod.uk

MOD schools overseas will not request information directly from schools in Northern Ireland.

ENGLAND, WALES AND SCOTLAND TRANSFERS

For children transferring to a MOD school/setting. The MOD head teacher/setting manager will request the completion of the EOS Form directly from the child's current school/setting and will liaise directly with the child's current school/setting. This form should be completed by the current school and returned to the head teacher/setting manager of the relevant school/setting in the overseas assignment location.

For children transferring to a non- MOD school/setting (such as an international school). CEAS will request the completion of the EOS form directly from the child's current school/setting and will liaise directly with the child's current school/setting. This form should be completed by a child's current school/setting and returned to CEAS.

This form should be completed by the child's current school within 10 working days of receipt.

Please complete one EOS form per child.

Where a field does not apply to your school/setting, please leave it blank

Please provide all contact details for your school/setting so that DCYP staff can liaise further as required.

Please ensure that all information you share is done so with the agreement of the author/s

Should you need to provide additional information that cannot be contained in the form, please submit with the form as an attachment.

Schools may contact the receiving MOD school/setting or CEAS for support if required.

DETAILS OF CHILD

Legal Surname:	Legal forename:	Preferred name:	Date of birth:

Name of all person(s) with parental responsibility:

CURRENT SCHOOL

Early Years Setting <input type="checkbox"/>	Primary School <input type="checkbox"/>	Secondary School <input type="checkbox"/>
---	--	--

Name of school:

Name of the educational professional completing this form:

Job title:

Address:

Phone:

Email:

SENCO:

Please provide a narrative statement below and attach a summary of the child's performance relative to their age expectations:

SPECIAL EDUCATIONAL NEEDS

Special Educational Needs (UK)/Additional Learning Needs (Wales), Additional Support Needs (Scotland).

Please tick the box below that best describes this child and:

- indicate the level of need;
- provide additional information about the nature of the need and the type of support currently offered.

<p>1. None</p> <p><input type="checkbox"/></p>	<p>2. Additional support – e.g. communication, reading, handwriting, physical or behavioural support</p> <p><input type="checkbox"/></p>	<p>3. Special Educational Needs/Additional Learning needs i.e. has an individual support plan (ILP/IEP – England and NI), Learning needs plan (ALN - Wales), Additional Support Needs (ASN - Scotland)</p> <p><input type="checkbox"/></p>	<p>4. Education Health and Care Plan – EHCP (UK) Service Children’s Assessment of Need - SCAN (DCYP MOD Schools) Individual Development Plan – IDP (Wales) Co-ordinated Support Plan - CSP (Scotland) Statement (NI)</p> <p><input type="checkbox"/></p>
--	--	--	--

If you have checked box 2, 3 or 4 please provide further information:

Description of need:		
I have attached the following documents and I have sought the agreement of the authors:		
Document:	Author:	Date:

**Attach copies of current relevant information or reports with this form.
(For example, EHCP/SCAN/STATEMENT/CSP/IDP/IEP/ ILP/Early Help/TAC reports.)**

Agency involvement.

Please tick the relevant boxes below, where agency support is currently being provided.

Agency	None	Previous	Date support ended	Current
Speech and Language therapy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Physiotherapy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Educational Psychology	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Occupational Therapy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Advisory Teacher/LEA SEND support	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child and Adolescent Mental Health Services (CAMHS)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Paediatrician	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Social Care (please give details below of level of care)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Health Visitor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Portage	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Early Help/CAF	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Other Agencies not listed above (for example, Sensory Impairment Services):

In some overseas locations, support for physical and/or medical needs may be limited. Please briefly outline any medical needs and list additional support requirements relating to the child/young person’s physical or medical needs (for example, a visualiser, adapted seating or a hearing aid loop) below:

SIGNATURE

This signature completes the EOS form. Without this signature, the EOS cannot be processed further by DCYP.

The education professional who completed this form should fill in the signature and date boxes below:

Electronic Signature: I agree that by typing my name and ticking 'Signed', I am electronically signing this form.

Signature:

Date:

SIGNED:

Should further information be required a member of DCYP will contact you by phone or email to request additional information.

Appendix 4

JSP 342 ENTITLEMENTS

• Entitlement to free place

Children of the following personnel are entitled to education in MOD 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 MOD School.

• Entitlement to a fee-paying place

Children of the following personnel are entitled to an education place in a MOD 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 MOD 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 MOD Schools and has agreed to meet the fees determined by MOD.

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 MOD 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)

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

Appendix 5

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 5

Ethnicity		
Main category	Code	Description
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

Religion		Mother Tongue/Language Spoken at Home			
Code	Description	Code	Description	Code	Description
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 MOD 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 MOD school should be made by the parent/carer to the head teacher of the school on MOD 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 MOD Schools HQ.

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 MOD 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 MOD admission process that the child has sufficient command of the English language.

22. Once admitted to a MOD 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 MOD. 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 CEO MOD Schools.

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 MOD 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 MOD 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: _____

