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|----------------|--|
| Induction Date | |
| Started KRS | |
| Year/House | |
| Tutor Room | |
| Tutors | |

INITIAL CONTACT FORM

| | | | | |
|--|-------------------------|--|---|------------------------------|
| Date of initial contact: | | Who took call: Bec/ Helen / Loukia | | |
| Pupil's Details | | | | |
| Surname: | First name(S): | DOB: | M / F | Yr: |
| Surname: | First name(S): | DOB: | M / F | Yr: |
| Surname: | First name(S): | DOB: | M / F | Yr: |
| Higher Learning Potential: Yes / No | | Gifted & Talented: Yes / No | | |
| Does your child have SEN and or a disability? Yes / No | | | | |
| If yes please give details: | | | | |
| | | | | |
| Does your child have SEN support & or an Education Health & Care Plan? Yes / No | | | | |
| If yes please give details: | | | | |
| | | | | |
| Is your child registered with Children's Education Advisory Service (CEAS)? Yes / No | | | | |
| If yes please give details: | | | | |
| | | | | |
| Any other siblings: Yes / No | | Catchment area: Yes / No | | |
| Name: | Age: | Name: | Age: | |
| Name: | Age: | Name: | Age: | |
| Parent's Details | | | | |
| Mother: | | HoH: | Mobile: | |
| Father: | | HoH: | Mobile: | |
| Status: Entitled / Non-Entitled | Date of Posting: | Tourex: | | |
| Serving Parent's Service Arm: Army / RAF / RN / Royal Marines / UN (Army) | | | Rank: | |
| Section: | Unit: | Service Number: | | |
| Permission To Contact Current School: Yes / No | | Permission to request PIP(Data requested appears on the attached PIP) Yes / No Permission to request Academic Information Yes/No Permission to request SEN Information Yes/No | | |
| Name: | | Signature: | | |
| Date: | | | | |
| Home Details [UK etc] | | Home Details [Cyprus] | | Work Details [Cyprus] |
| Home address: | | Home address: | | Work address: |
| | | | | |
| Post code/ BFPO: | | BFPO: | | BFPO: |
| Tel no: | | Tel no: | | Tel no: |
| E-mail: | | E-mail: | | E-mail: |
| Current School Details | | | | |
| School name & address: | | | | |
| | | | | |
| Post code/BFPO: | | E-mail: | | |
| Tel no: | | Fax No: | | |
| Induction Appointment/Start Details | | | | |
| Appointment to view school: | | | Induction date & time: | |
| Requested start date: | | | Requested entry term: | |
| Information from current school: Yes / No | | | Assessment tests completed: Yes / No | |

Any other information/comments:

You have the right to withdraw consent to collect data.

EDUCATIONAL CLEARANCE

All parents need to obtain educational clearance for their children before proceeding with a move overseas.

Educational Clearance for areas with an MOD school (Germany, Cyprus, Brunei, The Falklands, Naples, SHAPE, Afnorth)

Schools need to be able to plan for the arrival of new pupils. To assist with this process it is essential that you contact the MOD school in the location of your overseas posting as soon as possible. The MOD school will ask you for some information about your child(ren) and seek your permission to contact your child(ren)'s current school to obtain a summary of your child(ren)'s educational progress. On receipt of this information the MOD school will complete the Educational Clearance form and return it to you so that you can forward it to the Families Section.

If your child has special educational needs or a disability which requires SEN support in school or advice from other professionals such as medical or social care you must register your child with CEAS and an MOD Assessment of Supportability Overseas (MASO) will be carried out. The main purpose of the MASO is to enable agencies to plan how to meet children's needs prior to their arrival and ensure that the appropriate resources are available overseas. In those rare cases where children have needs which cannot be met overseas, you will be advised not to proceed with the posting. The outcome of the MASO will be communicated to parents through the chain of command and where the outcome is positive, the letter from the chain of command will confirm Educational Clearance. It is important to register with CEAS as early as possible to enable advice to be given in a timely manner.

The availability of educational, medical and social care facilities to support children with special educational needs or disabilities (SEND) is different in overseas commands and varies between commands. You can find more information about the resources available to pupils in MOD schools by looking at the schools' SEN offers.

Details for MOD schools can be found at:

<https://www.gov.uk/guidance/education-overseas-for-service-children>

Educational Clearance for areas where there is no MOD school

Where no MOD school exists, CEAS will assist the family in determining what steps need to be taken to ensure that suitable educational provision can be made in the intended overseas location. Further details can be found in JSP 820 Part 2. Prior to confirming travel arrangements for families in these circumstances, the Families Section will require families to have completed and submitted a **Parental Declaration Form** which CEAS will provide on request.

Further information about CEAS is available at: www.gov.uk/childrens-education-advisory-service

Educational Clearance for pupils with special needs or disabilities who are under statutory school age

Children under statutory school who have SEND should also be registered with CEAS so that parents can be advised about and participate in the SEND supportability checking arrangements which apply to the intended overseas location.

CEAS contact details

Children's Advisory Service (CEAS)

Civ: +44 (0)01980 618244

Mil: 943448244

Email: DCYP-CEAS-enquiries@mod.uk