

**First Contact Form for use with Defence Children Services**

Please complete and return this form to the MOD School or CEAS as soon as possible. Please ensure you read the accompanying notes to this form.

Pupil Details			
Surname:	First name(s):	DOB: Year Group:	Gender:
Parent Details			
Serving Parent:			
Other Parent/Carer (or person with parental responsibility):			
Status: Entitled / Non-Entitled	Date of Assignment:	Assignment expiry:	
Serving Parent's Service Arm (e.g. Army/Navy/RAF/CS etc.):			Rank/Grade:
Section:	Unit:	Service Number:	
<p>If contacting a MOD school:</p> <p>Upon receipt of this form, the MOD school will request completion of the Education Overseas Supportability (EOS) form from your child's current school. Without this information the process of assessing educational supportability overseas cannot be completed and DCS will not be able to confirm your child's educational supportability overseas. A copy of the EOS form can be found on our <a href="#">DCS Gov.Uk page</a> and confirms why DCS request this information and what information we request. Please confirm you understand by electronically signing below.</p> <p>I understand the above statement and I agree that by typing my name and ticking 'Sign' I am electronically signing this form as confirmation of my understanding.</p> <p>Name: _____ Date: _____ Sign: <input type="checkbox"/></p>			
Current Home	Destination Home [If known]	Destination place of work	
Address:	Address:	Address:	
Post code/ BFPO:	BFPO:	BFPO:	
Tel no:	Tel no:	Tel no:	
E-mail:	E-mail:	E-mail:	
<p>Is your child currently Home Educated (Elective Home Education)? Yes/No                      If no, please complete current school details below</p>			
Current School Details		Proposed School Details	
School name & address:		School name & address:	
Tel no:		Tel no:	
Email:		Email:	
<p>Electronic Signature: I agree that by typing my name and ticking 'Sign' I am electronically signing this form.</p> <p>Name: _____ Date: _____ Sign: <input type="checkbox"/></p>			

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](#) 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](#) and applies within the UK and overseas.

## Accompanying Notes

### Educational Supportability Assessment

All children aged 0-18 years of age require confirmation of educational supportability before accompanying their service parent on an overseas assignment. Defence Children Services (DCS) assessment of educational supportability is part of the overarching MOD Assessment of Supportability Overseas (MASO) procedures, please refer to Chapter 2A of JSP 770: Tri-Service Operational and Non-Operational Welfare Policy. Depending on where you are assigned to, confirmation of educational supportability is provided by the Children's Education Advisory Service (CEAS) or MOD Schools. Additional information on the education of service children can be found in JSP 342: Education of Service Children and Young People.

### Locations supported by MOD Schools

If you are assigned to an area that is supported by a MOD School and you wish your children to attend that MOD School, then you are to complete the first contact form and email/send it direct to that MOD School. This will initiate the educational supportability assessment process as described above. Please refer to Chapter 2 A of JSP 770: Tri-Service Operational and Non-Operational Welfare Policy for information on the overarching MASO process.

### All other locations

If you are assigned to an overseas area that is not supported by a MOD School, then you should return this form and the completed EOS form (contained in the travel pack from the Families Section), direct to CEAS who will assess supportability. It is the responsibility of the assignee to research educational provision in their new location and apply to the chosen school directly. Guidance can be sought from CEAS but they will not be able to make school applications on behalf of Defence Personnel [DCYP-CEAS-Enquiries@mod.gov.uk](mailto:DCYP-CEAS-Enquiries@mod.gov.uk).

### Elective Home Education

If you currently undertake Elective Home Education with your child/children and you intend to continue Elective Home Education in your new assignment location, you are required to inform your Chain of Command. Parents should familiarise themselves on Defence policy, prior to any intention to undertake Elective Home Education. Parents should be aware that local laws may require school attendance. Additional guidance can be sought from CEAS. [DCYP-CEAS-Enquiries@mod.gov.uk](mailto:DCYP-CEAS-Enquiries@mod.gov.uk).

### Boarding School – CEA allowance

If your child/ren are currently in boarding school and you are in receipt of Continuity of Education Allowance (CEA) and you will not be accessing educational provision overseas, you do not need to complete this form. Any further guidance can be sought from CEAS. [DCYP-CEAS-Enquiries@mod.gov.uk](mailto:DCYP-CEAS-Enquiries@mod.gov.uk)

### Timeline for clearance

All personnel should note that, dependent on the needs of the child; assessment of educational supportability can take up to **9 weeks**. Family travel will be delayed if any part of the MASO process is incomplete.

### Record Retention

The information in this form will be retained in accordance with the MOD and DCS Record Keeping policies.