

MOD School Application Form

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Application for a MOD school place

In overseas locations where the number and age profile of Service children justify it, the MOD will provide dedicated schools. The role of MOD schools is to provide an educational service to meet the needs of Service children, including the children of MOD UK based civilians and sponsored organisations serving outside the UK which, as far as possible, conforms in type, scope and standard to that required by the Education Acts in England.

All Service personnel considering a new overseas assignment, including movement from one overseas location to another are to complete the MOD's Assessment of Supportability Overseas (MASO) as laid out in JSP 770. The MASO enables the Chain of Command to consider whether the medical, educational and social welfare needs of Service personnel and entitled family members may be supported in a specific overseas location.

As part of the MASO process, DCS conducts the assessment of educational supportability. This is initiated by parents completing the first contact form accessed on MOD School websites.

Please do not complete this Application Form until you have received confirmation of educational supportability assessment.

Admission to MOD schools and settings is through this application process.

Please complete one form in **BLOCK CAPITALS** for each child/young person.

Please send the completed form to the head teacher of the MOD school to which you are applying.

MOD SCHOOL:

Overseas in lieu of an admissions authority, MOD schools' mirrors where reasonably practicable, the relevant provisions of the DfE (England) Admission Code. The purpose of the Code is to ensure that school places are allocated and offered in an open and fair way and directs what must not be included in admission arrangements, including applications.

The personal data provided in this form will be processed in accordance with the data protection policy set out in the [Directorate of Children and Young People privacy notice](#), a copy of which is available on request. DCS takes your privacy seriously and the information supplied on this application form will be used only in accordance with the [Directorate of Children and Young People privacy notice](#).

Entitlement to a MOD school place

There are three funding categories for entitlement to a MOD school place:

- **Please complete this form now if your child is:**
 - a) **Entitled to funded MOD education**
(Defined in JSP 342 e.g. children of entitled serving personnel and MOD civil servants)
 - b) **Entitled to a fee-paying place**
(Defined in JSP 342 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 Annex A.
- **Parents must contact the MOD school head teacher before completing this form if your child is:**
 - c) **Non-Entitled Fee Paying (NEFP)** where the fees are paid by parents or employer. Please note that there is no entitlement to a placement on a NEFP basis. NEFP applications are considered by the head teacher on a spare capacity basis and where spare capacity exists throughout all stages of education.
- Once a NEFP place has been provisionally offered by the head teacher, parents must complete the form 'Parental Agreement for a NEFP' at Annex B.

Please complete in BLOCK CAPITALS.

PUPIL DETAILS

| | | | |
|-------------------------------|--|------------------------------|--|
| Legal Family Name: | | Legal Given Name: | |
| Preferred Family Name: | | Preferred Given Name: | |
| Middle name(s): | | Date of birth: | |
| Gender: | | Unique Pupil Number: | |

PARENT / CARER CONTACT DETAILS

| | | | |
|--|--|--|--|
| Serving Parent: Mr/Mrs/Ms/Miss/Rank/Grade | | 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: (If applicable) | |
| Legal Given Name: | Legal Given Name: | | |
| Legal Family Name: | Legal Family Name: | | |
| 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: | | | |

PARENTAL DECLARATION

A parent with parental responsibility should sign the parental declaration (see note):

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 A) 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: _____

Parental Signature: _____

Date: _____

Note on parental responsibility

A mother automatically has parental responsibility for her child from birth

Other persons who have parental responsibility include:

- A father usually has parental responsibility if he is either:
 - married to the child's mother (and will not lose it on divorce or if a civil partnership is dissolved); or
 - listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in).

- Same sex partners if they were civil partners or married at the time the child was born or at the time of fertility treatment.

It is possible that other persons may have parental responsibility for a child, in which case, they should also sign the school application form.

See <https://www.gov.uk/parental-rights-responsibilities>

THANK YOU FOR COMPLETING THIS FORM

PLEASE FORWARD TO THE MOD SCHOOL AT THE EARLIEST POSSIBLE OPPORTUNITY

Entitled School Places

Entitlement to free place

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

Parents may be asked to pay for or contribute towards the cost of certain activities or school services (e.g. non-curricular and school meals).

Entitlement to a fee-paying place

Children of the following personnel are entitled to an education place in an 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 DCYP.

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.

Non-Entitled Fee Paying – this certificate cannot be used for a NEFP place – please go to Annex B

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 MOD 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)

Unit/Organisational
Stamp and Name

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

Non-entitled Fee-Paying School Places (NEFP)

Parental Agreement for a Non-Entitled Fee Payer in a MOD School

Please complete the following and

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 to access the curriculum.

Signed head teacher _____

Date: _____

School stamp

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: _____

Employer Stamp