

Protocol for the Admission of Children of UK Service Personnel and other Crown Servants

for admissions from September 2011

This applies to:

All Devon County Council maintained schools at primary and secondary phase except for Special Schools.

All parents and carers seeking admission to school for a child in their care.

Policy updated:	September 2011
Review date:	November 2010 for 2012-13 and then annually unless a need to review earlier is identified

Description of Policy

This policy describes how UK service personnel and other Crown servants can seek admission to schools, recognising they may arrive in an area at short notice and after Year Groups have been established.

Linked Policies

The In-Year Co-ordinated Scheme, The Secondary Co-ordinated Scheme.

Protocol for the Admission of Children of UK Service Personnel and other Crown Servants

for admissions from September 2011

Section	Contents	Page
Description of Policy		1
General Information and Contacts		3
Policy		
1	Equality Statement	4
2	Safeguarding Statement	4
3	Introduction	4
4	Purpose	5
Procedure		
5	Criteria	6
6	Procedure	6
Employee Guidance		
7	Guidance for Employees	7
Policy History		8
Appendix 1 – Equality Impact Needs Assessment is located at http://www.devon.gov.uk/index/learningschools/schools/admissions/admissionarrangements/admissions-determined2011.htm		

General Information and Contacts

Date	September 2011
Review date	Annual
Approval	by Cabinet Members of Devon County Council
Key partners	Learning and Development Partnership Devon Association of Secondary Headteachers Devon Association of Primary Headteachers Devon Association of Governors Church of England Diocese of Exeter Roman Catholic Diocese of Plymouth School Admissions Team
Author	Andrew Brent, Strategic Support and Policy Officer 01392 381214 andrew.brent@devon.gov.uk
Sponsors	Dr Phil Norrey, Chief Executive of Devon County Council Jennie Stephens, Strategic Director, People
Other contacts	Lisa Boon, Access Services Manager 01392 383841 lisa.boon@devon.gov.uk School Admissions Team 0845 155 1019 – contact through My Devon call centre admissions@devon.gov.uk Children’s Education Advisory Service – Ministry of Defence 01980 618244 enquiries@ceas.detsa.co.uk
Useful links	Department for Education Office of the Schools Adjudicator School Admissions Code

POLICY

1 Equality Statement

- 1.1 Devon County Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.
- 1.2 This policy will be subject to an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.

2 Safeguarding Statement

- 2.1 Devon County Council and its partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.
- 2.2 Devon County Council acts as a Corporate Parent for Children in Care. This means that the local authority has a legal and moral duty to provide the kind of support that any good parents would provide their own children. This policy has been written to comply with this principle.

3 Introduction

- 3.1 The School Admissions Code of Practice acknowledges at sections 3.27-3.29 that families of UK Service personnel and other Crown servants are subject to frequent movement at short notice. This can mean that children of such families are disadvantaged educationally.
- 3.2 The Code requires admission authorities to allocate places in advance of a school year where the family is relocated by the Ministry of Defence, Foreign and Commonwealth Office or Government Communications HQ.
- 3.3 Where a request for admission is received and is supported by an official Ministry of Defence, Foreign and Commonwealth Office or Government

Communications Headquarters letter declaring a relocation date, a school place should be allocated in advance of an approaching school year, subject to the applicant meeting the published criteria for a place.

4 Purpose

- 4.1 The purpose of this protocol is to ensure that a place is allocated to a child in advance of the school year where necessary and to enable decisions to be based on a Unit address in advance of a home address being confirmed.
- 4.2 The best interests and needs of the child should be the focus of any discussions surrounding his or her admission to school.
- 4.3 The process of identifying a child who may benefit from early confirmation of the result of a request for a school place should begin as early as possible and integration planned to make the process as smooth as possible.
- 4.4 Early identification will enable all appropriate agencies to take a full part in decision-making and providing support to the child.
- 4.5 The receiving school can receive the child's school file and records from education establishments out of the United Kingdom at an earlier point.

PROCEDURE

5 Criteria

- 5.1 The child shall be a member of a family of UK Service personnel or other Crown servants and British Council employees.
- 5.2 The family shall be relocating from another part of or into the United Kingdom.
- 5.3 An application for admission shall be accompanied by official confirmation of the relocation date from the Ministry of Defence, Foreign and Commonwealth Office or Government Communications Headquarters.

6 Procedure

- 6.1 In considering a request for admission and in the absence of a confirmed home address, the LA and admission authorities will accept a Unit postal address from service personnel. Where it is necessary to measure the distance to school for the purposes of deciding priority in relation to other applicants, the main entrance of the Unit will be used.
- 6.2 When the School Admissions Team is notified with a supporting letter as at paragraph 3.2 above by an applicant that the family is relocating to an area and there is a vacancy in the relevant Year Group at the preferred school, a place will be offered and held open for up to 16 school weeks rather than the 8 school week limit detailed in the In-Year Co-ordinated Admissions Scheme. It should be noted that school holidays will not be counted when calculating school weeks.
- 6.3 When the Admissions Team is notified with a supporting letter as at paragraph 3.2 above by an applicant that the family is relocating to an area and there is not a vacancy in the relevant Year Group at the preferred school, the request will be considered according to the Fair Access Protocol of the In-Year Co-ordinated Admissions Scheme. There will be a right of appeal to the Devon Independent Appeals Panel.
- 6.4 Where a request has been refused, the child will be placed on the relevant waiting list according to the home address or Unit address. No other priority will be given to reflect the family status other than consideration under the Fair Access Protocol of Devon County Council.
- 6.5 Where an appeal is to be submitted to the Independent Appeals Panel, this may also be in advance of the approaching academic year, following a formal refusal of the application.

EMPLOYEE GUIDANCE

7 Guidance for Employees

- 7.1 The Policy is operated by officers of the Schools Admissions Team in co-operation with management and staff in schools. The governing bodies and staff in all schools are requested to support the efficient operation of the Policy. Schools may assist by referring families to the School Admissions Team where support may be beneficial.
- 7.2 No advice should be given by school staff or management which a parent may interpret as an indication that a place will or will not be made available at a school.
- 7.3 Any queries regarding the operation of the Scheme should be referred to the School Admissions Team for advice and support.

Policy History

Date	Summary of change	Contact	Implementation date	Review date
11/2008	Policy formulated taking into account the requirements of the School Admissions Code of Practice.	Policy Unit	9/2010	12/2009
6/2009	Policy reviewed and formatted into a Directorate Policy shell	Policy Unit	9/2010	12/2009
6/2009	The implementation date revised under the requirements of the Code of Practice 2009	Policy Unit	9/2009	12/2009
6/2009	The following amendment within paragraph 6.4, addition in bold: No other priority will be given to reflect the family status other than consideration under the Fair Access Protocol of Devon County Council.	Policy Unit	9/2009	12/2009
12/2009	Policy reviewed for 2011/12	Policy Unit	9/2011	12/2010
3/2010	Policy amended by the insertion or amendment of section 2.2 (corporate parenting), section 7 (employee guidance) and Appendix 1 (EINA)	Policy Unit		
4/2010	Policy determined by Cabinet Members	Policy Unit	9/2011	11/2010
10/2010	Policy amended: to reflect change of title for the Department for Education At 7.1 the following was deleted from the final sentence: <i>or to the Devon Choice Advice Service</i>	Policy Unit	9/2011	11/2010
9/2011	Policy amended with name of the Strategic Director EINA relocated onto Admission Arrangements website	Strategic Support and Policy officer	9/2011	2012 policy already in place