



## Admission Policy

Pupils entitled to be educated at Mount Pleasant School are dependent primary school aged children of HM Forces or MoD UK Based Civilian personnel posted to Mount Pleasant on an accompanied tour. For First Time admissions the children will need to be five years of age during the academic year (September – August) of admission. Children are eligible to be admitted to the FS1 setting in the term following their third birthday. Mount Pleasant School Foundation Stage 1 children may be placed in morning or afternoon sessions.

Mount Pleasant School has an Early Years Unit which is available on a 'fill up' basis for children once they have turned two years old; sessions run morning and afternoon. A child can only be placed on a waiting list once they have turned two.

Please note because we are a very small and remote school we do not have ready access to support for children with Special Educational Needs or Medical Needs. When a family wish to pursue a posting overseas, the special needs of their child should be declared to CEAS when the posting is offered if the child is not already registered with CEAS. For entitled parents of such children it is therefore vital that they liaise with CEAS before any posting action involving being accompanied by the child / children.

The role of CEAS, based at Upavon, is to support Service families in obtaining appropriate educational facilities for their children, and to provide high quality information and impartial advice on all aspects of education world-wide, including advice upon special educational needs / additional educational needs.

CEAS's website is:

[www.mod.uk/defenceinternet/defencefor/servicecommunity/education/childrenseducationadvisoryservice.htm](http://www.mod.uk/defenceinternet/defencefor/servicecommunity/education/childrenseducationadvisoryservice.htm)

**Mount Pleasant school inline with other MoD schools will only accept children once an Educational Clearance Certificate has been issued. Travel will not be booked by the travel cell until they are in receipt of this document.**

In accordance with SCE policy, non-entitled children may also be admitted as long as there are places in the school. If it is felt that the age/class group is too overcrowded then non-entitled children will not be admitted.

**The admission procedure is outlined as follows:**

1. When school is notified of new children (usually by e-mail), the secretary or headteacher should reply and attach a copy of the latest School Booklet, SCE admissions form and a link to web site.



2. Parents should submit an application for admission using the admissions form as soon possible after being notified of the posting. Admission forms must be completed and returned to the school as soon as possible before embarkation and ideally at the same time that the family's application for a quarter is submitted to the Families Officer. The completed application for admissions form can either be scanned and attached to an email sent to the school email address or faxed to the school.
- 3. Parents must inform the school the children are leaving that Mount Pleasant School will be contacting them and they must complete the MOD PiP form.**
- 4. Mount Pleasant School using the information on the PiP and any further consultation with CEAS will decide if the family will be issued with a Educational Clearance Form.**

### **Enrolment at the school on arrival in Theatre**

1. Parents are encouraged to visit with their child / children on the next available school day following arrival by making an appointment with the Headteacher. Parents are advised that they will need to bring a copy of the child's birth certificate and any additional documentation given by the previous school (school records, reports and samples of work etc.). During this visit the Headteacher will agree with the parents when it will be appropriate for the child to start, and whether this will be full time or on a phased induction. The effect of moving 8000 miles, time difference, and separation from previous school/ extended family/ friends etc should not be underestimated.
2. The secretary should provide another copy of the booklet if required and complete the admission process by checking birth certificates and any omissions on the admission form
3. The enrolments process should include:

A tour of the school by the Headteacher/Secretary and introductions to staff and pupils

Parents should be informed about:

- ◆ SCE schools
- ◆ National Curriculum
- ◆ Class organisation
- ◆ Mixed age classes
- ◆ Behaviour
- ◆ Secondary school education in Stanley school if appropriate
- ◆ Mixed age classes
- ◆ 3-4 week Induction Meeting to be arranged to discuss settling in, learning and queries



Receive up-to date information regarding :

- ◆ Sweatshirts / uniform should purchase be required
- ◆ Lunches
- ◆ Water bottles
- ◆ Swimming – ability, arrangements etc.
- ◆ PE including the wearing of jewellery
- ◆ Medicines
- ◆ The Home/school agreement should be shown and explained and parents invited to sign it.

**Signed: Gary Margerison**

Date: **02/11/15**

Agreed by SGC Date: **09/11/15**