

Moving in checklist

Section of code	On page...	Content	What this means for LA admissions
Catchment areas	16	2.54 “For children of UK Service personnel, admission authorities must treat a family moving to their area as meeting the residency criteria for the relevant school catchment area once proof of the posting has been provided, even if no address is currently established in that area.”	LAs must accept school application forms from Service families that do not currently live in the catchment area.
Infant class size limit	27	3.48 Where certain types of children (“excepted pupils”) cannot be provided with education at the school in another infant class in which the limit is not exceeded without relevant measures being taken which would prejudice efficient education or the efficient use of resources, those children are not to be counted for the purpose of ascertaining whether or not the limit of 30 pupils is exceeded. Excepted children are: 6. Children of armed forces personnel who are admitted outside the normal admission round.	Children of Armed Forces personnel that are to be admitted to an infant class outside of the normal admissions round (mid year) are classed as an “excepted pupil”, meaning LAs can exceed the 30-pupil limit.
Children of UK Service personnel and other Crown Servants (including diplomats)	31	3.65 “Families of UK Service personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice. School places must be allocated to children and their families in advance of the approaching school year if accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date. Children of UK Service Personnel may be given excepted status for infant class size purposes when admitted to a school outside the normal admission round.” 3.66 “Admission authorities must: • Ensure that the needs of the children of these families are taken into account. • Allocate a school place in advance, if the applicant would meet the criteria when they move to their destination.	

		• Invite a Service representative or representatives of other significant concentrations of Crown Servants to join the admission forum. • Accept a Unit postal address for applications from service personnel in the absence of a new home postal address.” 3.67 “Admission authorities must not: • Reserve places for blocks of these children, or • Refuse a place to such a child because the family does not currently live in the LA area.	
Annex C	36	C.5 Boarding schools must, after giving the required priority to looked after children and previously looked after children, give next priority in their oversubscription criteria for boarding places to ‘children with a boarding need’. Boarding schools must ensure that it is clear to parents what is meant by ‘boarding need’. C.6 Although this is not a comprehensive list, children with a boarding need include: 4. Children of members of the British forces overseas.	Children of Armed Forces personal overseas are considered to have a boarding need. They therefore may be given a higher priority in boarding schools that are oversubscribed.
Annex D: Admission forums	41	D.10 The core membership of each forum may ask the LA to appoint anyone it considers appropriate to represent significant interests in the local community. For instance, in areas where there is a significant concentration of service personnel the forum must invite a UK service representative and where appropriate, representatives from faith groups not already represented, and minority ethnic groups should be appointed.	LAs with a significant Armed Forces community should invite a Service representative to join their admissions forum. LAs with a significant Armed Forces community include: • Isle of Anglesey • Pembrokeshire • Powys • Vale of Glamorgan