

## EPISKOPHI PRIMARY SCHOOL ADMISSIONS STATEMENT



Children are admitted to Episkopi Primary School as dictated by MOD Admissions guidelines.

### **MOD Schools Admission guidance - All pupils (August 2016)**

*This guidance is part of the guidance on admissions and transitions for all pupils moving overseas to areas where there are MOD Schools. The aim is to provide continuity, high quality education, ensure all pupils benefit from time spent overseas, and pupils' educational needs are met within locally available resources.*

*The MoD has developed the **Pupil Information Profile (PIP)** for all Service children, including those with SEN, to support the sharing and transfer of information. Schools are advised to request that UK schools also use the PIP to share information about pupils moving overseas.*

*Parents assigned overseas will be advised to contact the receiving MOD school, in the first instance, as soon as they are notified of their assignment. Whenever parents contact an MOD school to request admission for their child/ren, they should be asked to give consent for the MOD school to contact the UK school to obtain current school records, ideally the PIP.*

### **When you make contact with Episkopi Primary School:**

We will ask you for relevant information e.g. name of child, date of birth, name, rank, service number (if applicable), assignment date, family details and name and contact details for the current school. You will be asked to give consent for the school to contact the current school and request information on your child using the PIP. You will also be asked questions about any special needs your child may have. Following this initial information gathering, the school will determine either:

1. Your child has no special needs and a certificate of educational clearance is issued with letter A.
2. Your child has some low level special needs which can be met by the school and local partners. In this case a certificate of educational clearance is issued with letter B.
3. Your child has a significant level of special needs/has current involvement from other agencies/there are potential resource implications, then a MOD Assessment of Suitability Overseas (MASO) is required. No certificate of educational clearance is issued; letter C is sent to parents and the case is referred to the local Pupil & Family Services office.
4. If a MASO is required the school SENDCo will send all documentation they have for your child to the local Pupil & Family Services office with letter D.

**All families are required to have the Certificate of Educational Clearance before they fly. If you do not have this certificate your child may not be allowed to fly and they will not be automatically admitted to school on arrival in Cyprus.**

### **On admission to Episkopi Primary School:**

As a school, we have made settling in a priority for new children. We have an efficient admissions procedure which aims to get all relevant and available paperwork to teachers before your child arrives in class. Usual procedure is for you to register your child, meet with HT/DHT and have a tour of school on one day - including meeting the new teacher and classmates. We will then allocate children to classes very carefully - taking any special needs into account - in order to

ensure balanced teaching groups within each year. Children then start in school the following day. Where paperwork is unavailable, there is a set procedure for the office staff to chase up previous records, reports and data. All children are allocated a 'BUDDY' for their first few days to help them to get to know the school, how it works and to ensure they have someone to play with at break times. All children will be assessed within the first 2 weeks of arriving by their class teacher, this is then followed up by a parents' meeting after the settling-in period.

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