

## **Children of UK Service Personnel – In Year Admissions**

### **Guidance for Schools**

#### **UK Armed Forces or a Crown Servant – guidance for schools**

Kent County Council does not co-ordinate in year admissions and therefore is not required to allocate places in advance for in year applications. However, if a parent has a confirmed posting to Kent they can apply as an in-year admission directly to schools in advance of moving by completing an IYCAF accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. Where a school is able to make an offer, it will honour that place for a reasonable timeframe\*. This can mean that a place can be kept open for the next academic year providing the child/children start within a reasonable timeframe\*. If at the end of this period, the place has not been taken up, the school may offer it to another child seeking a school place. In such circumstances the school shall inform the parent that the place is no longer available. The school may choose to add the child's name to their waiting list if a waiting list is maintained by the school in question. Where the offer is withdrawn due to the time lapse the will need to make a new application for a school place.

The Admissions Criteria for schools for whom KCC is the admissions authority (Community and Voluntary Controlled Schools) does not give priority to children of UK service personnel. Therefore, service children do not have priority over other children – only looked after and previously looked after children have this level of priority.

For further information refer to the Department for Education explanatory note:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/461481/Admission\\_of\\_children\\_of\\_crown\\_servants.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf)

\*Reasonable timeframe would be a period of approximately 3 months.