Steps to Apply for Placement in a UK School:

Please reference "All About UK Schools" packet

Process may differ slightly by county. We highly recommend downloading the Admissions Guide and/or contacting the Admissions Team for further guidance.

1) Secure a permanent residence, you may be asked to provide proof of residency.
2) During the school year, to avoid disruption of instruction time and routine, it is highly encouraged to enroll eligible students in school ASAP. UK school placement "in-year" could take +/-21 days. Consider DoDEA enrollment and/or discuss enrollment challenges with SLO's.

* **UK school eligible**, children may begin Reception when they turn 4 by 1 September.

~Students become statutory school age the term after the student's 5th birthday.

* **DoDEA eligible**, children may begin Kindergarten when they turn 5 by 1 September.

~DoDEA enrollment, may begin school within 1-2 days.

3) Research schools in your county:

*Download your county's Admissions Guide. *Suffolk County Admission Guide pg. 4*

*What is your "catchment?"*See pg. 2*

Research types of schools.

*Research the required admissions process on the school's website.

4) **After careful research, schedule a tour and/or call to ask the school about**:

* Are there places available in specific year group? Discuss submitting apps. for multiple children
* Online or paper application? *pg. 11 and In Year App refer to pg. 8*
* Is a Supplemental form (SIF) required?
* Who do you submit the application to?
* Ask about Support for Special Education & Disability Needs.
* Does the school offer before and after school "clubs?"
* Consider how your child will get to school.
* What uniform is required?
* What is the school's attendance policy?*UK guidance on pg. 5-7*
* Is there a school calendar?
* Ask how you can get involved or volunteer.

5) Narrow down 3 school preferences to place on an application.
6) What application process will you follow?

*Submit an ONLINE application to the County Council if:

~Submitting during the months of Sept-mid Jan, for the following SY. *See pg.* 1 & 4

*Submit a PAPER Application to the County Council or the SCHOOL if you are applying :

~In Year (placement for current SY year in session.)*See pg. 8*

~Outside of the common application cycle (Outside of Sept-Jan. for following SY.)

ALL ABOUT
BRITISH SCHOOLS
RAF Lakenheath/RAF Mildenhall/RAF Feltwell Area

School Liaison Specialist, DSN 226-5078
Assistant School Liaison Specialist , DSN 226-5077
Commercial Lines (44) 01638525078/5077
E-mail: 48MSG.CCL.SLO@us.af.mil
Location: RAF Lakenheath Airman & Family Readiness Center, Bldg 950
FB: https://www.facebook.com/RafLakenheathMildenhallSchoolLiaisonOffice/

BRITISH SCHOOLS – SOME QUESTIONS ANSWERED

If you are considering the option of sending your child to a British school, please read the following frequently asked questions that will help you in your decision-making. For detailed information on Education and Learning in Britain, the Government public service website will provide a great start. You can access it by following this link: www.direct.gov.uk/en/EducationAndLearning/index.htm.

HOW DO I FIND INFORMATION ON BRITISH SCHOOLS?

Education is a service provided by the County Councils in England. Suffolk, Norfolk and Cambridgeshire all have comprehensive websites which include a whole section on education in their area. This is a good place to start for general information. Look at http://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/ , http://www.cambridgeshire.gov.uk/education/ or https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions

TYPES OF SCHOOL

Mainstream State schools are free of charge and all children in England between the ages of 5 and 16 are entitled to a place. Most state schools admit boys and girls however some schools can be single sex.

The four main types of state school all receive funding from the Local Authority; they all follow the National Curriculum and are inspected by the Office for Standards in Education (Ofsted.) "They inspect and regulate services that care for children and young people and services providing education and skill for learners of all ages. You may search a school's performance rating at: **www.ofsted.gov.uk**

Academies - publicly funded independent schools. They are outside of Council control and run by governors/academy trusts who decide their admissions policy.
Free schools - new academies established by proposers such as charities, universities, businesses, educational groups, teachers and groups of parents. They are outside of Council control and run by governors/academy trusts who decide their admissions policy.
Community Schools – look to develop strong links in the community & offer facilities for use in community. **Foundation and Trust Schools** – are run by their own governing body which sometimes forms a charitable trust with an outside business or educational partner enabling them to build resources and raise standards.
Voluntary Aided Schools – Mainly religious or faith schools although anyone can apply for a place. **Voluntary Controlled Schools** – Similar to Voluntary Aided Schools but run by the local authority. **Specialist Schools** – follow the National Curriculum but focus on a particular area e.g. Sports or Technology.
Independent schools – are fee-paying schools. An old term you may still hear for an independent school is a 'public' school, which is slightly misleading because only the minority attends fee-paying schools.

WILL I HAVE TO PAY TO SEND MY CHILD TO A CHURCH SCHOOL?

If the church school is a State school, no fees are required. Voluntary-aided schools are run in partnership with the Roman Catholic Church or the Church of England. The school governors decide which children can go to the school and how religion is taught.

AT WHAT AGE DO CHILDREN START SCHOOL?

Children usually start full-time Primary School at the age of 4 or 5, and many schools now have reception years for 4 year olds. Children would normally leave at the age of 11 and move onto Secondary school. British children must begin full-time education at the start of the term after their fifth birthday. In Suffolk, all children can attend school full-time in the reception year group in the September following their fourth birthday. http://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/when-to-apply-for-a-school-place/ They would anticipate that most parents or carers will accept the full-time offer. However, children do not have to go to school full-time until the term after their fifth birthday if their parents or carers do not want them to, as this is the compulsory school age. Each County Education Office will be able to t e l l you when your child can start their education. Some children may be able to start schooling on a part-time b a s i s for a term before going for full days. Children can begin nursery and reception as young as 3 or 4.

ARE THERE GRANTS FOR PRE-SCHOOL EDUCATION FOR 3 AND 4 YEAR OLDS?

Some 3 & 4 year olds are eligible for 30 hours Free Childcare a week. However, *US Forces are typically only eligible for 15 hours*. The authorization form may ask for a National Insurance Number (NIN). A NIN is used verify eligibility for an add'l 15 hours. When a NIN is provided, a UK passport and UK pay report will also be requested to determine eligibility for add'l 15 hours. The 15 funded hours align for use during the school days only not during half terms or holiday break.

This applies until they reach compulsory school age (the term following 5th birthday). The early education can take place in nurseries, play groups, preschools or at their childminders.Please visit these county links for more information:
http://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/funded-early-learning-for-3-and-4-year-olds/ , www.suffolk.gov.uk/childcare
http://www.cambridgeshire.gov.uk/childrenandfamilies/childcare/Free+childcare+for+three+and+four+year+olds.htm
http://www.norfolk.gov.uk/Childrens_services/Family_information_and_childcare/Free_childcare_and_learning/index.htm

WHAT IS A CATCHMENT AREA?

Most children attend the school in their immediate local area, *providing there is space. Schools are not required to provide placement to all students in the catchment area*. This school is called the catchment school. Every school serves an area of streets or villages, but sometimes this is different for church schools, academies and free schools. Parents have a right to ask for a place at a different school. This is called a 'preferred' school. However, it may not be possible to obtain a place if the preferred school is full – this is the overriding factor. If your catchment area school is full then the admissions team/ school admissions office will find you a place at the next nearest. Infant classes must not have more than 30 pupils with a single qualified teacher. http://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/school-catchment-areas/

HOW DO I FIND A LOCAL BRITISH SCHOOL?

You can search for Primary and Secondary schools online at http://schoolsfinder.direct.gov.uk/. Each county council also lists postings online of the schools in the area. Please see page 4 for county websites.
To locate a Nursery program, you can also use http://schoolsfinder.direct.gov.uk/, http://www.daynurseries.co.uk, or contact our office for listings.

WHEN DOES THE SCHOOL YEAR START AND HOW IS IT DIVIDED UP?

The school year starts at the beginning of September and ends 3rd week of July. The school year is divided into three 'terms' with holidays (vacations) of two weeks at Christmas and Easter and a six-week holiday in the summer. Each term is sub-divided into two 'half-terms' by a week vacation. Suffolk County Term & Holiday dates:
https://www.suffolk.gov.uk/ children-families-and-learning/schools/school-term-and-holiday-dates/

DO I HAVE TO REGISTER?

You can apply for a place at a school by filling in your County Council's common application form, which can be completed Online **(Opens Mid Sept and closes End Oct for Secondary and closes Mid Jan for Primary)** and then mailed depending on the time of year. The form will ask you to list your preferred schools, often asking for more than one option in case your first choice is full. You will need to make sure you apply in good time as places can fill up quickly. Although it is possible to start mid-way through a year, the application process usually starts in the autumn term prior to the September you want your child to go

to school (one year in advance.) If you miss your County Council's deadline for application you would be less likely to get a place at your preferred school. ***In order to enroll at a British school you should have a British address in the local area.*** **Refer to page 1, "How do I find information on British Schools."**

HOW WILL MY CHILD PROGRESS THROUGH SCHOOL?

The National Curriculum sets out stages and core subjects your child will be taught during their time at a British School, it forms a framework to ensure that teaching and learning is balanced and consistent. It is mandatory for children in state schools to be taught the National Curriculum. https://www.gov.uk/national-curriculum

Within the national curriculum there are Key Stages of learning. Key Stage 1 is Years 1 and 2, Key Stage 2 - up to Year 6, Key Stage 3 - up to Year 9 and Key Stage 4 - Years 10 and 11. Key Stage 4 is the time when external examinations are taken with a view to entering further education, either college or university.

Age on 31-Aug	UK Year	US Grade	Curriculum Stage
3	Nursery	-	Funded Early Years
4	Reception	Pre-Kinder	Early Years- Teacher assessments
5	Year 1	Kindergarten	Key Stage 1: Phonics screening check
6	Year 2	1st Grade	National tests & teacher assess. in Eng, maths & science
7	Year 3	2nd Grade	Key Stage 2
8	Year 4	3rd Grade	
9	Year 5	4th Grade	
10	Year 6	5th Grade	National tests & teacher assess. in Eng, maths, & teacher assess. In science
11	Year 7	6th Grade	Key Stage 3
12	Year 8	7th Grade	
13	Year 9	8th Grade	
Please seek guidance if considering secondary education in UK schools.			
14	Year 10	9th Grade	Key Stage 4: Yr 10 some take GCSE's; Yr 11 most take GCSE's or other national qualifications.
15	Year 11	10th Grade	
16	Year 12	11th Grade	Sixth Form- A Levels are the traditional qualifications offered by schools and colleges fo 16-19 yr olds.
17	Year 13	12th Grade	

* https://www.gov.uk/national-curriculum

Your child's teacher will carry out regular tests on their progress in each subject they are taught as a normal part of their teaching. This helps to determine your child's performance and grading in each of the Key Stages. This assessment is used alongside National tests and at the end of each Key Stage you will receive a report to let you know what level your child is at. Testing at Key stage 1 will include ability in Reading, Writing, Speaking, Listening, Math and Science. At Key stage 2 your child will also be tested on handwriting, and spelling. The final Key stage incorporates a variety of further subjects including Geography, History, Foreign Languages, IT, Art and Design, Music, PE and Religious Education.

BRITISH SCHOOLS SPECIAL EDUCATIONAL NEEDS:

- UK educational support services differ from US schools. For school age children, contact your student's school.
- Children age 3-5, Child Find is a screening program to determine if there is a need for further evaluation for special education services, call Lakenheath Elementary for more information: 01638523721.

Visit these links for more information: https://www.gov.uk/children-with-special-educational-needs
https://www.suffolk.gov.uk/children-families-and-learning/send-and-the-local-offer/an-overview-of-sen-support/
https://www.norfolk.gov.uk/children-and-families/send-local-offer
https://www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/

WILL MY CHILD GET FREE TRANSPORT TO SCHOOL?

Free bus transportation to and from school is not automatic. The head teacher may ask for a commitment from you as parents to ensure that your child is delivered to school and picked up from the school.

Also, in England we do not have distinctive school buses. Drivers over here are not required to stop behind a school bus but to proceed with caution, so it is essential that children are aware of the dangers of crossing the road when getting off a school bus.

WILL MY CHILD HAVE TO WEAR A SCHOOL UNIFORM?

In British schools you will usually be required to wear a uniform. The top (most often a sweater) has the school logo on it and can often be purchased at the school. The bottom (pants – say 'trousers' or skirt) must be a certain colour . Uniform is worn most days, except 'non-uniform' days sometimes known as 'mufti days'. Uniforms are not funded and are normally for purchase at the local supermarkets (Tesco/Sainsbury), department stores and online. Speak with your school for specifics.

WHAT ARE THE SCHOOL TIMES?

Typically the school day will commence at 9 a.m. and will conclude at 3 p.m. The lunch break normally runs from noon till 1 pm. There is normally the option of the children having a hot lunch (for a small fee), going home, or bringing in a packed lunch. Parents should follow any guidelines on the contents of packed lunches. Schools will give all children in Reception, Year 1 and Year 2 a free school lunch every day. The morning and afternoon sessions are normally broken up by a 15 minute playtime (recess).

WITHDRAWING FROM A BRITISH SCHOOL?

If you are PCS'ing or transferring to another UK or DoD school, please speak with your current school to inquire about the formal disenrollment process. You may also contact the School Liaison Office (SLO) for a transition checklist & to connect you with a SLO at your gaining installation.

Contact Information for County Councils
****

Suffolk County Council
Website: http://www.suffolk.gov.uk/EducationAndLearning/
Admissions Guide: https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/apply-for-a-secondary-school-place-2019-2020/
School Admissions Team, Endeavour House, Russell Road, Ipswich, IP1 2BX
Telephone: 0345 600 0981
Email: admissions@suffolk.gov.uk
Childcare/holiday/out of school Link for Suffolk:
https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/results.page?familychannel=1

Norfolk County Council
Website: http://www.norfolk.gov.uk/admissions
Admissions, Room 7, County Hall, Martineau Lane, Norwich NR1 2DH Telephone: 0344 800 8020
Fax: 0163030223722
E-mail: admissions@norfolk.gov.uk
Childcare/holiday/out of school Link for Norfolk: https://www.norfolk.gov.uk/children-and-families/childcare-and-early-learning/family-information-service (Copy link)

Cambridgeshire County Council Schools
Website: https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/ Castle Court, Shire Hall, Cambridge CB3 0AP Telephone: 01223 699200/699662
Fax: 01223699801
Email: admissions@cambridgeshire.gov.uk
Childcare/holiday/out of school Link for Cambridgeshire:
https://www5.cambridgeshire.gov.uk/site/custom_scripts/fid/fid_results.aspx?t=1 (Copy link)

The following websites are also very useful sources of information:

- http://www.ofsted.gov.uk/

We encourage parents to maintain open lines of communication with their student's school administrators and teachers. Our office has the ability to verify a deployment/return. If families are requesting school days off due to a deployment, the "pre-deployment and reintegration" letters below may be obtained (prefilled) by the RAF Lakenheath/RAF Mildenhall School Liaison Office when requested by a parent.

DEPARTMENT OF THE AIR FORCE
48TH FIGHTER WING (USAFE)

*We encourage parents to maintain open lines of communication with their student's school administrators and teachers. This **pre-deployment** letter may be provided (prefilled) by the School Liaison Office when requested by a parent. Our office has the ability to verify a deployment/return.*

Date}

Dear {Teacher or Principal/Headteacher},

The father/mother of _____ is being deployed with his/her military Unit and will be gone for an undetermined amount of time. I make you aware of this because you may notice some behavioral, emotional, or academic changes.

_____ may act out, be more/less active, or withdraw from friends and activities he/she once enjoyed. Emotionally he/she may be angry, sad, or anxious. He may be hiding that anything is bothering him/her. Academically, he/she may find it difficult to concentrate.

If you notice any of these things, please do what you can to support my son/daughter and keep me informed. Please alert the school counselor and nurse of this situation as well as their support may also be needed.

There are many resources to support educators who teach military children. If you need ideas, or information about the military, deployment cycle, or any other topic please the RAF Lakenheath/RAF Mildenhall School Liaison Office at:

01638-52-5077/5078 or 48MSG.CCL@us.af.mil

Thank you in advance for the always your care and attention will help my son/daughter cope throughout this very stressful period.

Sincerely,

_____

Parent Signature and phone number

DEPARTMENT OF THE AIR FORCE
48TH FIGHTER WING (USAFE)

*We encourage parents to maintain open lines of communication with their student's school administrators and teachers. This **reintegration** letter may be provided (prefilled) by the School Liaison Office when requested by a parent. Our office has the ability to verify a deployment/return.*

{Date}

Dear Headteacher,

The father of _____ has been away on a military deployment since _____. He/She is returning home from a military deployment _____. My child (ren), will be absent from school for reunification. I am requesting _____ off from school, but I understand additional excused absences need to be granted at the discretion of the head teacher or local education authority.

I am asking that our children not be penalized for these absences so that they can spend quality time to reunify and welcome their father/mother home after an extended and stressful deployment serving our country.

If you have any questions regarding the absence, please do not hesitate to contact the *RAF* Lakenheath School Liaison Office. If you have specific deployment related questions, please contact the RAF Lakenheath/RAF Mildenhall School Liaison Office at:

01638-52-5077/5078 or 48SPTG.CCL@us.af.mil.

Thank you in advance for the always your care and attention will help *our child(ren)* cope throughout this period of change.

Respectfully,

_____

Parent Signature and phone number}

SLO SAMPLE DOC

SLO SAMPLE DOC

RAF LAKENHEATH & RAF MILDENHALL

CYES-School Liaison Office

Bldg 950, Airman & Family Readiness Center
RAF Lakenheath; DSN: 226-5077/78

Suffolk County Council School Attendance and Penalty Notices

WHY DO UK SCHOOLS ISSUE PENALTY NOTICES (FINES) FOR UNAUTHORIZED ABSENCES?

"Schools overseen by Ofsted must provide an attendance analysis to Ofsted." If a school has a poor attendance, their performance rating is significantly impacted.

School attendance and unauthorised absences and what to do if you receive a school penalty notice and who to contact.

Attendance at school is vital for a child's ability to learn, develop and achieve.

As a parent or carer of a child of school age, you should:

- send your child to school on time every day with the correct uniform and equipment
- contact the child's school on their first day of absence if they are unwell, and return them to school as soon as they are well enough
- take holidays only during school holidays

Absence

Your child's absence is only acceptable if:

- your child cannot attend school due to illness, injury or other unavoidable causes (e.g. family bereavement) or
- your family is observing a time of religious importance

and

- leave has been authorised by the school
- the local council has not provided transport for children living 2 miles away from school if they are aged 7 or younger, or for children living 3 miles away who are aged 8 and over

If your child needs time off please inform their **school** as soon as possible.

If you are worried about your child's attendance please contact:

- their school and discuss it with them
- If this does not resolve the issue then ask to speak to their school's education welfare officer. The school will have their name and contact details.

Penalty notices

A penalty notice will be issued to **each parent** or **carer** for each child.

Contact your **child's school** if you've any questions about a penalty notice you've received.

The School's headteacher decides if they wish to fine unauthorised absences from school by issuing a Fixed Penalty Notice. The headteacher then requests by a referral to the Local Authority to issue a fixed Penalty Notice on his or her behalf.

A local authority may decide to fine unauthorised absences from school by issuing a legal penalty notice.

The law says that if children of compulsory school age are absent from school without good reason they are committing an offence and their parents or carers may be prosecuted in the Magistrate's Court.

The local authority will issue **penalty notices** on the behalf of the headteacher where a pupil:

- has an unauthorised absence during a school term. This can include persistently being late for school.
- is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school

The penalty is:

- **£60** if paid within 21 days
- **£120** if paid between 21 and 28 days

Paying a penalty notice

Learn how to pay a penalty notice or what to do if you believe the penalty notice was issued incorrectly.
http://www.suffolk.gov.uk/children-families-and-learning/schools/pupil-attendance-and-welfare/pay-a-school-penalty-notice-fine/

What can I do to help my child attend school regularly?

- *Send your child to school on time every day*
- *If your child is unwell, contact the school on the first day of absence and return your child to school as soon as possible*
- *Make sure your child knows you do not approve of them missing school.*
- ***Take holidays only during school holidays.***
- *Make sure your child goes to school with the correct uniform and equipment.*
- *Take an interest in your child's education*
- *Talk to staff as soon as any issues arise*

Suffolk County Council is committed to providing all children with the best start in life and works hard to improve the attendance of children.

Key information about schools

In-Year App

Suffolk's co-ordinated admissions scheme

There are different types of schools in Suffolk (maintained, academies and free schools) and we co-ordinate admissions to the normal year of entry for them all.

The co-ordinated admissions scheme is set out in full on our website at **www.suffolk.gov.uk/admissions**. You can also request a paper copy by contacting us on 0345 600 0981 (local rate). This document provides the detailed admission arrangements for Suffolk and is in place to make sure all applications are handled fairly, consistently and efficiently. It applies to all schools in Suffolk to ensure that children across the county are offered a single school place on the same day.

However, for in-year applications, you will need to apply to some schools directly. In these cases the school's governing body or academy trust will process your application. For all other schools in-year applications will be processed by Suffolk County Council. The different types of schools in Suffolk and information about where to send your application are shown below:

School type	Where to send your application	
	Normal year of entry	In-year
Maintained schools A maintained school is a state school funded by central government through the local authority and does not charge fees. These include community, voluntary controlled, voluntary aided and foundation schools.		
• **Community and Voluntary Controlled (VC) schools** We are the admissions authority for these schools and we are responsible for setting the admissions arrangements and allocating places in accordance with Suffolk County Council's published oversubscription criteria.	Suffolk County Council	Suffolk County Council
• **Voluntary Aided (VA) and foundation schools** These schools are run by the school governors so the school's governing body is the admissions authority. They are responsible for setting the admissions arrangements and allocating places in accordance with their published oversubscription criteria.	Suffolk County Council	School
Academies and free schools Academies and free schools receive their funding directly from central government and are outside of Suffolk County Council's control. These schools are run by the governing body or academy trust. They are the admissions authority responsible for setting the admissions arrangements and allocating places in accordance with the published oversubscription criteria. Some schools will become academies during the school year.	Suffolk County Council	School

Suffolk British School FAQ's

For all other questions not referenced below or in our UK schools packet, please contact Suffolk School Admissions:
Email: admissions@suffolk.gov.uk
Call: 0345 600 0981
References from: https://www.suffolk.gov.uk/children-families-and-learning/schools/

When does free early learning and childcare stop? Free early learning and childcare stops once your child starts the Reception year in a school.

If they are not attending a school they can continue to get free early learning and childcare in an approved private, voluntary or independent provider until they are of compulsory school age. This is the beginning of the term after their fifth birthday.

If your child already attends a day nursery, pre-school playgroup or childminder you can choose to keep them there until your child is of compulsory school age.

When can my child start school in the Reception year? All primary schools must offer children a full-time place at the start of the Autumn term in the September following their fourth birthday. Children normally attend school full-time in the Reception year group in the September following their fourth birthday. However, legally they don't have to start full-time education until the term after their fifth birthday.

Until this time they do not have to take up a school place or can choose to attend school part-time. Once you are offered a school place you can talk to the school about your options. Whatever you decide, it is important that you apply for an infant or primary school place by the closing date.

Please note that a place in a school nursery class does not guarantee a place in the Reception year of that school. You must make a separate application by the {standard} closing date [in January of every year.]

**There is also the option of DoD Sure Start at LES on RAF Lakenheath, interested families are encouraged to apply for Sure Start and Reception. For more info on Sure Start call LES at 01638523721.*

What does Oversubscribed mean? **Oversubscribed-**A school becomes oversubscribed when the number of applications is greater than the number of places available.

Applying for a primary/ Secondary school place: The closing dates for applications to secondary (including high and upper) schools **Opens Mid Sept and Closes End October** and primary (including infant, junior and middle) schools **Opens Mid Sept and Closes Mid January.**
If your application is received after the closing date, it will not be dealt with until all on time applications have been considered. This means that all available places at your preferred school(s) may have been filled.

https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/

Missed deadline, Late applications: https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/apply-for-a-primary-school-place-2019-2020/

RAF Lakenheath/RAF Mildenhall School Liaison Office
Airman & Family Readiness Center
RAF Lakenheath, Bldg. 950, Ground Floor
DSN: 226-5077/5078 or 01638-52-5077/5078
48SPTG.CCL@us.af.mil

Follow Us on FB:
https://www.facebook.com/RafLakenheathMildenhallSchoolLiaisonOffice/#

Suffolk British School FAQ's

For all other questions not referenced below or in our UK schools packet, please contact Suffolk School Admissions:
Email: admissions@suffolk.gov.uk
Call: 0345 600 0981

Am I guaranteed a place at my catchment school? We cannot guarantee your child a place at any school including their catchment school.

I've just moved to Suffolk. What schools are in my area and what is my catchment area school? To find our nearest Suffolk school for enter your postcode: http://nearestschool.suffolk.gov.uk/

School catchment areas: https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/school-catchment-areas/

I've been offered a place at a school that wasn't my preference. Can I go on a waiting list for my preferred school(s)? For the normal year of entry to a school, if you've been refused a place at a preferred school you'll automatically be put on a waiting list for that school in case a place becomes available.

The waiting lists for community and voluntary controlled schools will close on 31 December 2019. The waiting lists for those foundation, voluntary aided schools, and academies who have agreed to operate the same policy as Suffolk County Council will also close on 31 December 2019.

Information on when the waiting lists close for foundation, voluntary aided schools, and academies who do not operate the same policy as Suffolk County Council is available from the schools directly.

We do not hold waiting lists for in-year applicants to community and voluntary controlled schools. Some academies, voluntary aided and free schools do hold waiting lists for in-year applicants. This information is available from the schools.

Ofsted inspections explained for parents

Reading Ofsted reports is likely to be one of the first things you do when you're choosing a school for your child, but what do the inspections actually involve?....

…. As a parent, the reports can be a vital source of information about your child's school. There's no doubt that inspection reports are an important factor when parents choose a school for their children – the second most important factor (50%) after proximity to home (61%), according to Ofsted's 2017 survey of parents.

All state schools are inspected by Ofsted, but what actually happens when the inspectors visit?

Which schools are inspected by Ofsted?

All state-maintained schools in England are inspected by Ofsted. This includes local authority-run schools, academies and free schools. 'We also inspect those independent schools that are not associated with one of the independent schools inspectorates,' adds Sean Harford, Ofsted's National Director for Schools.

In Scotland, schools are inspected by HM Inspectors; in Wales, by Estyn and in Northern Ireland by the Education Training Inspectorate (ETI).

How often are schools inspected?

The frequency of inspection is determined by how good a school is. **Good schools are inspected within five years of their last inspection**, and Outstanding schools (except special schools, pupil referral units and maintained nursery schools) are exempt from inspection.

However, since September 2015, Good schools have shorter but more frequent inspections every three years. 'This will help to make sure that Good schools continue to provide a good quality of education, and will minimise the chances of standards slipping in between inspections,' explains Sean.

Schools that have an Inadequate or Requires Improvement judgement are inspected more often, with inspectors monitoring their progress on a regular basis.

What happens during an inspection?

Usually, inspections last for two days, although the new inspection framework means that Good schools will have one-day inspections. The number of inspectors varies depending on the size and type of a school, but the team will include Her Majesty's Inspectors (HMI) and/or contracted Ofsted inspectors – normally practising headteachers and deputy heads.

Before the inspection, the inspectors gather information about the school by reading the previous Ofsted report, reports of any interim monitoring, any complaints that have been raised about the

https://www.theschoolrun.com/ofsted-inspections-explained-for-parents
https://www.gov.uk/guidance/being-inspected-as-a-maintained-school-or-academy

school, academic data, information about funding, and information from the school's website. They also send a letter to parents inviting them to share their opinions about the school on Ofsted's Parent View website.

'During the inspection, inspectors will observe lessons, check records and gather a range of evidence to inform their judgements, including speaking to staff, governors, pupils and parents and scrutinising pupils' work,' Sean explains. 'Through these activities **we are able to build a clear picture of what life is like at the school** and how well pupils are learning.' The main focus is on teaching and learning; inspectors will sit in on lessons, look through children's books and folder and talk to them about not just their understanding, but also how engaged they are in their learning.

What are the inspectors looking at?

Ofsted inspectors look at four main areas: pupils' achievement; the quality of teaching; the behaviour and safety of pupils; and the quality of leadership and management. They'll also make a judgement on Early Years provision. 'From this, inspectors make a judgement on the overall effectiveness of the school,' Sean explains.

How quickly do schools get the results?

Most schools get a draft copy of the report soon after the inspection. 'This is an opportunity for them to check it for factual accuracy and make any comments before it's published,' Sean says. The final report is then usually sent to the school within 10 days, and published on Ofsted's website within 15 days, although if a school is judged Inadequate, this can take up to 28 days to allow extra moderation.

What are the possible outcomes?

Schools receive a judgement for each of the four inspection areas, and an overall judgement. There are four categories: Outstanding, Good, Requires Improvement (previously Satisfactory) and Inadequate. **Currently, 17 per cent of primary schools are Outstanding, and 66 per cent are Good.**

What happens if a school requires improvement?

Schools requiring improvement overall with one or more of the four key areas also judged as Requires Improvement, or where there are overall weaknesses in pupils' spiritual, moral, social and cultural development, will receive a monitoring inspection within three to six months. Inspectors then continue to monitor progress. 'If progress is being made, the inspector may decide to bring the next full inspection forward to consider whether the school is now Good or Outstanding,' says Sean. 'This will usually take place within two years.'

Other useful information

Term dates

The school term dates for all Suffolk County Council's maintained schools for 2020/2021 are:

	Term begins	Term ends	Half term	
			From	To
Autumn Term 2020	Tuesday 1 September 2020*	Friday 18 December 2020	Monday 26 October 2020	Friday 30 October 2020
Christmas Holidays: Saturday 18 December 2020 to Sunday 3 January 2021				
Spring Term 2021	Monday 4 January 2021	Friday 26 March 2021	Monday 15 February 2021	Friday 19 February 2021
Easter Holidays: Saturday 27 March 2021 to Sunday 11 April 2021 (includes Bank Holidays)				
Summer Term 2021	Monday 12 April 2021	Tuesday 20 July 2021	Monday 31 May 2021	Friday 4 June 2021

*Recommended Professional Development (PD) days

The total number of days for the school year is 195. All schools set five teacher training days called PD days. Two of these PD days are recommended by Suffolk County Council at the start of the Autumn (September) term. The remaining three PD days are set by the schools in agreement with other schools in their pyramid. You can get the extra dates from your school.

There are 190 actual teaching days in the school year.

All term dates are on the county council's website at **www.suffolk.gov.uk**.

Please note: academies and free schools can set their own term dates.

Charging and remissions policy

Schools have their own charging and remissions policy for activities such as music tuition, school journeys in school hours, activities outside of school hours or purchase of materials. For more information contact the school directly.

Fair Access Protocol (FAP)

The FAP is designed to ensure children who are considered hard to place and/or vulnerable are offered a place at a suitable school as quickly as possible and that no school is asked to take a disproportionate number of children who have challenging behaviour or who have been excluded from other schools. It is normally unacceptable for schools to:

- Refuse to admit children on the basis of their behaviour elsewhere.
- Refuse admission to a child thought to be potentially disruptive, or who has exhibited challenging behaviour.
- Refuse a place when the year group is not full.

The FAP is published online at **www.suffolk.gov.uk/admissions**.

See our new school travel policy at www.suffolkonboard.com/schooltravel