

# Guidance on admission of children from overseas

**Surrey County Council**



**SURREY**  
COUNTY COUNCIL

## 1. Introduction

1.1 This guidance provides advice to parents and schools on the admission of children from overseas and sets out information on which children are entitled to a school place once they have arrived in the United Kingdom. It covers:

Children who have moved from overseas and are already residing in the United Kingdom with their parents

Children who have moved from overseas and are residing in the United Kingdom without their parents

Children from overseas, not yet in the United Kingdom

Children who are temporarily visiting the United Kingdom

Moving abroad whilst on a waiting list

Children not living with a natural parent (privately fostered)

Children attending a state funded school who are not entitled to a school place







application for their child once the child is in the United Kingdom and available to take up a school place. However, in order to place a child in school quickly following their arrival in the United Kingdom, Surrey County Council or the admission authority for a school in Surrey will accept applications for children up to four weeks before their anticipated arrival date, if they can provide evidence of their planned move to the United Kingdom.

Satisfactory evidence of a move should include a combination of the following, although this list may not be exhaustive:

A written statement from the parent(s) of their intention to return to/enter the United Kingdom, giving their reasons and an expected date

Termination of a work contract abroad

Sale/notice of rental of property abroad

Notice to existing tenants to terminate the tenancy of an owned property in the United Kingdom

Completion of purchase of property in the United Kingdom

Tenancy of property in the United Kingdom

Copy of work contract within the United Kingdom

Confirmation of study arrangements within the United Kingdom

Confirmation of travel arrangements.

However, whilst an application may be accepted under these circumstances, a United Kingdom address will only be used once the child is residing at that address, and evidence will be required of this.

If an offer is made on the basis of an anticipated move to the United Kingdom, it will be on the condition that the child will be available to take up the school place on the date of his/her arrival, or at the start of the following half term if they arrive during the school holidays.

Other than for children of United Kingdom Service personnel and Crown Servants (see section 4.2 c), in year applications will not be considered any earlier than four weeks before an anticipated move to the United Kingdom. This is because places cannot be reserved for children who are not ready to take up their place at a school.

### **c) Children of United Kingdom service personnel (United Kingdom Armed Forces) and Crown Servants returning from abroad who need a school place outside the normal admissions round**

For Surrey schools, applications for a place outside the normal admissions round for the following categories of children will be accepted up to four calendar months in advance of a move providing the child has automatic right of entry to the United Kingdom:

Children of United Kingdom service personnel (United Kingdom Armed Forces) with a confirmed posting in the area; and

Children of Crown Servants who are returning from overseas to live in the area

In each case the application must be accompanied by an official letter that declares the relocation date and a Unit postal address/quartering area address, as appropriate. This applies even if the family is currently located abroad.

Given the forced uncertainty on these families, where the parent is able to provide evidence of a new address, this address will be used when allocating a school place, even if the move has not yet taken place. In other cases, for United Kingdom service personnel, the address to be used in the allocation will be the unit posting address. For Crown Servants where a United Kingdom address is not yet available, the current address abroad will be used in the allocation of a school place.

Admission authorities in Surrey will not refuse a place for such children because the family does not currently live in the local authority area, but nor will they reserve blocks of places for these children.

For applications being made to schools outside Surrey, either the local authority or the school will determine whether United Kingdom Service personnel or Crown Servants can apply ahead of a move, in accordance with the local authority's policy on applications from children living overseas.

## **5. Children who are temporarily visiting the United Kingdom**

### **Children without the right of abode**

- 5.1 Children who do not have the right of abode in the United Kingdom and who have arrived as a short-term visitor, with or without their families, are not entitled to a state education. Where such a child has been permitted entry to the United Kingdom as a short term visitor, their passport will either include a visitor's visa for either in





## **7. Children not living with a natural parent (privately fostered)**

7.1 Schools and local authority staff may come across children who may or may not be from abroad and who are privately fostered within the meaning of Section 66 of the Children Act 1989. These may be children under 16 years of age who are not living with at least one of their natural parents. Whilst it is possible that they may be living with someone else who has parental responsibility, schools have a responsibility to notify the Referral and Assessment Service in Surrey's Children's Services team, who will determine whether or not the child is privately fostered, and if so determine the best way to approach the carers and the parents to take matters forward.

## **8. Children attending a state funded school who are not entitled to a state education**

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