

DHEKELIA PRIMARY SCHOOL

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Dhekelia Primary School Admissions Policy

Dhekelia Primary School is a Ministry of Defence (MOD) School. Under MOD Schools Admissions guidelines, admission to any MOD School requires Educational Clearance prior to a family posting overseas. Without Educational Clearance, children cannot be admitted to an MOD school.

Please contact the Admissions Administrator by email at dps.admission@sceschools.org (Tel: 2474 8322) who will send the relevant registration paperwork including a Pupil Admission Form and questionnaire. In the questionnaire you will be asked to provide consent for Dhekelia Primary school to contact your child's current school and request information on your child using a Pupil Information Profile.

Once this information is gathered, it will be passed onto Mrs Anna Vrahimi, Assistant Headteacher (SENCO & Inclusion). If there are any special educational needs or medical needs, then Mrs Vrahimi will contact your child's school and decide what support your child may need, before an Educational Clearance can be granted.

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 an 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 Pupil and Family Services Office in Episkopi.

All families are required to have the Certificate of Educational Clearance before they fly. If you do not have this certificate they will not be automatically be admitted to school on arrival in Cyprus. The Families Section at Movements Support Services, MOD Abbey Wood will not be able to book your flights without the Educational Clearance Certificate for each school age child.

In some instances, we may require further advice whether a child's needs can be met. In this instance, a MASO (MOD Assessment of Supportability Overseas) process will begin, which can take up to 9 weeks. The leaflet, '*MOD ASSESSMENT OF SUPPPORTABILITY OVERSEAS (MASO) - Information for Parents*' explains the process in detail.

Once an Educational Clearance has been granted and parents must liaise with the Admissions Administrator to arrange for an interview with the Headteacher and to see the school and to agree a date for your child to start school.

Nursery (Foundation Stage 1)

Many children will have attended Dhekelia Early Years (crèche). There is close liaison between the Early Years Setting and our Foundation Stage 1 Staff. This results in a transition that is as smooth as possible. Meetings between parents and Foundation 1 staff and visits for children are part of this process. You will also receive a separate Foundation Stage 1 brochure before the transfer.

Entry into Reception class (Foundation Stage 2)

There is a comprehensive liaison programme for the transfer of children from Foundation Stage 1 to Foundation Stage 2 (Reception). When they first start school children will attend school from 08:00-11:30. Entry may be staggered over one, two or three days in the first few days, according to the number of children to be admitted. Children will need to be collected by parents or carers at 11.30. Once they are in full time provision their timings will be 07.55 to 13.30.

Settling In

Most children settle in at DPS extremely well. The children at school are very supportive of new pupils and enjoy making them feel at home. Each new child will be allocated a special friend whose task it is to support your child during their first days at school.