



**WEST YORKSHIRE  
LOCAL AUTHORITY  
IMPLEMENTATION  
PROJECT**

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# **SERVICE PUPIL PREMIUM RESOURCE DIRECTORY**

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Pulling together information from the Department for Education,  
Directorate Children and Young People, Service Children in State  
Schools and the Service Children's Progression Alliance

**JANUARY 2020**



# INTRODUCTION

This booklet has been created to support schools develop their understanding of the Armed Forces Covenant, the Armed Forces Community and the Service Pupil Premium. It pulls together information that is already available for schools and parents into one place.

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## Disclaimer

*This booklet is only valid from the day produced and is intended to raise awareness of the Service Pupil Premium and experiences of Military children and families. It is for guidance purposes only and any queries around the Service Pupil Premium and how this operates should be directed to the Department for Education and the Directorate Children and Young People.*

## Acknowledgements

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# THE ARMED FORCES COVENANT

The Armed Forces Covenant is a promise from the nation that no current or former member of the Armed Forces, or their families, should be at a disadvantage compared to other citizens in the provision of public and commercial services.

A copy of the Covenant can be found here:

<https://www.gov.uk/government/publications/an-explanation-of-the-armed-forces-covenant>

and further information about the Armed Forces Covenant here:

<https://www.armedforcescovenant.gov.uk/>

The Armed Forces Community is made up of:

- The Royal Navy / Royal Marines
- The Army
- The Royal Air Force
- Reservists
- Families of those who serve, including spouses/partners and children

## West Yorkshire Local Authorities and the Covenant

Each West Yorkshire Local Authority has signed the Armed Forces Covenant to pledge their support to the Armed Forces Community. Each Local Authority has:

- A web page on their main Council website dedicated to the Armed Forces Community advertising both local and national support services
- A Covenant Partnership Board that meets at least twice a year
- An elected member Armed Forces Champion
- An action plan in place aimed at ensuring the local needs of the Armed Forces Community are met

# EDUCATION AND THE ARMED FORCES COVENANT

The Department for Education (DfE) supports the Armed Forces Covenant by:

- Providing Service Pupil Premium for children whose parents currently serve within the Armed Forces, and those children who have been recorded as having Service child status at any point in the last 6 years
- Allowing primary schools the ability to go over the capped 30 student infant class size for an Armed Forces child moving into area



Further information on admissions to schools can be found at the link below:

<https://www.gov.uk/government/publications/service-children-in-state-schools-handbook/service-children-in-state-schools-handbook-2013#admissions-to-schools>

## THE ARMED FORCES COMMUNITY – LOCAL PICTURE

### West Yorkshire



### Children with Armed Forces Parents

For the year 2019/2020 the DfE recorded 936 children as eligible to claim Service Pupil Premium across West Yorkshire. However, this may not be the full picture of children as parents may not declare that their partner (or themselves) is a member of the Armed Forces.

Area	2018/2019	2019/2020
Bradford	132	135
Calderdale	152	156
Kirklees	144	152
Leeds	237	232
Wakefield	239	261
<b>Total</b>	<b>904</b>	<b>936</b>

Further information on Service Pupil Premium numbers can be found here:

<https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2019-to-2020> data can be found within Pupil premium allocations 2019 to 2020: national, local authority, parliamentary constituency level column under the Local Authority tab.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/789683/Pupil\\_premium\\_allocations\\_LA\\_and\\_PC\\_level\\_2018\\_to\\_2019.xlsx](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789683/Pupil_premium_allocations_LA_and_PC_level_2018_to_2019.xlsx)

# FAMILY LIFE FOR CHILDREN WITH SERVING PARENTS

When a member of the Armed Forces moves for work, their families often move with them. Moves can occur across the UK and in some cases abroad. Postings can last in each area for a few years before the individual moves jobs (and often location) again.

The Armed Forces provide accommodation for families should they wish to take this. The houses can be located on site where the parent works or within the local area.

The frequent moves experienced by Armed Forces families can present a number of challenges for school age children, especially if the child is moving around exam time or has been diagnosed with Special Educational Needs or a Disability. It can be hard emotionally to say good-bye to friends and begin the process of making new ones, particularly if the family move during a school term.

The Children's Commissioner has published a report looking at the lives of children who grow up within Military families. Although most children are growing up happy, the report highlights that the lifestyle can be tough, with frequent school moves leaving children feeling unsettled and anxious.

Below are some of the children's quotes from the report:

“I've moved nearly every two years. I've never finished a school! ... I've just been moving around a lot with my family, I moved from Germany to Northern Ireland, Northern Ireland to England, so I've moved houses so many times.” (12 yr old girl)

“I had so many friends that used to live near me, my next-door neighbour was my best friend, it was really sad.” (10 yr old boy)

“For me, when you're older it's not so much about making new friends, it's about the potential for messing up your life...like ... will I have to change my [GCSE] options, will I get to go to the 6th form I want?” (15 yr old boy)

As there are no large regular Military garrisons or bases within West Yorkshire it is likely that the Serving parent either commutes to work or even lives away from the

family home. A parent living away from home the majority of the week can present its own issues, such as the child missing the parent and the parent missing out on family events during the week. This can be made harder if the family have been used to living together during previous postings.

A smaller number of Military families in the area also limits the amount of peer support children (and parents) are likely to receive from other Military families in their local area.

The Service Children's Progression Alliance (SCiP) has created a briefing report describing the effects non-operational separation can have on families:

<https://www.scipalliance.org/research/research-briefings>

For further reading, the Naval Families Federation alongside King's Centre for Military Health Research, have looked into the effect of non-operational family separations or 'weekending':

<https://nff.org.uk/non-operational-separations/>

Deployment is another part of Military life families have to face. A deployment can occur nationally or internationally and can be for months at a time.

In some situations a parent may have limited contact with their child due to the sensitivity of their work. For example, for parents serving on submarines, due to the restrictions and sensitivity of their work, will have very little contact with the outside world. Families are permitted to send one-way 'familygrams', which can be sent in once or twice a week but they can be no longer than 120 words in total, which the Serving parent can not reply to. This lack of contact can provoke stress and worry for a child, particularly if the parent is going to a high-risk area.

Further information on what life can be like as part of a Military family is outlined in the Service Children in State Schools Handbook, see link below:

The Children's Commissioner report can be viewed here:

<https://www.childrenscommissioner.gov.uk/publication/kin-and-country-growing-up-as-an-armed-forces-child/>

The Service Children in State Schools Handbook can be viewed here:

<https://www.gov.uk/government/publications/service-children-in-state-schools-handbook/service-children-in-state-schools-handbook-2013>



# SERVICE PUPIL PREMIUM



## Overview

The Service Pupil Premium was introduced by the DfE in April 2011 as part of its commitment to deliver the Armed Forces Covenant and in recognition of the specific challenges children from Service families face.

Children in state schools and free schools in England from Reception age to Year 11 attract £300 (paid directly to schools).

Unlike the deprivation Pupil Premium, the Service Pupil Premium has been established principally to provide children with pastoral care, though it can be used to support their academic progress and attainment if needed.

Money is paid for the total number of Service children as a whole within the school and not specifically allocated to individual children.

It is up to the school and governors to decide how the money is spent and schools need to show how they spend this. OFSTED will consider its use in inspections.

It is up to the parent to declare to the school if they or their partner serve within the Forces.

## Eligibility Criteria

For current Service Pupil Premium eligibility criteria visit [www.gov.uk](https://www.gov.uk) and search Service Pupil Premium.

Currently a child is eligible for Service Pupil Premium if:

- One of their parents is serving in Her Majesty's Armed Forces, or in the Armed Forces of another nation and is stationed in England
- They have been registered as a Service child on the January school census at any point since 2015
- One of their parents died whilst serving in the Armed Forces
- A child whose parent is a member of the Full Time Reserve Service (FTRS) on Full Commitment (FC), i.e. their role is deployable, is classed as a Service child

A child's eligibility needs to be registered in the Spring Census before the January deadline and parents need to make the school aware of their status.

Service Pupil Premium can not be claimed retrospectively.

Further information on the Service Pupil Premium and current eligibility criteria can be found here:

<https://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-spp-information-sheet#background>

<https://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-what-you-need-to-know#eligibility-criteria>

Key to Success is a secure site for schools that provides a retrospective list of eligible Pupil Premium pupils based on the January census:

<https://www.keytosuccess.education.gov.uk/>

Service Pupil Premium is only relevant for pupils whose parents are designated as personal category 1 or 2 and comply with the eligibility criteria:

<https://www.gov.uk/government/publications/personal-status-category-definitions>

# SERVICE PUPIL PREMIUM GOOD PRACTICE EXAMPLES

The Army Families Federation has put together a list of ways schools have used the Service Pupil Premium to support their children. Schools should consider these at their own discretion based on the needs of their individual children:

1. Learning Support Assistant dedicated to the emotional wellbeing and academic achievement of Service children
2. Computer equipment for Skype chat time
3. Half-termly social events for parents and children
4. Website page for Service families
5. Themed visits and outings
6. Moving-schools support including 'My passport'
7. After school clubs
8. Camera equipment for photographs
9. Welcome films made by pupils
10. Deployment display boards
11. Memory boxes for children moving on
12. Homework support groups
13. Around the world assembly
14. Service children's base within school, with a bank of computers for scanning school work to email parents who are away and keep them in touch

As the majority of West Yorkshire schools have a small number of Service children on roll, a buddy system allowing children to email or write to other Service children in their area or across the UK could be a valuable way to help children share experiences and connect with other Service children.



## OTHER GOOD PRACTICE EXAMPLES



**MKC Heroes** (previously known as HMS Heroes) is a national support group for the children of serving personnel. There are over 9,000 members with over 140 schools signed up all over the world.  
<http://mkcheroes.co.uk/>



**Reading Force** provides books and scrap books to children when their parent has been deployed.  
<https://www.readingforce.org.uk>



**The Ministry of Defence** has published a Best Practice Guide for ways to spend the Service Pupil Premium.  
<https://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-examples-of-best-practice>

Further information on the Army Families Federation Service Pupil Premium examples can be found here:

<https://aff.org.uk/advice/education-childcare/service-pupil-premium/>

# SERVICE PUPIL PREMIUM WEST YORKSHIRE EXAMPLES

## BATTYEFORD PRIMARY SCHOOL

We use our Service Pupil Premium to contribute towards the following:

- Monitoring of Service children's progress compared to the wider school population to ensure that they learn, develop and achieve their own expected level of progress
- Intervention strategies and support are put into place to support Service children's learning
- The provision of a trained Teaching Assistant to provide pastoral support and guidance for families
- The provision of external Learning Mentor Support to work with individuals to build social skills, self-esteem and develop positive attitudes to learning thus raising academic attainment
- Membership of HMS Heroes
- Mutual support encouraged through membership of and trips organised by HMS Heroes coordinator e.g. Plymouth Raiders, Military Youth Choir etc.
- Extra-curricular activities to enable Service children to take part in certain activities that may not have been available to them due to the absence of one of their key adults. This has included, going to the theatre and 'wild in the woods'
- Forest school activities to provide a different experience: the children have really enjoyed being able to learn outdoors and this has

provided great chances to develop children's self esteem and confidence. It also provides an outlet to provide emotional support for children who need it

As with everything we do at school the measures put into place do make a positive difference. They help to ensure that our Service children become tolerant, caring and well rounded individuals with the skills to enable them to learn, develop and progress.

## COLNE VALLEY HIGH SCHOOL

At Colne Valley High School our Service children benefit from:

- Free revision resources
- Enhanced teaching in core for smaller class sizes
- Prioritised access to wellbeing facilities
- Online ICT revision resources

In some cases they may also receive extra level 2 courses.

If your school has good practice Service Pupil Premium examples they wish to share please contact the West Yorkshire Armed Forces Covenant Project Officer, Gemma Paine at [gemma.paine@bradford.gov.uk](mailto:gemma.paine@bradford.gov.uk)



# LETTERS

The following letter is an example template Kirklees Schools send out to parents to encourage them to identify their child as a Service child:

Dear Parents/Carers

Re: Pupil Premium Funding

Additional funding has been released by the Government for schools to support pupils who have a parent in the Military. The details are below:

## Pupil Premium – Service Child

### Revised Entitlement (Formerly Marital Status) Personal Status Category Definitions Status

1. The definitions of Personal Status Category (PStat Cat) into which personnel are placed for the purpose of determining entitlements to benefits are described below.
2. All personnel are to be placed into one of the following PStat Cats:
  - a. **PStat Cat 1.** Those in PStat Cat 1 will meet one of the following qualifying criteria:
    - (1) A legally married member of the Armed Forces, who lives with their spouse, or who would do so but for the exigencies of the Armed Forces.
    - (2) A member of the Armed Forces, who is registered in a civil partnership in accordance with the Civil Partnership Act 2004, or is in a civil partnership under an overseas scheme recognised under that Act, and who lives with their registered civil partner, or who would do so but for the exigencies of the Armed Forces.
  - b. **PStat Cat 2.** Those in PStat Cat 2 will meet one of the following qualifying criteria:
    - (1) A member of the Armed Forces who has parental responsibility within the terms of the Children Act 1989 for a child(ren) and who satisfies all of the following conditions:
      - (a) Can properly be regarded as the centre and prime mover in the life of the child(ren).
      - (b) Provides a home where they normally live with the child(ren) except where unable to do so for reasons attributable to their service in the Armed Forces.
      - (c) Provides, where the child(ren) is unable to care for itself, a child carer who can look after the child(ren) during their absences attributable to their service in the Armed Forces. The child carer must not be the other natural parent of the child(ren). The other natural parent should normally only have staying access to the child(ren) for an aggregate of 56 days in any 12 month period. Staying access greater than this may render the Service person ineligible for PStat Cat2 (these restrictions on access do not apply while on recognised Unaccompanied Duty).

Please note: You are under no obligation to provide us with this information and we respect your right to keep your child's circumstances private. However providing us with the details will allow us to access the additional funding.

The additional funding of £300 per eligible child will of course enable us to do even more to ensure these pupils are supported to achieve their potential.

We will, of course, treat any information we receive with the utmost confidentiality.

If you would like to discuss this matter in confidence with the headteacher please contact the school on 01484 ?????? to make an appointment.

If you feel able to provide this information please call into the school office with the relevant documents before DD/MM/YYYY.

Thank you for your assistance in this matter.

Yours sincerely



The following letter from the Ministry of Defence (MoD) offers advice to Head Teachers in regards to Term Time absence for Service children:

ANNEX A to  
2017DIN01-  
178  
Dated Nov 17



**Directorate Children & Young People**  
Portacabin 8  
Trenchard Lines  
UPAVON  
Pewsey  
SN9 6BE

[DCYP-DCYP-Mailbox@mod.gov.uk](mailto:DCYP-DCYP-Mailbox@mod.gov.uk)

### **Ministry of Defence (MoD) Advice to Head Teachers Term Time Absence for Service Children**

Since September 2013, by law, head teachers are only able to grant requests for leave during term time in “exceptional” circumstances.

Firstly and most importantly, the MoD recognises that the educational needs of the Service child(ren) affected will always be a critical factor when determining whether term-time absence should be granted. The purpose of this advice note is to give additional guidance from the MoD to head teachers on when the operational needs of the Armed Forces may legitimately prevent Service families from taking leave during school holidays; and also to explain how head teachers can seek further advice from the MoD when dealing with specific cases.

As well as operational tours overseas or afloat, there are many situations where the unusual and often unpredictable demands of life in the Armed Forces may prevent Service families taking holidays together outside term time. These demands may see Service personnel deployed for lengthy periods of time for training as well as on operational activities, and may also see individuals remaining in their Base location, but with full-time duties preventing them taking leave during normal holiday periods.

As with all children, the decision on whether to authorise term-time holidays for the children of Service personnel sits solely with the head teacher of their school. Separate advice is being provided to Service families explaining how they should present evidence when requesting absence during term-time, and reminding them firmly that the educational needs of their child(ren) will remain of great importance. Advice is also being provided to Unit Commanding Officers and their Welfare staff to ensure support is only given to those legitimate applications made by their personnel.

To assist head teachers in making their decisions on absence applications, Unit Commanding Officers and their Welfare staff will be able to provide advice, verification and endorsement as required. If head teachers are unsure how to make contact with the relevant Armed Forces unit they should contact the MoD’s Directorate Children and Young People at [DCYP-DCYP-Mailbox@mod.gov.uk](mailto:DCYP-DCYP-Mailbox@mod.gov.uk).

# USEFUL INFORMATION FOR SCHOOLS

The following link provides further in-depth information on the **Service Pupil Premium** including the eligibility criteria in relation to divorced parents or step-parents and information on what happens when a child moves school after the school census date:

<https://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-spp-information-sheet>

More information for teachers and school staff on supporting Service children and understanding their needs is available from the '**Service Children in state schools (SCISS) handbook**':

<https://www.gov.uk/government/publications/service-children-in-state-schools-handbook/service-children-in-state-schools-handbook-2013>

The **Pupil Information Profile** supports a child's learning by identifying their current and future learning needs. This information is intended to be passed across to the new school when the child moves.

In addition, since September 2018 the **Common Transfer File (CTF)** has included a specific section that schools can use to exchange information about Service children's particular needs (e.g. any concerns they have about the child's responses to moving school, deployment, parental separation).

Department for Education guidance on the CTF is published at:

<https://www.gov.uk/government/publications/common-transfer-file-19-specification>



Further information around how the CTF supports better transfer of information about Service children between schools can be found at:

<https://www.raf-ff.org.uk/news/the-common-transfer-file-for-service-children-moving-from-one-school-to-another/>

The **Royal British Legion** has also developed a Guide for Schools. Information can be found at:

<https://www.britishlegion.org.uk/get-involved/things-to-do/campaigns-policy-and-research/best-practice-guides/support-for-service-children>





**The Service Children's Progression Alliance (SCiP)** is a partnership of organisations focused on improving outcomes for children from Military families. SCiP is funded by the Ministry of Defence. Find out more at:

<https://www.scipalliance.org>

SCiP has a number of resources for schools including research briefings around moving schools and non-operational separation (weekending), which a number of Service families within West Yorkshire may be experiencing:

<https://www.scipalliance.org/research/research-briefings>

Research indicates that Armed Forces children are less likely to attend University than their peers. Find out more at the link below:

<https://www.scipalliance.org/resources/a-research-paper-further-and-higher-progression-for-service-children>

Therefore, it is important to promote Service children's further education and aspirations as far as possible. SCiP offers guidance to support a child and their school when writing their University applications:

<https://www.scipalliance.org/resources/ucas-guidance>



**The Directorate Children and Young People** have created an information booklet titled Information to support Service children moving between schools:

[https://www.scipalliance.org/assets/files/Support\\_Service\\_pupils\\_moving\\_between\\_schools.pdf](https://www.scipalliance.org/assets/files/Support_Service_pupils_moving_between_schools.pdf)

**The Children's Education Advisory Service (CEAS)** provides advice, support and guidance regarding the educational well-being of the children and young people belonging to families in all three Military services. More information is available below:

<https://www.gov.uk/government/groups/the-childrens-education-advisory-service-ceas>

# USEFUL INFORMATION FOR FAMILIES

## THE CHILDREN'S EDUCATION ADVISORY SERVICE (CEAS)

The CEAS provides confidential and impartial advice to Service families on a wide range of educational issues including:

- parental rights and responsibilities
- children or young people's rights and responsibilities
- special educational needs and/or disability
- school admissions and appeals

CEAS does not make decisions about a child or young person's education; CEAS advise families to allow them to make informed decisions.

CEAS has created a moving schools guide for parents and a Pupil Passport for children.

<https://www.gov.uk/government/groups/the-childrens-education-advisory-service-ceas>

## FAMILY FEDERATIONS

Families can seek advice and information from their respective Service Families Federation

**Naval Families Federation** 023 9265 4374

<https://nff.org.uk>

**Army Families Federation** 01264 382324

<https://aff.org.uk>

**Royal Air Force Families Federation** 01780 781650

[www.raf-ff.org.uk](http://www.raf-ff.org.uk)

## CHARITIES

Parents can also access practical and emotional support from charities such as:

**The Royal British Legion** 0808 802 8080

<https://www.britishlegion.org.uk>

**SSAFA** 0800 731 4880

<https://www.ssafa.org.uk>

**Veterans Gateway** 0808 802 1212

<https://www.veteransgateway.org.uk>

**Little Troopers** is a charity supporting children who have one or both parents serving in the Armed Forces.

<https://www.littletroopers.net>

## LOCAL AUTHORITIES

Each West Yorkshire Local Authority has a page within their Council website dedicated to information for the Armed Forces Community. Please select the links for further information or search 'Armed Forces' on the main Council pages:

### • Bradford

<https://www.bradford.gov.uk/your-community/armed-forces-community-support/support-available-to-the-armed-forces-community-locally/>

### • Calderdale

<https://www.calderdale.gov.uk/v2/residents/community-and-living/armed-forces-personnel>

### • Kirklees

<https://www.kirklees.gov.uk/beta/employment-information/armed-forces.aspx>

### • Leeds

<https://www.leeds.gov.uk/residents/neighbourhoods-and-community/armed-forces-covenant>

### • Wakefield

<http://www.wakefield.gov.uk/community/armed-forces>

## THE ARMED FORCES COVENANT WEBSITE

has lots of information that may be useful for families.

<https://www.armedforcescovenant.gov.uk/support-and-advice/families/>