

## **Guidance Note on admission of children from Ukraine**

A number of admission applications from Ukrainian families have been received to date and this is likely to rise in the coming weeks as more families are settled in the UK.

To expedite the admission of Ukrainian children into school, we have streamlined the admission application process for such families.

This is summarised below:

- Normal in-year application form to be completed.
- Application can be submitted in advance of the family's arrival provided we have an expected arrival date and the address where they will be living. In other words, we have confirmation that they are definitely arriving.
- To streamline the process, we won't request proof of the address of where they will be living.
- We can accept the application having been completed by the 'receiving' family rather than the parent.

We would of course request that own admission authority schools (Academies, Foundation schools, Free schools and Voluntary Aided schools) consider such applications urgently and admit the children without delay where there are available places. Such schools are not obliged to give priority under their admission criteria (ie exceptional medical/social criterion where they have one) but should consider each case on its individual merits. For example, where the host family's children are already attending the school, it may be appropriate to give priority. Unaccompanied asylum seeker children will qualify for top priority as Looked After Children.

The Pupil Services team will process applications on behalf of community schools as is currently the case. Schools are asked to admit pupils offered a place as quickly as possible.

If schools receive a direct enquiry from families and wish to admit as they have vacancies, this is permissible exceptionally to secure admission into school as quickly as possible. In these circumstances, please let us know the details as quickly as possible by submitting the in-year admission form on the family's behalf together with a note of the child(ren)'s start date.

In instances where the number of available places in the year group concerned is small, community schools should first clear this with their Admissions Officer in the Pupil Services Team, to ensure that the place has not already been offered and there is no waiting list.

Copies of the in-year admission forms are available here: [In-year admissions and transfers - Wandsworth Borough Council](#).

If you have any queries, please contact Adam Wells (email [adam.wells@richmondandwandsworth.gov.uk](mailto:adam.wells@richmondandwandsworth.gov.uk), tel 07825 722825) or Brian Bew (email [brian.bew@richmondandwandsworth.gov.uk](mailto:brian.bew@richmondandwandsworth.gov.uk), tel 020 8871 8017)

## Available support

Our inclusion service, WAAS and SCPS will support the admission of children with identified SEND and signpost to key support services via our local offer. They will also provide a rapid response team to assess children and provide support to schools.

Some schools are already considering the support package for Ukrainian children to ease the transition to school in the UK. One school in Balham has implemented the following support to the family for the 2 children placed with them:

- Resources to help the mother learn to speak English while the children learn at school
- The pupils will be taught English using the approach the school has for EAL children.
- Adapting work so that children have access to both languages
- Use of Google Translate on Chrome books
- Place 2 Be are aware of the family, and the mum has been informed she can access this service for her or the children if needed
- The headteacher has spoken to parents in the school community who speak Ukrainian, Polish or Russian who can connect with the mum
- The food bank at the school will be made available to the family if required.

We will use our various headteacher forums to share good practice and understand any challenges our schools face to effectively support these children and their families. In addition to the support outlined above, schools may consider buddying systems where they already have Ukrainian/Russian speaking children or staff. We will work with our schools to identify other Ukrainian family networks.

Our Virtual School Head is currently developing a resource pack for schools to support children with a focus on unaccompanied asylum-seeking children however, the learning will also support those arriving with families. The virtual school have also been working with their lead EP from the school and community psychology service on a training resource linked to attachment and trauma which will be beneficial in these circumstances. Most schools have a link EP and they will provide ongoing support to schools.

Schools may also find the following online resources helpful to support education:

- The government have just announced that Oak National Academy have all their resources translated into Russian and Ukrainian:  
<https://www.itv.com/news/2022-03-11/online-lessons-to-be-offered-to-ukrainian-refugee-children-coming-to-uk>
- <https://www.schooleducationgateway.eu/en/pub/latest/news/online-ed-resources-ua.htm>