



Ministry  
of Defence

## DCS Directive 3.2.6

### Assessment of Support Needs for Accompanied Postings Overseas

DCS Jan 2024 v1.0

## General

Authorisation	Head DCS
Senior Responsible Owner	AH Specialist Support Services
Point of Contact	DCS OES Lead
Review Date	January 2027
Related Policy/Guidance	MOD Policy: Assessment of Support Needs for Accompanied Assignments Overseas
	JSP 342: Education of Service Children Overseas
	JSP 770: Tri-Service Operational and Non-Operational Welfare Policy
	JSP 834: Safeguarding

## Introduction

1. MOD Policy Assessment of Support Needs for Accompanied Assignments Overseas<sup>1</sup> Para 7 states: “Where Service/MOD Civilians and their families are considering an accompanied assignment/transfer overseas, the MOD needs to assess whether the services and support available/accessible in the overseas location can meet their individual needs. The purpose of this policy is to describe the framework under which those needs are assessed, how decisions on supportability should be made and to describe the key roles and responsibilities in the assessment and decision-making process.”
2. The DCS assessment of support needs is an integral part of this wider MOD assessment. The aims of this policy directive are to set out the processes by which the support needs of children are assessed by DCS and how decisions about supportability are made.
3. All children **aged 0-18** years require a DCS Confirmation of Supportability before accompanying their parent on an overseas assignment. If a child is **not** accompanying parents on an overseas assignment and is accessing educational provision in the UK, confirmation of educational supportability is not required. For example, if a child is at boarding School in the UK or residing with a guardian.
4. DCS Confirmation of Supportability is required so that:
  - a. the overseas Command and the School or Setting are able to consider whether appropriate support is available to meet the individual needs of all children;
  - b. Schools and Settings have early knowledge of a child’s needs, to prepare for, and ensure, a smooth transition;
  - c. due regard is given to how children’s needs might be supported in overseas locations including those with protected characteristics, in accordance with the Public Sector Equality Duty<sup>2</sup>.
  - d. parents have the chance to consider the variability of provision in overseas locations, to make informed choices and not be disadvantaged as the result of an overseas assignment.
5. The DCS Confirmation of Supportability also forms part of the overall overseas assignment procedures co-ordinated through the DSCOM Families Section and/or DBS. They will seek evidence that DCS Confirmation of Supportability has been given prior to completing all necessary arrangements. DCS encourages parents to engage with the process at the earliest opportunity (at least 4 months before assignment) to avoid unnecessary delays to assignments.

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<sup>1</sup> [MOD Policy Assessment of Support Needs for Accompanied Assignments Overseas](#)

<sup>2</sup> A full Equality Impact Assessment was conducted at the Policy stage, please contact [People-AFFS-FamiliesTeam@mod.gov.uk](mailto:People-AFFS-FamiliesTeam@mod.gov.uk) for details.

6. The Overseas Education and Supportability (OES) team provides educational advice for all locations overseas and coordinates the assessment of support needs process within DCS.

## Finding A School Place

7. In overseas locations, children must have a named school before an assessment of support needs can take place. This is so that provision in the receiving country can be considered. In some locations, such as the USA, a school place will not be offered before families arrive in location. In these circumstances, DCS will consider supportability on a case-by-case basis.

8. It is the parents' responsibility to source a school place in the overseas location. Where requested, the OES team will provide advice on different education systems and location-specific educational issues parents will need to take into consideration. DCS do not approve any individual School or early years settings overseas.

## Initial Assessment of Support Needs

9. Parents fill in the following forms to begin the Initial Assessment of Support Needs process. See Flowcharts 1a, 1b and 1c (**Annex A**).

- a. OES form 101- (**Annex B**). This is a parental declaration of their child's needs.
- b. OES Form 102 for all children aged 5+ and currently in a School- (see **Annex C**)
- c. OES Form 103 for all children under age 5 (e.g., child minder, parent, day nursery, early years setting) (**Annex D**)
- d. OES Form 104 for all School-aged children not currently in any sort of formal setting (e.g., new-borns) or in Elective Home Education- (see **Annex E**)

10. These forms enable DCS to understand a child's needs and ascertain whether further investigation needs to take place.

11. Parents return forms to the body with responsibility for carrying out the initial assessment:

<i>Context</i>	<i>Responsible Body</i>		
	<i>DCS Setting</i>	<i>DCS School</i>	<i>OES Team</i>
<i>Child aged 0-3 in location where there is a DCS EY Setting</i>	X		
<i>Child aged 0-3 in location where there is no DCS EY Setting</i>	X		
<i>Child aged 4-11 in location where there is a DCS primary School</i>			X
<i>Child aged 4-11 in location where there is no DCS primary School</i>		X	
<i>Child aged 11-18 in location where there is a DCS secondary School</i>			X
<i>Child aged 11-18 in location where there is no DCS secondary School</i>		X	
<i>Child aged 5-18 where parents intend to Electively Home Educate</i>			X

12. When forms are received, the OES business support/school admin staff will triage them, seeking additional information, if required.

13. The Responsible Body will look (see above) at all the information provided by the child's current school to make an informed assessment of their support needs. This may include, but is not limited to, assessment records, school reports, information about any additional needs and/or disabilities the child has, safeguarding records and any reports from external agencies involved with the child. This information is used to build a rounded picture of the support a child may need in the overseas location. It will also be used to ascertain whether additional agencies, such as social care or medical professionals, need to be involved in the wider assessment of support needs.

14. Where the posting coincides with a critical stage of education (GCSEs, A-Levels, secondary transition), the case will be escalated to an appropriate professional to provide the parent with advice about qualification pathways and any risks to their child's education. The Responsible Body will seek confirmation from the parent that they understand any risks identified before completing the assessment.

15. If it is determined that a child has 'Universal' level needs (i.e., support that is available to all children, including those with SEND, through teaching in a mainstream classroom), the Responsible Body sends Letter A (see **Annex F**) and DCS Confirmation of Supportability (**Annex G**) to parents.

16. If it is determined that a child has 'Targeted' level needs (i.e., needs that require support additional to, or different from, support to that available at the 'Universal' support level. This support will usually be provided from within the school's own resources):

a. **DCS school area:** The DCS School/Setting sends a Letter B<sup>2</sup> (**Annex H**) and DCS confirmation of supportability to the parents. The Letter B will set out the support the School/Setting will put in place to meet the child's needs. This itemised list of support enables the school to identify any new needs that emerge in location and open up a new assessment of support needs, if required.

b. **Non-DCS school area:** The OES team ask the parent to obtain written confirmation from the receiving school that they have seen all the appropriate documents, and they can meet the child's needs. If possible, a list of the support the school are able to put in place to meet the child's needs is also requested. The OES team will include this breakdown in a Letter B<sup>1</sup> (**Annex H**) to parents, setting out the basis of supportability.

## Multi-Agency Assessment of Support Needs Overseas (MASO)

17. If it is determined that the child has 'Specialist' level needs, a multi-agency assessment of the child's support needs is required. Specialist level needs include:

a. Safeguarding concerns that require external support (Early Help, Child in Need, Child Protection)

b. Where a number of external agencies are involved in meeting a child's needs (for example a person is receiving care and support from local authority/equivalent services; has an Education Health and Care Plan [EHCP])

c. Where there is significant need in one area which may be supportable but may impact on another area of need (for example a medical need impacting on social care and/or child's education)

18. In these situations, the assessment is carried out through the Multi-agency Assessment of Support needs Overseas (MASO). The Responsible Body will send Letter C (**Annex I**) and a MASO confirmation form (**Annex J**) to parents. The Letter C includes a list of documentation upon which the assessment will be based. Parents are given the opportunity to provide any additional information if they wish to.

19. The OES Team coordinates all MASOs on behalf of DCS. In order to raise a MASO, Schools and Settings send Letter D (**Annex K**) and all relevant evidence to the OES team mailbox [RC-DCS-HQ-OES@mod.gov.uk](mailto:RC-DCS-HQ-OES@mod.gov.uk)

20. When parents return the MASO Confirmation Form, the OES Business Support team raise the MASO with the overseas Command in line with the MASO Flowchart II (**Annex L**), following the processes set out therein.

21.

22. The OES MASO Coordinator and the OES Lead provide support to the Decision Maker in the overseas Command, as appropriate.

## Parental Involvement

23. The OES Business Support Team confirm the email address parents wish to use for correspondence and then send them a Parental Response Form (**Annex M**) so they are able to contribute their views to the MASO process.

## Professional Assessments

24. In liaison with the OES Lead, the OES Business Support Team identifies other agencies that need to contribute to the assessment, e.g., GSC, SSAFA, BFSWS, and invites them to provide a response. The OES Business Support Team collate these responses and send them on to the Decision Maker in advance of the MASO Panel meeting.

25. Depending on the needs identified, relevant professionals, e.g., DCS school, education adviser, speech and language therapist, educational psychologist or a safeguarding professional from within DCS are invited to carry out a written assessment of the child's needs.

26. Professionals record their assessments in a Professional Response Form (**Annex N**), setting out:

- Their analysis of the child's support needs;
- The package of support that can be put in place in location and the extent to which this will meet the child's support needs;
- Any potential long-term impacts of the proposed assignment.
- The package of support that would be required for the child to be supportable

27. As part of their assessment, professionals consider what mitigations can be put in place if the full range of required support cannot be provided and analyse the extent to which this will meet the child's needs. Where there is a risk that a child's needs cannot be met, all professionals should be mindful of the MOD's responsibilities under the Equality Act 2010 and show that they have considered possible reasonable adjustments.

28. If during their assessments, professionals feel they need further information, they are expected to make further enquiries as required, e.g., discussions with the sending school or local authority. These enquiries should be clearly shown on the Professional Response Form.

29. When the assessments of DCS professionals have been completed, the OES Business Support team forwards them onto a Case Officer within the OES team. The Case Officer collates the responses to produce a single assessment from DCS. This assessment is captured in the DCS Collated Response Form (**Annex O**). This assessment covers the same points as in paragraph 24 above. It also identifies risks that the overseas Command will hold if they find the child to be supportable at the MASO Panel (see below).

30. If professional responses indicate a child's needs cannot be met, i.e., that they are *unsupportable*, the Case Officer discusses with the OES lead to confirm appropriate consideration has been given to potential mitigations.

## Managing Professional Disagreement

31. If professional assessments disagree, i.e., some professionals conclude that support needs cannot be met and some professionals conclude that they can, the Case Officer will escalate to the OES Lead for

resolution. The OES Lead discusses with the SEND Manager (and the relevant ACEO for DCS schools) and a final decision about supportability is made. The relevant parties then feed this back to their AORs. The Case Officer completes the DCS Collated Response accordingly.

## Attending MASO Panel Meetings

32. The OES Case Officer represents DCS at the MASO Panel and presents the collated DCS advice to the Decision Maker identified by the overseas Command.

33. DCS's role in the MASO Panel is advisory. The OES Case Officer sets out the risks that the overseas Command will hold if the child is found supportable at the MASO Panel.

34. If the final DCS advice is that a child's support needs cannot be met in a DCS school and the Decision Maker still finds the child to be supportable, the overseas Command will be responsible for identifying alternative educational provision. DCS will provide advice on the appropriateness of any mitigation identified but the child cannot be admitted into a DCS school or setting if their needs cannot be met.

35. If further issues or specialist queries are raised that cannot be resolved at the MASO Panel meeting, the Case Officer will request the meeting is postponed and will contact the OES Lead for further guidance.

36. The outcome of the MASO panel is owned and circulated by the decision maker, including the appeal process (see below).

## Appeals

37. All appeals are made in writing to the deciding overseas Command. The Command gathers all new evidence and contacts the OES mailbox if the appeal is agreed.

38. If the OES team receive an appeal request from the overseas Command, the procedure in Appeal Flowchart III (**Annex P**) is followed.

39. The OES Lead (or a senior DCS professional not involved in the initial MASO) acts as Appeals Officer, produces the Collated Response, and represents DCS at the MASO Appeal Panel.

## Emerging Needs

40. A need that emerges whilst a child is in an overseas setting might indicate that their support needs have also changed and should be re-assessed. If a DCS school, OES Education Adviser or the MOD Virtual school are concerned that there may need to be a reassessment of support needs, the process set out in ENMASO Flowchart IV and ENMASO Flowchart V (**Annex Q**) is then followed.

41. The first step of this process is for the lead professional to call a multi-agency meeting, inviting parents and key professionals. The purpose of the multi-agency meeting is to explore the child's needs and establish whether support can be put in place to meet the needs. If there is concern either that supporting agencies may not be able to continue meeting the child's needs, or that the needs now meet the thresholds for a multi-agency assessment (MASO) set out in the MOD Policy Assessment of Support Needs for Accompanied Assignments Overseas, the outcome of the multi-agency meeting is to raise a formal assessment of support needs through the ENMASO process.

## Elective Home Education

42. MOD Policy Assessment of Support Needs for Accompanied Assignments Overseas states that a multi-agency assessment is required for all proposed Elective Home Education overseas. This is because overseas Commands have overall responsibility for all family members. In the UK, children who are electively home educated have access to a range of agencies, who are responsible for meeting support needs. In an overseas location, there may be limited or no access to external agencies. In this situation, Commands need

advice from education, welfare and medical specialists so they are confident individual needs can be met and they understand their responsibilities for the family.

43. The DCS process for carrying out this multi-agency assessment is the MASO (see Paras 18-37).
44. Before raising the MASO, the process set out in Flowchart 1<sup>c</sup> (**Annex A**) is followed.
45. Once all forms have been received, an Education Adviser contacts the parents to offer an Advisory Discussion (**Annex R**). This discussion provides parents with advice they may wish to consider when considering EHE, including the need to check for legality in the overseas location. A record of this discussion is used as part of the evidence-base for the MASO.
46. The Advisory Discussion is also used to provide parents with information about the MASO process and likely timescales.
47. Once the MASO is raised, the OES team carry out a risk assessment based on the child's needs and departmental knowledge of the overseas location. If the proposal is identified as low risk, the MASO is streamlined. An Education Adviser conducts an assessment based on the Advisory Discussion, fills in the DCS Collated Response and reports to the MASO Panel directly. Other professionals within DCS will not be required to provide a professional assessment. This enables DCS to reduce the timescales for families who intend to EHE.

## Safeguarding

48. The MOD assumes responsibility for entitled family members when moving overseas and needs to ensure best safeguarding practice is followed, where possible.
49. In non-DCS school areas, if the OES 102 or 103 forms show that a school holds safeguarding records for a child, DCS may facilitate the transfer of these records, where appropriate, to the new School. The OES team will keep a record that the transfer has taken place and will seek confirmation that records have been returned to the new School when the family return to the UK.
50. In DCS school areas, the DCS school or setting is responsible for ensuring safeguarding records are obtained from the last setting and transferred back to the UK when the child returns.
51. Where OES forms indicate a child may have current or historical safeguarding/social care support needs, DCS carries out further investigation to ensure there is clear understanding of these needs. This may involve:
  - a. Direct conversations with the Designated Safeguarding Lead;
  - b. Requesting further documentation from the school.
  - c. Obtaining consent from parents to approach the Local Authority (LA).
52. Where the child is moving to a DCS School or Setting the school's Designated Safeguarding Lead will be responsible for finding this information and ascertaining the child's support needs, in partnership with the DCS Safeguarding (SAFE) and DCS Welfare and Social Work (WSW) teams if there is an indication of LA social care involvement. Where the child is moving to a non-DCS school, the OES team will take this role, in partnership with the DCS SAFE team and the WSW team (see SOP 'Gathering Information to Assess Safeguarding Support Needs').
53. **(Only applicable when there is funding available to introduce this function)** Where there is no information from a sending school or early years provider in the UK, there is no way for the MOD to ascertain safeguarding/social care needs without approaching the local authority. In these circumstances, consent will be sought via email (**Annex T**) from parents to approach the local authority for information. This will apply specifically to:
  - a. Children aged 0-4 not currently in any form of early years setting.
  - b. Children currently being electively home educated.

54. Where records exist and indicate that a child may have safeguarding/social care support needs, the process in Safeguarding Flowchart 1d (**Annex S**) will be followed.

55. If DCS need to contact a local authority in order to fully understand and assess a child's needs, and a parent does not consent for this sharing of information, the assessment of support needs cannot be completed. The parent will be advised of the impact this will have on their proposed accompanied posting overseas.

## Data Protection

All data collected during the Assessment of Support Needs is processed in accordance with the MOD Privacy Notice and DCS Record Management Directive.

56. The OES team holds and uses personal data on the basis of a task carried out in the public interest (Article 6, para 1e of the UK General Data Protection Regulation) provide support to its personnel regarding the specific educational and welfare requirements of their children.

57. When required, the OES team may share data with appropriate external organisations in order to fully understand and support a child's educational and welfare needs. This could include, but is not limited to, schools, social care and health professionals. If such circumstances apply, the OES team will notify parents in advance. Data is only shared on a need-to-know basis.

58. Parents are informed of all data processing arrangements through the OES form 101 (**Annex B**) and the MASO Confirmation Form.

59. Where additional safeguarding information is required from the local authority, the relevant professional will request email consent (**Annex T**) from the parent to obtain this, ensuring that:

- a. explicit consent is confirmed in a clear statement (whether oral or written);
- b. the nature of the personal data (such as special category data) is specified; and
- c. it is separate from any other data processing statements.

In these circumstances, parents will be advised that the assessment of support needs cannot be completed without this consent.

## Timescales

60. DCS aim to complete the Initial Assessment of Support Needs within 15 working days and any subsequent MASO within a further 45 working days. There are some exceptions to this:

- a. When there is a delay in parents or other parties sending requested records, the Initial Assessment of Support Needs may take longer.
- b. During the school holiday period, there may be delays to both the Initial Assessment of Support Needs and the MASO as schools and Commands are often not contactable.

61. DCS cannot complete an assessment of support needs more than 6 months before the assignment date. This is because children's needs change over time and the assessment should always reflect the most up-to-date needs. However, in some circumstances, it is possible for the DCS to issue an indicative pre-confirmation of supportability outside of the usual 6-month window. This can only be issued in exceptional circumstances, for instance, if the pre-confirmation is required for a service person to complete a mandated course prior to the assignment, such as a language course. Confirmation directly from the SP's Desk Officer/Career Manager is required to support this. If pre-confirmation of supportability is issued, the service person is required to contact either the OES team or DCS School/Setting (depending on their destined location) within 6 months of the assignment to gain final DCS Confirmation of Supportability.

62. Where it is likely that a MASO will be required, DCS are unable to offer pre-confirmation.

## Monitoring and Evaluation

63. The OES team will collect data on:
- a. Number of Letters A and B issued by location.
  - b. How long it took Letters A and B to be issued per case.
  - c. If more than 3 weeks were taken, the reasons why.
  - d. Numbers of MASOs by location
  - e. Numbers of EHE MASOs by location
  - f. How long it took MASOs to be completed per case, measured from completion of the MASO Confirmation Form.
  - g. If more than 9 weeks were taken, the reasons why.
  - h. Numbers of MAMs and ENMASOs by location and school
  - i. Number of supportable/unsupportable decisions by location
64. DCS schools collect the data set out in bullets (a) to (c) and report to the OES team on a termly basis.
65. Data and trends for all support needs assessments are reported to Command Group on a termly basis.

## DCS Assessment of Support Needs – Flowchart I<sup>a</sup> Non-DCS School Area

Parents complete the OES Form 101 and send to OES team (for extensions see Annex A).

- For school age children, parents are advised to request that the child's current school complete OES Form 102 and return it to OES (cc'd parents).
- For non-school age children (e.g., 0-5) parents request that the child's current provision (e.g., child minder, parent, day nursery, early years setting) complete the OES Form 103 and return it to OES (cc'd parents).
- For children currently receiving EHE and intending to access schooling in the overseas location, parents to complete OES Form 104. For children intending to access EHE in the overseas location, see flowchart I<sup>c</sup>.

OES team read OES forms 101 and 102, 103 or 104 and decide if further information is needed.

NO

### OES Letter A

- Child has 'Universal' level needs. Critical stages of education, post-16 pathways and safeguarding needs have been considered (see annex A).
- AO sends Letter A and DCS Confirmation of Supportability to parents.
- Child is registered with the Virtual School, where applicable.

YES

AO (supported by EO) request additional information from parents and or School/Setting (please see Supportability Checklist - OES Form 108 as a reference point of information to request/gather, as needed).

AO escalates to confirm whether Letter B<sup>1</sup> or C and if further supporting documentation is needed.

### OES Letter B<sup>1</sup>

- Child has 'Targeted' level needs which can be met by school. Critical stages of education, post-16 pathways and safeguarding needs have been considered (see annex A).
- Written confirmation received from receiving school or school district that needs can be met and confirmation from receiving overseas command that additional costs can be supported, as required.
- AO (supported by EO) sends Letter B and DCS Confirmation of Supportability to parents.
- Child is registered with the Virtual School, where applicable.

### OES Letter C

- Child has 'Specialist' level needs, and/or involvement from outside agencies.
- EO sends email to parents saying a multi-agency assessment of support needs overseas (MASO) is required, including Letter C, MASO Confirmation Form 106 and MASO Leaflet 107.

Parents return the completed MASO Confirmation Form 106. EO collates and shares all completed OES forms (including Supportability Checklist 108) and all gathered evidence with LAO/LEO to progress the assessment of support needs. LAO/LEO follow the MASO process (see MASO Flowchart II).

### OES Letter E<sup>1</sup>

Once the MASO process is completed and the final decision letter is received from the Decision Maker:

- LAO informs OES box of outcome. LAO and AO update databases and boards, as appropriate.
- LAO closes file on MASO database and child is registered with the Virtual School, where applicable.
- If **supportable**, LAO/LEO sends Letter E<sup>1</sup> detailing the basis of supportability and DCS Confirmation of Supportability to parents.
- If **unsupportable**, LAO/LEO sends OES Letter G.



## DCS Assessment of Support Needs – Flowchart I<sup>c</sup> Elective Home Education (EHE)

Parents complete the OES Form 101 and send to OES team (for extensions see Annex A).

- For school age children, parents are advised to request that the child's current school complete OES Form 102 and return it to OES (cc'd parents).
- For non-school age children (e.g., 0-5) parents request that the child's current provision (e.g., child minder, parent, day nursery, early years setting) complete the OES Form 103 and return it to OES team (cc'd parents).
- For children currently receiving EHE and intending to access schooling in the overseas location, parents to complete OES Form 104 send it to the OES team or the receiving DCS School/Setting (see flowcharts I<sup>a</sup> and I<sup>b</sup>).
- For children currently receiving EHE and intending to access EHE in the overseas location, parents to complete OES Form 104 and send it to the OES team.
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EO provides parents with the link to EHE DIN, Parental Guidance/EHE Leaflet and indicates an EHE Advisory Discussion with an EdA Case Officer is required. Parents are advised to research the legality of EHE in the host country.

EdA Case Officer to contact parents directly to arrange and complete an EHE Advisory Discussion. EdA Case Officer to advise parents that if they wish to proceed with EHE, a multi-agency assessment of support needs is required, and the Advisory Discussion will form part of the evidence. EdA Case Officer to maintain a record of the discussion cc'd parents and OES group mailbox (informing parents intend to EHE).

AO (supported by EO) request additional information from parents and or School/Setting, as needed (see Educational Supportability Checklist - OES Form 108 as a reference point).

### OES Letter C

EO sends email to parents saying a multi-agency assessment of support needs overseas (MASO) is required, including Letter C, MASO Confirmation Form 106 and MASO Leaflet 107.

Parents return the completed MASO Confirmation Form 106. EO collates and shares all completed OES forms (including Supportability Checklist 108) and all gathered evidence with LAO/LEO to progress the assessment of support needs. LAO/LEO follow the MASO process (see MASO Flowchart II).

### OES Letter E<sup>1</sup>

Once the MASO process is completed and the final decision letter is received from the Decision Maker:

- LAO informs OES box of outcome. LAO and AO update databases and boards, as appropriate.
- LAO informs EHE box of outcome and LEO provides further details for EHE process.
- LAO closes file on MASO database and the child is added to the EHE register.
- If supportable, LAO/LEO sends Letter E<sup>1</sup> detailing the basis of supportability and DCS Confirmation of Supportability to parents.
- If **unsupportable**, LAO/LEO sends OES Letter G.

## DCS Assessment of Supportability

**This form is to be completed by the Service person with parental responsibility.**  
(Official-Sensitive-Personal when complete.)

All children aged **0-18** years require DCS Confirmation of Supportability before accompanying their parent on an overseas assignment. Before completing this form, please ensure you have read the **DCS Supportability– Information Leaflet No:100**.

All personnel should note that, dependent on the needs of the child; assessment of support needs can take up to **12 weeks**. Family travel will be delayed if any part of the supportability process is incomplete.

### Instructions:

- **This form should be completed by the Service person with parental responsibility.**
- Please complete **one OES Form 101 per child**.
- Where a field does not apply, please indicate not applicable (N/A).
- If you require any support in completing this form, please contact the DCS School/Setting or the Overseas Education & Supportability (OES) team ([RC-DCS-HQ-OES@mod.gov.uk](mailto:RC-DCS-HQ-OES@mod.gov.uk)).

### When completed:

- If moving to an area supported by DCS Schools/Settings, please send the completed form to the School/Setting directly, unless transferring from Northern Ireland.
- If transferring from Northern Ireland, please send the completed form to the OES team above mailbox.
- If moving to any other overseas area not supported by DCS Schools/Settings, please send the completed form to the OES team above mailbox.

### **Section 1: Child's Details**

Child's Legal Surname:		First Name(s):	
Family Name (if different):		Gender (+/or pronouns):	
Date of Birth:		Year Group:	

### **Section 2: Details of Persons with Parental Responsibilities**

Serving person with parental responsibility:		Other person with parental responsibility:	
Relationship to child:		Relationship to child:	
Rank/Grade:		Rank/Grade (if applicable):	
Service Number:		Service No (if applicable):	
Current email: (preferably MODNet)		Alternative email:	
Current Tel:		Alternative Tel:	
Service Arm: (please check)	Army <input type="checkbox"/> Navy <input type="checkbox"/> RAF <input type="checkbox"/> Marine <input type="checkbox"/> Civil Servant <input type="checkbox"/> Other <input type="checkbox"/>		
Current Unit Address:			
Line Manager's Name:		Email (MODNet):	
		Tel No:	

### Section 3: Proposed Assignment Details

Assignment location and country:	[ ]		
Destination Unit Address:	[ ]		
Proposed start date:	[ ]	End date:	[ ]

### Section 4: Education Provision

Current School/Setting Name and Address:	[ ]	Email:	[ ]
		Tel No:	[ ]
Proposed School/Setting Name and Address:	[ ]	Email:	[ ]
		Tel No:	[ ]
Proposed School Type: (please check)	DCS School/Setting <input type="checkbox"/> Independent school <input type="checkbox"/> State school <input type="checkbox"/>		

Is your child currently Electively Home Educated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is it your intention to Electively Home Educate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Section 5: Additional Needs

We will request further information from your child's School/Setting regarding any additional needs, but parental knowledge is essential in providing a holistic view of a child's needs.

<b>Please check the box below that best describes your child:</b>	
1. Additional Needs - None	<input type="checkbox"/>
2. Additional support – e.g., communication, reading, handwriting, physical, emotional and/or behavioural support.	<input type="checkbox"/>
3. Special Educational Needs/Additional Learning needs i.e., has an individual support plan.	<input type="checkbox"/>
4. Has any one of the plans listed below: <ul style="list-style-type: none"> <li>• Education Health and Care Plan – EHCP (England)</li> <li>• Service Children's Assessment of Need – SCAN (DCS Schools)</li> <li>• Individual Development Plan – IDP (Wales)</li> <li>• Co-ordinated Support Plan – CSP (Scotland)</li> <li>• Statement (NI)</li> </ul>	<input type="checkbox"/>
<b>If you have checked boxes 2, 3 or 4 please provide a description of the child's needs:</b>	
[ ]	

## Section 6: External Agencies

Please check the relevant boxes below (if none, please ensure you check none):				
Agency involvement	None	Past	Date support ended	Current
Speech and Language Therapy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Physiotherapy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Educational Psychology	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Occupational Therapy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Advisory Teacher/LEA SEND Support	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child and Adolescent Mental Health Services (CAMHS)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Paediatrician	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Social Care	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Health Visitor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Portage	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Other Agencies not listed above (for example, Sensory Impairment Services e.g., vision/hearing):	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>If Sensory Impairment, please provide additional details:</b>				

## Section 7: Attachments linked to Sections 5 & 6

Following sections 5 & 6, please attach copies of all relevant information and reports with this form. Please list the attachments below:				
Document:	Author:	Date of document/report:		

## Section 8: Safeguarding and/or social care support needs

Level of need	Yes	No	Date support ended	Current
Safeguarding file exists for this child	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Early Help, TAC, or other early intervention support	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child in Need	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child Protection Plan	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<p>The MOD assumes responsibility for entitled family members when moving overseas and needs to ensure best safeguarding practice is followed, where possible. If the answer is 'Yes' to any of the above, DCS may follow up to facilitate the transfer of records, where appropriate, subject to policies on international data transfers under UK GDPR.</p> <p>For safeguarding purposes, DCS will also seek confirmation that this transfer has taken place.</p> <p>Parents should be aware that if there is a safeguarding record held or indication of social care involvement, additional information may be requested to support decision making in relation to supportability for the overseas placement.</p>				

**Section 9: Educational Considerations (please check to confirm that you have read and understand the below statements).**

- The **DCS Supportability – Information Leaflet No: 100** has been read and understood.
- Educational provision in the overseas location has been researched by parents including, considering my child’s needs, curriculum differences, transition to different stages of education (e.g., primary School to secondary school) as well as examination arrangements, as appropriate.
- The educational impact for my child when transitioning back to the English education system (or devolved administration equivalent) at the end of my assignment has been considered. This includes transferring during a critical stage of education.
- The service person understands that they should **not** proceed with their assignment until receiving ‘DCS Confirmation of Supportability’.

**Section 10: Processing Your Data**

The personal data collected in this form will be processed by Defence Children Services in accordance with the MOD Privacy Notice (<https://www.gov.uk/government/publications/ministry-of-defence-privacy-notice/mod-privacy-notice>) and DCS Record Management Directive.

DCS will hold, and use, your personal data under the public duty of the MOD to provide support to its personnel regarding the specific educational and welfare requirements of their children.

When required, DCS may share data with appropriate external organisations in order to fully understand and support your child’s educational and welfare needs. This could include, but is not limited to, Schools, social care and health professionals. If such circumstances apply, DCS will notify you in advance.

**Section 11: Next Steps**

If your child is in a School, please ask your child’s current School to complete the OES Form 102. The school will send it directly to DCS, copying you in.

If your child is in an early years setting e.g., nursery, childminder, please ask your child’s current setting to complete the OES Form 103. The school will send it directly to DCS, copying you in.

If your child is currently being Electively Home Educated, please fill in and enclose the completed OES Form 104.

DCS may contact your child’s current School/Setting directly if further information is needed.

**Section 12: Declaration**

I understand all the statements in Sections 9, 10 and 11.

**Signature:** By adding my electronic signature, or by typing my name, I am signing this form as confirmation of my understanding. I am also confirming, to the best of my knowledge, the information within this form is correct.

Signed:			
Full Name:		Date:	

## DCS Assessment of Supportability (5-18 yrs.)

**This form should be completed by the child's current School and returned within 5 working days of receipt. Parents should be copied into the return email.**

*(Official-Sensitive-Personal when complete)*

All children aged 0-18 years require confirmation of educational supportability before accompanying their parent on an overseas assignment.

### Instructions:

- **This form should be completed for all children 5-18 years of age.**
- Please complete **one OES Form 102 per child.**
- This form should be completed by an **appropriate education professional** (e.g., Head Teacher, SENDCo, Class Teacher).
- Where a field does not apply to your School/Setting, please indicate not applicable (N/A).
- Please provide all contact details for your School/Setting so that DCS staff can contact you, as required.
- If you require any support in completing this form, please contact the DCS School/Setting or the Overseas Education & Supportability (OES) team ([RC-DCS-HQ-OES@mod.gov.uk](mailto:RC-DCS-HQ-OES@mod.gov.uk)).

### When completed:

- If moving to an area supported by DCS Schools/Settings, please send the completed form to the school directly (cc'd parents), unless transferring from Northern Ireland.
- If transferring from Northern Ireland, please send the completed form to the OES team above mailbox.
- If moving to any other overseas area not supported by DCS schools, please send the completed form to the OES team above mailbox (cc'd parents).

### **Section 1: Child's Details**

Child's Legal Surname:		First Name(s):	
Family Name (if different):		Gender (+/or pronouns):	
Date of Birth:		Year Group:	
Start date at current School:		Attendance (%):	
Serving person with parental responsibility:			

### **Section 2: Current Educational Provision**

Early Years Setting <input type="checkbox"/>	Primary school <input type="checkbox"/>	Secondary school <input type="checkbox"/>	College/Post 16 <input type="checkbox"/>
----------------------------------------------	-----------------------------------------	-------------------------------------------	------------------------------------------

Name of School:	
Name of the educational professional completing this form:	
Job title:	
Phone:	
Email:	
Name of SENDCo:	

### Section 3: General Educational information

<p><b>Attainment:</b></p> <p>(Please provide a narrative statement below, including a summary of the child's performance relative to their age-related expectations. Please also share any reports relating to attainment and behaviour, as appropriate).</p>

### Section 4: Additional Needs

Please check the box below that best describes your child:	
1. Additional Needs - None	<input type="checkbox"/>
2. Additional support – e.g., communication, reading, handwriting, physical, emotional and/or behavioural support.	<input type="checkbox"/>
3. Special Educational Needs/Additional Learning needs i.e., has an individual support plan.	<input type="checkbox"/>
4. Has any one of the plans listed below: <ul style="list-style-type: none"> <li>• Education Health and Care Plan – EHCP (England)</li> <li>• Service Children's Assessment of Need – SCAN (DCS Schools)</li> <li>• Individual Development Plan – IDP (Wales)</li> <li>• Co-ordinated Support Plan – CSP (Scotland)</li> <li>• Statement (NI)</li> </ul>	<input type="checkbox"/>
<b>If you have checked boxes 2, 3 or 4 please provide a description of the child's needs:</b>	

### Section 5: External Agencies

<b>Please check the relevant boxes below (if none, please ensure you check the box):</b>				
Agency involvement	None	Past	Date support ended	Current
Speech and Language Therapy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Physiotherapy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Educational Psychology	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Occupational Therapy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Advisory Teacher/LEA SEND Support	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child and Adolescent Mental Health Services (CAMHS)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Paediatrician	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Social Care	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Health Visitor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Portage	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Other Agencies not listed above (for example, Sensory Impairment Services e.g., vision/hearing):	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>If Sensory Impairment, please provide additional details:</b>				

## Section 6: Attachments linked to Sections 5 & 6

Following sections 5 & 6, please attach copies of all relevant information and reports with this form. Please list the attachments below:

Document:	Author:	Date of document/report:

## Section 7: Safeguarding and/or social care support needs

Level of need	Yes	No	Date support ended	Current
Safeguarding file exists for this child	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Early Help, TAC, or other early intervention support	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child in Need	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child Protection Plan	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

The MOD assumes responsibility for entitled family members when moving overseas and needs to ensure best safeguarding practice is followed, where possible. If the answer is 'Yes' to any of the above, DCS may follow up to facilitate the transfer of records, where appropriate, subject to policies on international data transfers under UK GDPR.

For safeguarding purposes, DCS will also seek confirmation that this transfer has taken place.

Parents should be aware that if there is a safeguarding record held, additional information may be requested to support decision making in relation to supportability for the overseas placement.

Please provide name and contact details of your Designated Safeguarding Lead below:

Name:	[ ]	Email:	[ ]
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## Section 8: Medical Needs which impact Education

In some overseas locations, support for physical and/or medical needs may be limited. Please briefly outline any medical needs (which may impact education) and list additional support requirements relating to the child/young person's physical or medical needs (for example, a visualiser, adapted seating or a hearing aid loop, requirements for medication to be administered within School e.g., EpiPen).

[ ]
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## Section 9: Professional Declaration

This signature completes the OES Form 102. Without this signature and full contact details, the form cannot be processed further by DCS.

**Signature:** By adding my electronic signature, or typing my name, I am signing this form as confirmation that, to the best of my knowledge, the information within this form is correct.

Signed:	[ ]
Full Name:	[ ]
Date:	[ ]

## DCS Assessment of Supportability (0-5 yrs.)

**This form should be completed by the child’s current setting or lead professional working with the child within 5 working days of receipt. Parents should be copied into the return email.**

**If the child is not in any childcare or education, parents to complete and return.**

*(Official-Sensitive-Personal when complete)*

All children aged 0-18 years require confirmation of educational supportability before accompanying their parent on an overseas assignment.

### Instructions:

- **This form should be completed for all children aged 0-5 years.**
- Please complete **one OES Form 103 per child.**
- This form should be completed by **an appropriate education professional** (e.g., Setting Manager, SENDCo, Room leader).
- Where a field does not apply to your School/Setting, please indicate not applicable (N/A).
- Please provide all contact details for your School/Setting so that DCS staff can contact you, as required.
- If you require any support in completing this form, please contact the DCS School/Setting or the Overseas Education & Supportability (OES) team ([RC-DCS-HQ-OES@mod.gov.uk](mailto:RC-DCS-HQ-OES@mod.gov.uk)).

### When completed:

- If moving to an area supported by DCS Schools/Settings, please send the completed form to the setting directly (cc’d parents), unless transferring from Northern Ireland.
- If transferring from Northern Ireland, please send the completed form to the OES team at the above mailbox.
- If moving to any other overseas area not supported by DCS Schools/Settings, please send the completed form to the OES team at the above mailbox (cc’d parents).

### **Section 1: Child’s Details**

Child’s Legal Surname:		First Name(s):	
Family Name (if different):		Gender (+/or pronouns):	
Date of Birth:		Year Group:	
Start date at current School:		Attendance (%):	
Serving person with parental responsibility:			

### **Section 2: Current Educational Provision**

Early Years Setting <input type="checkbox"/>	Child Minder <input type="checkbox"/>	Nursery Class <input type="checkbox"/>	At home <input type="checkbox"/>	Other <input type="checkbox"/>
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Name of School/Setting:	
Name of the educational professional completing this form:	
Job title:	
Phone:	

Email:	
Name of SENDCo:	

**Section 3: General Educational Information**

<b>Milestones:</b> (Please explain where the child is in relation to their developmental milestones. Please attach copy of profile, if possible.)
<b>Two Year Progress Check:</b> (Please give information about the child's two-year progress check, if applicable)

**Section 4: Additional Needs**

<b>Please check the box below that best describes your child:</b>	
1. Additional Needs - None	<input type="checkbox"/>
2. Additional support – e.g., communication, reading, handwriting, physical, emotional and/or behavioural support.	<input type="checkbox"/>
3. Special Educational Needs/Additional Learning needs i.e., has an individual support plan.	<input type="checkbox"/>
4. Has any one of the plans listed below: <ul style="list-style-type: none"> <li>• Education Health and Care Plan – EHCP (England)</li> <li>• Service Children's Assessment of Need – SCAN (DCS Schools)</li> <li>• Individual Development Plan – IDP (Wales)</li> <li>• Co-ordinated Support Plan – CSP (Scotland)</li> <li>• Statement (NI)</li> </ul>	<input type="checkbox"/>
<b>If you have checked boxes 2, 3 or 4 please provide a description of the child's needs:</b>	

**Section 5: External Agencies**

<b>Please check the relevant boxes below (if none, please ensure you check none):</b>				
Agency involvement	None	Past	Date support ended	Current
Speech and Language Therapy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Physiotherapy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Educational Psychology	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Occupational Therapy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Advisory Teacher/LEA SEND Support	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child and Adolescent Mental Health Services (CAMHS)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Paediatrician	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Social Care	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Health Visitor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Portage	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Other Agencies not listed above (for example, Sensory Impairment Services e.g., vision/hearing):	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>If Sensory Impairment, please provide additional details:</b>				

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**Section 6: Attachments linked to Sections 5 & 6**

Following sections 5 & 6, please attach copies of all relevant information and reports with this form. Please list the attachments below:

Document:	Author:	Date of document/report:

**Section 7: Safeguarding and/or social care support needs**

Level of need	Yes	No	Date support ended	Current
Safeguarding file exists for this child	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Early Help, TAC, or other early intervention support	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child in Need	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child Protection Plan	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

The MOD assumes responsibility for entitled family members when moving overseas and needs to ensure best safeguarding practice is followed, where possible. If the answer is 'Yes' to any of the above, DCS may follow up to facilitate the transfer of records, where appropriate, subject to policies on international data transfers under UK GDPR.

For safeguarding purposes, DCS will also seek confirmation that this transfer has taken place.

Parents should be aware that if there is a safeguarding record held, additional information may be requested to support decision making in relation to supportability for the overseas placement.

Please provide name and contact details of your Designated Safeguarding Lead below:

Name:		Email:	
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**Section 8: Medical Needs which impact Education**

In some overseas locations, support for physical and/or medical needs may be limited. Please briefly outline any medical needs (which may impact education) and list additional support requirements relating to the child/young person's physical or medical needs (for example, a visualiser, adapted seating or a hearing aid loop, requirements for medication to be administered within School e.g., EpiPen).

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**Section 9: Professional Declaration**

This signature completes the OES Form 103. Unless signed, this form cannot be processed further by DCS.

**Signature:** By adding my electronic signature, or typing my name, I am signing this form as confirmation that, to the best of my knowledge, the information within this form is correct.

Signed:	
Full Name:	
Date:	

## DCS Assessment of Supportability (currently EHE)

To be completed where a child is being electively home educated and returned within 5 working days.  
(Official-Sensitive-Personal when complete)

All children aged 0-18 years require confirmation of educational supportability before accompanying their parent/s on an overseas assignment.

### Instructions:

- This form should be completed for all children aged 5-18 years who are currently being electively home educated.
- Please complete **one OES Form 104 per child**.
- This form should be completed by the **person providing education**.
- Where a field does not apply to you, please indicate not applicable (N/A).
- Please provide all contact details so that DCS staff can contact you, as required.
- If you require any support in completing this form, please contact the DCS School/Setting or the Overseas Education & Supportability (OES) team ([RC-DCS-HQ-OES@mod.gov.uk](mailto:RC-DCS-HQ-OES@mod.gov.uk)).

### When completed:

- If moving to an area supported by DCS Schools/Settings and **not** intending to continue EHE, please send the completed form to the School/Setting directly, unless transferring from Northern Ireland.
- If transferring from Northern Ireland, please send the completed form to the OES team at the above mailbox.
- If moving to any other overseas area, please send the completed form to the OES team at the above mailbox.

### **Section 1: Child's Details**

Child's Legal Surname:		First Name(s):	
Date of Birth:		Year Group:	

### **Section 2: General Educational information**

<b>Attainment and development milestones:</b> (Please provide as much information as possible about your child's current achievement. Please attach any evidence that you think reflects their current work).
<b>Two Year Progress Check:</b> (If your child is in the early years, please give information about the child's two-year progress check, if applicable).
<b>Current provision:</b> (Please give information about the current curriculum you are following with your child).

### **Section 3: Medical Needs which impact Education**

In some overseas locations, support for physical and/or medical needs may be limited. Please briefly outline any medical needs (which may impact education) and list additional support requirements relating to the child/young
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person's physical or medical needs (for example, a visualiser, adapted seating or a hearing aid loop, requirements for medication to be administered within School e.g., EpiPen).

[ ]

**Section 4: Declaration**

This signature completes the OES Form 104. **This form cannot be processed further by DCS if unsigned.**

**Signature:** By adding my electronic signature, or typing my name, I am signing this form as confirmation that, to the best of my knowledge, the information within this form is correct.

Signed:	[ ]		
Full Name:	[ ]	Date:	[ ]

[ DCS Letterhead ]

[Address  
BFPO ...  
Tel: Mil: ... ]

[Date: ... ]

[..., (Parents)]  
[Address ]

Dear [Parents ],

**Re: Assessment of Support Needs, [Child's Name] [DOB] [.....]**

Thank you for completing the OES Form 101 and providing the OES Form [ 102, 103 or 104 (*delete as appropriate*) ] and supporting documentation via your child's current School.

Based on the information that has been provided, we can confirm supportability. Please find attached 'DCS Confirmation of Supportability', which is required for you to proceed with your assignment. **Any delays in sharing this information will impact your assignment, so please forward it, as soon as possible, to:**

For Service Personnel:	For Civilian Personnel:
Families Section: <a href="mailto:UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk">UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk</a>	Defence Business Support: <a href="mailto:DBSCivPers-ResourcingTeam1@mod.gov.uk">DBSCivPers-ResourcingTeam1@mod.gov.uk</a>

Kindly note that, should there be changes in circumstances during your overseas assignment, a re-assessment of support needs will be required.

We wish you all the best in your new assignment, if you require any further assistance, please do not hesitate to contact us.

Yours sincerely,

[Signature of Head Teacher/OES Lead ]

[Name, Head Teacher/OES Lead]

**Encs:** DCS Confirmation of Supportability (OES Form 105)



**Assessment of Support Needs**  
**DCS Confirmation of Supportability**  
*(Official-Sensitive-Personal when complete)*

Child's Name:			
Family Name (if different):			
Date of Birth:		Gender (+/or pronouns):	
Serving person with parental responsibility:			
Rank:		Service Number:	
Relationship to child:		Date of posting:	
Posted to:		Duration of posting:	
Date of issue:			

This is to confirm that, based on the information provided by the child's parents, school and liaison with the overseas Decision Maker (as needed), this child is considered supportable in the overseas location.

This DCS Confirmation of Supportability is valid for **6 months prior** to the assignment start date. Supportability is confirmed for the **duration of the current assignment** as stated above **unless** there is a change in circumstances during your overseas assignment, whereby a re-assessment of support needs will be required.

[ *Signature of Head Teacher/OES Lead* ]

[ *Name, Head Teacher/OES Lead* ]

[ *School Stamp (as needed)* ]

[ DCS Letterhead ]

[ Address  
BFPO ...  
Tel: Mil: ... ]

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[ Date:... ]

[ ... (Parents) ]  
[ Address ]

Dear [ Parents ],

**Re: Assessment of Support Needs, [ Child's Name, DOB ... ]**

Thank you for completing the OES Form 101 and providing the OES Form [ 102, 103 or 104 (delete as appropriate) and supporting documentation via your child's current School.

Based on the information that has been provided, we have reviewed the documents which have highlighted some additional needs. We have received confirmation from the receiving School that they have reviewed your child's additional needs and can support accordingly.

Please find attached DCS Confirmation of Supportability, which is required for you to proceed with your assignment. **Any delays in sharing this information will impact your assignment, so please forward it, as soon as possible, to:**

For Service Personnel:	For Civilian Personnel:
Families Section: <a href="mailto:UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk">UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk</a>	Defence Business Support: <a href="mailto:DBSCivPers-ResourcingTeam1@mod.gov.uk">DBSCivPers-ResourcingTeam1@mod.gov.uk</a>

Kindly note that, should there be changes in circumstances during your overseas assignment, a re-assessment of support needs will be required.

We wish you all the best in your new assignment, if you require any further assistance, please do not hesitate to contact us.

[ Signature of OES Leader ]

[ Name, OES Leader ]

**Encs:** DCS Confirmation of Supportability (OES Form 105)

**DCS Letterhead**

Address  
BFPO ...  
Tel: Mill

Date: ...

... (Parents)  
Address

Dear Parents,

**Re: Assessment of Support Needs** *Child's Name, DOB ...*

Thank you for completing the OES Form 101 and providing the OES Form 102, 103 or 104 (delete as appropriate) and supporting documentation via your child's current School.

Based on the information that has been provided, we have reviewed the documents which have highlighted some additional needs. These needs will be addressed by:

**DCS SCHOOL TO INSERT DETAILS OF PROVISION AND/OR ADJUSTMENTS REQUIRED (please give full, clear details of the School/SEND offer)**

Please find attached 'DCS Confirmation of Supportability', which is required for you to proceed with your assignment. **Any delays in sharing this information will impact your assignment, so please forward it, as soon as possible, to:**

For Service Personnel: Families Section: <a href="mailto:UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk">UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk</a>	For Civilian Personnel: Defence Business Support: <a href="mailto:DBSCivPers-ResourcingTeam1@mod.gov.uk">DBSCivPers-ResourcingTeam1@mod.gov.uk</a>
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Kindly note that, should there be changes in circumstances during your overseas assignment, a re-assessment of support needs will be required.

We wish you all the best in your new assignment, if you require any further assistance, please do not hesitate to contact us.

*Signature of Head Teacher*

*Name, Head Teacher*

**Encs:** DCS Confirmation of Supportability (OES Form 105)

[ DCS Letterhead ]

[ Address  
BFPO ...  
Tel: Mil: ... ]

[ Date: ]

[ Parents ]  
[ Address ]

Dear [ Parents ],

**Re: [ Child's Name, DOB ], Assessment of Support Needs**

Thank you for completing the OES Form 101, providing the OES 102, 103 or 104 (*delete as appropriate*) and supporting documentation via your child's current school and giving us permission to contact the school to request further information, as needed.

We have received the following background supporting documents:

Name of document:	Author:	Date of document:

The above information indicates one or more of the following which requires a multi-agency assessment of support needs overseas (MASO):

- There is a safeguarding concern.
- A person has multiple low-level needs or there are a number of agencies involved in meeting these needs (for example a person is receiving care and support from local authority/equivalent services; has an Education Health and Care Plan (EHCP); or
- Has significant need in one area which may be supportable but may impact on another area of needs/areas of need (for example a medical need impacting on social care and/or child's education), on family life or the undertaking of the assignment/transfer.
- Where parents are considering Elective Home Education.

In accordance with the MOD Policy Assessment of Support Needs for Accompanied Assignments Overseas and Elective Home Education Overseas 2023DIN01-105, we need to raise a multi-agency assessment with the overseas Decision Maker with responsibility for the area. The documents listed above will form the basis of the assessment, therefore, if you are aware of any additional, up-to-date, relevant background information not already provided, please forward accordingly.

To proceed with the multi-agency assessment, please complete and return the attached MASO Confirmation Form (OES Form 106). This process can take up to 9 weeks from receipt of all the required documents and the completed confirmation form. Any delays in providing supporting documentation, may have an impact on your assignment. Once the multi-agency assessment is progressed, the overseas Decision Maker will convene a panel to review the assessment information. The Decision Maker will circulate the outcome (usually within 5 working days of the panel meeting).

**Important Note: You should not proceed with your assignment until you have been informed of the outcome of the multi-agency assessment of support needs.**

Yours sincerely,

[ Signature of Head Teacher/OES Leader ]  
[ Name, Head Teacher/OES Leader ]

**Encs:** MASO Confirmation Form - OES Form 106/  
MASO Leaflet 107



## Multi-agency assessment of support needs overseas (MASO) Confirmation Form

*(Official-Sensitive-Personal when complete)*

### Section 1: Child's Details

Child's Legal Surname:		First Name(s):	
Family name (if different):		Gender:	
Date of Birth:		Year group:	

### Section 2: Parents' Details

Serving Person with parental responsibility:	
Rank:	Service Number:
Relationship to child:	

### Section 3: Chain of Command Details

Chain of Command/Head of current unit:	
Email Address:	Contact Tel No:
New Unit: (Full address)	
Receiving Local Command (J1 branch):	
Email Address:	Contact Tel No:

### Section 4: Confirmation

A multi-agency assessment is required as per MOD Policy; Assessment of Support Needs for Accompanied Assignments Overseas and/or Elective Home Education 2023DIN01-105.

Information about children will be shared with education, safeguarding, health and social care professionals and the Decision Maker so that a multi-agency assessment of support needs can be processed.

Education, safeguarding, health and social care professionals may seek further information and/or will discuss a child's needs for the purposes of the assessment.

Defence Children Services (DCS) will share relevant information, via electronic transmission, for the purposes of the assessment.

Families should **not** proceed with their posting (except for other checks e.g., Medical) until the multi-agency assessment process is completed.

### Section 5: Signature (to be completed by the Serving person with parental responsibility)

By adding my electronic signature, or typing my name, I am signing this form as confirmation of my understanding of the statements in Section 4. I am also confirming, to the best of my knowledge, the information within this form is correct.

Signed:	
Full Name:	Date:

[ DCS Letterhead ]

[ Address  
BFPO ...  
Tel: Mil:... ]

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[ Date: ... ]

Overseas Education & Supportability (OES) Team  
[RC-DCS-HQ-OES@mod.gov.uk](mailto:RC-DCS-HQ-OES@mod.gov.uk)

Dear OES Team,

Re: [ *Child's Name, DOB ...* ]  
Multi-agency assessment of support needs overseas (MASO)

We have followed the Assessment of Support Needs process and have identified that the above-named child has one or more of the following, requiring a multi-agency assessment of support needs overseas:

- There is a safeguarding concern.
- A person has multiple low-level needs or there are a number of agencies involved in meeting these needs (for example a person is receiving care and support from local authority/equivalent services; has an Education Health and Care Plan (EHCP); or
- Has significant need in one area which may be supportable but may impact on another area of needs/areas of need (for example a medical need impacting on social care and/or child's education), on family life or the undertaking of the assignment/transfer.

Following the above and in accordance with MOD Policy; Assessment of Support Needs for Accompanied Assignments Overseas, we are required to raise a multi-agency assessment.

We can confirm that parents are aware we are raising a multi-agency assessment. We have gathered the attached supporting documents and have given parents the opportunity to provide any additional up-to-date information, as needed. Parents are aware that these documents will form the basis of the assessment (see attached OES Form 108).

Yours sincerely,

[ *Signature of Head Teacher* ]  
[ Name, Head Teacher ]

cc: Parents

**Encs** (to OES only): Completed MASO Confirmation Form - OES Form 106  
Support Needs Checklist - OES Form 108  
Supporting Documents

## DCS Assessment of Support Needs Multi-agency assessment of support needs overseas (MASO) process

### OES process when MASO is raised:

- LAO (supported by LEO) creates MASO file and adds details to database.
- OES Lead and LEO liaise with the Command to confirm Decision Maker and establish process roles and responsibilities, as needed.
- LAO (supported by LEO) sends MASO Cover Letter and Response Form to parents and appropriate professionals e.g., DCS School/Setting/EdA case officer, EPSL, SAFE, Health and Social Care (including supporting background evidence/reports, as appropriate).
- LAO (supported by LEO) sends MASO Cover Letter to the Decision Maker (for information).
- For EHE cases, OES Lead carries out risk assessment to ascertain if MASO can be streamlined and DCS response carried out by EdA case officer only.

#### DCS School/EdA case officer:

- Gather additional information, as needed.
- Liaise with EPSL/SAFE or family, as needed
- Complete Professional Response Form and return to OES group mailbox.

#### EPSL, SAFE (other DCS teams, as needed):

- Gather additional information, as needed.
- Liaise with School, EdA and other professional colleagues, as needed.
- Liaise with family, as needed.
- Complete Professional Response Form and return to OES group mailbox.

#### Health + Social Care (external agencies):

- Gather additional information, as needed. Liaise with professional colleagues, as needed.
- Complete Professional Response Form and return to OES group mailbox.

LAO (supported by LEO) collates all responses and maintains MASO file and database.

#### DCS responses agree "Supportable":

- EdA case officer to complete the Collated Response Form on behalf of DCS and return to OES group mailbox.

#### DCS responses agree "Unsupportable":

- EdA case officer discuss with OES Lead.
- EdA case officer to complete the agreed Collated Response Form on behalf of DCS and return to OES group mailbox.

#### DCS responses disagree:

- EdA case officer to escalate to OES Lead to seek resolution.
- OES Lead to liaise with SSS Team Leads and ACEO, as appropriate, to resolve.
- Once resolved, EdA case officer to complete the agreed Collated Response Form.

LAO (supported by LEO) shares all responses with the Decision Maker prior to the MASO panel meeting. EdA case officer represents DCS at MASO panel meeting (and provides feedback including bullet points detailing the basis of supportability to LEO).

The Decision Maker sends the decision letter to the SP (cc'd panel attendees and OES group mailbox) and provides information re: Appeal Process. After the decision letter has been circulated, the Decision Maker to separately notify Careers Manager, GMSC and Families Section of outcome.

- LAO (supported by LEO) informs DCS School/Setting and/or OES team of outcome. MASO file and databases updated.
- **If supportable** - DCS School/Setting/LEO sends Letter E<sup>1 or 2</sup> and DCS Confirmation of Supportability to parents (see flowcharts I<sup>a or b</sup>).
  - **If unsupportable** – DCS School/Setting – no further action. LAO (supported by LEO) sends Onward Support letter to parents (see flowcharts I<sup>a or b</sup>).

## Multi-agency Assessment of Support Needs Parental Response Form

*(Official-Sensitive-Personal when complete)*

### Section A: Child's Details

Child's Legal Surname:		First Name(s):	
Family Name (if different):		Gender (+/or pronouns):	
Date of Birth:		Year Group:	
Proposed School/Setting:		Proposed Start Date:	

### Section B: Details of Persons with Parental Responsibilities

Serving person with parental responsibility:		Other person with parental responsibility:	
Relationship to child:		Relationship to child:	
Rank/Grade:		Rank/Grade (if applicable):	
Service Number:		Service No (if applicable):	
Current email: (Preferably MODNet)		Alternative email:	
Current Tel:		Alternative Tel:	
Country of posting:		Location:	
Posting start date:		Posting end date:	
Service Arm: (Please check)	Army <input type="checkbox"/> Navy <input type="checkbox"/> RAF <input type="checkbox"/> Marine <input type="checkbox"/> Civil Servant <input type="checkbox"/> Other <input type="checkbox"/>		
Current Unit Address:			
Line Manager's Name:		Email (MODNet):	
		Tel No:	

### Section C: List of documents supplied:

Document:	Author:	Date:

### Section D: Parental View (the prompts below are optional suggestions for parents to share their views)

<b>Tell us about your child: (e.g., what are your child's strengths, needs, any important life events which may have impacted on their development)</b>	
<b>Tell us what works well/doesn't work well: (e.g., what strategies or approaches have been successful/unsuccessful in helping your child)</b>	
<b>Is there anything else that is important for us to know about your child/family:</b>	
Name:	
Relationship to child:	Date:

Email form to: [RC-DCS-HQOES@mod.gov.uk](mailto:RC-DCS-HQOES@mod.gov.uk)

## Multi-agency Assessment of Support Needs Professional Response Form

*(Official-Sensitive-Personal when complete)*

**This professional view is based on the information listed below and is written in order to support the overseas Decision Maker when making their decision re: supportability.**

### Section A: Child's Details

Child's Legal Surname:		First Name(s):	
Family Name (if different):		Gender (+/or pronouns):	
Date of Birth:		Year Group:	
Proposed School/Setting:		Proposed Start Date:	

### Section B: Details of Persons with Parental Responsibilities

Serving person with parental responsibility:		Other person with parental responsibility:	
Relationship to child:		Relationship to child:	
Rank/Grade:		Rank/Grade (if applicable):	
Service Number:		Service No (if applicable):	
Current email: (preferably MODNet)		Alternative email:	
Current Tel:		Alternative Tel:	
Country of posting:		Location:	
Posting start date:		Posting end date:	
Service Arm: (please check)	Army <input type="checkbox"/> Navy <input type="checkbox"/> RAF <input type="checkbox"/> Marine <input type="checkbox"/> Civil Servant <input type="checkbox"/> Other <input type="checkbox"/>		
Current Unit Address:			
Line Manager's Name:		Email (MODNet):	
		Tel No:	

### Section C: List of documents supplied:

Document:	Author:	Date:

### Section D: Professional View:

I have reviewed the documents provided and have sought the following additional information:		
Document:	Author:	Date:

I have discussed the child with:		
Name:	Role:	Date:

Key issues arising:
[ ]

Conclusion (including any issues that need to be addressed prior to arrival, if appropriate):
[ ]

Please indicate your professional view by marking the check box with 'x'.

Supportable

Unsupportable

Name:	[ ]	Role:	[ ]
Organisation:	[ ]	Date:	[ ]

**Multi-agency Assessment of Support Needs**  
**Collated Professional Response Form**

(Completed on behalf of DCS Specialist Support Services and Schools/Settings)  
(Official-Sensitive-Personal when complete)

**This professional view is based on the information listed below and is written in order to support the overseas Decision Maker when making their decision re: supportability.**

**Section A: Child's Details**

Child's Legal Surname:		First Name(s):	
Family Name (if different):		Gender (+/or pronouns):	
Date of Birth:		Year Group:	
Proposed School/Setting:		Proposed Start Date:	

**Section B: Details of Persons with Parental Responsibilities**

Serving person with parental responsibility:		Other person with parental responsibility:	
Relationship to child:		Relationship to child:	
Rank/Grade:		Rank/Grade (if applicable):	
Service Number:		Service No (if applicable):	
Current email: (preferably MODNet)		Alternative email:	
Current Tel:		Alternative Tel:	
Country of posting:		Location:	
Posting start date:		Posting end date:	
Service Arm: (please check)	Army <input type="checkbox"/> Navy <input type="checkbox"/> RAF <input type="checkbox"/> Marine <input type="checkbox"/> Civil Servant <input type="checkbox"/> Other <input type="checkbox"/>		
Current Unit Address:			
Line Manager's Name:		Email (MODNet):	
		Tel No:	

**Section C: List of documents supplied:**

Document:	Author:	Date:

**Section D: Professional View:**

I have reviewed the documents provided and have sought the following additional information:		
Document:	Author:	Date:


I have discussed the child with:		
Name:	Role:	Date:

Key issues arising:

Conclusion (including any issues that need to be addressed prior to arrival, if appropriate):

Please indicate your professional view by marking the check box with 'x'.

Supportable

Unsupportable

Organisation:		Date:	
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**DCS Assessment of Support Needs**  
**Multi-agency assessment of support needs overseas (MASO)**  
**Appeal Process**

All appeals should be made in writing to the Decision Maker. They receive a MASO Appeal request from parents. They gather all new evidence and decide if they accept the appeal. If yes, they send the request and new evidence to [RC-DCS-HQ-OES@mod.gov.uk](mailto:RC-DCS-HQ-OES@mod.gov.uk).

**OES process when MASO Appeal is raised:**

- LAO (supported by LEO) creates MASO Appeal file and adds details to database.
- OES Lead and LEO provide ongoing support to the Decision Maker re: process/roles and responsibilities, as needed.
- LAO (supported by LEO) sends MASO Appeal Cover Letter and Appeal Response Form to appropriate professionals e.g., DCS School/Setting/EdA case officer, EPSL, SAFE, Health and Social Care (including original and new evidence/reports, as appropriate).
- LAO (supported by LEO) sends MASO Appeal Cover Letter to the Decision Maker (for information).

**DCS School/Setting/EdA case officer:**

- Liaise with professional colleagues or family, as needed.
- Complete Professional Response Form and return to OES group mailbox.

**EPSL, SAFE (other DCS teams, as needed):**

- Liaise with professional colleagues or family, as needed.
- Complete Professional Response Form and return to OES group mailbox.

**Health + Social Care (external agencies):**

- Liaise with professional colleagues, as needed.
- Complete Professional Response Form and return to OES group mailbox.

LAO (supported by LEO) collates all responses and maintains MASO Appeal file and database. LAO (supported by LEO) shares all DCS responses with Appeals Officer (independent officer not involved with the original supportability decision - usually OES Lead).

OES Lead liaises with DCS colleagues as needed (see flowchart II for full details), completes the agreed DCS Collated Response Form and returns to OES group mailbox.

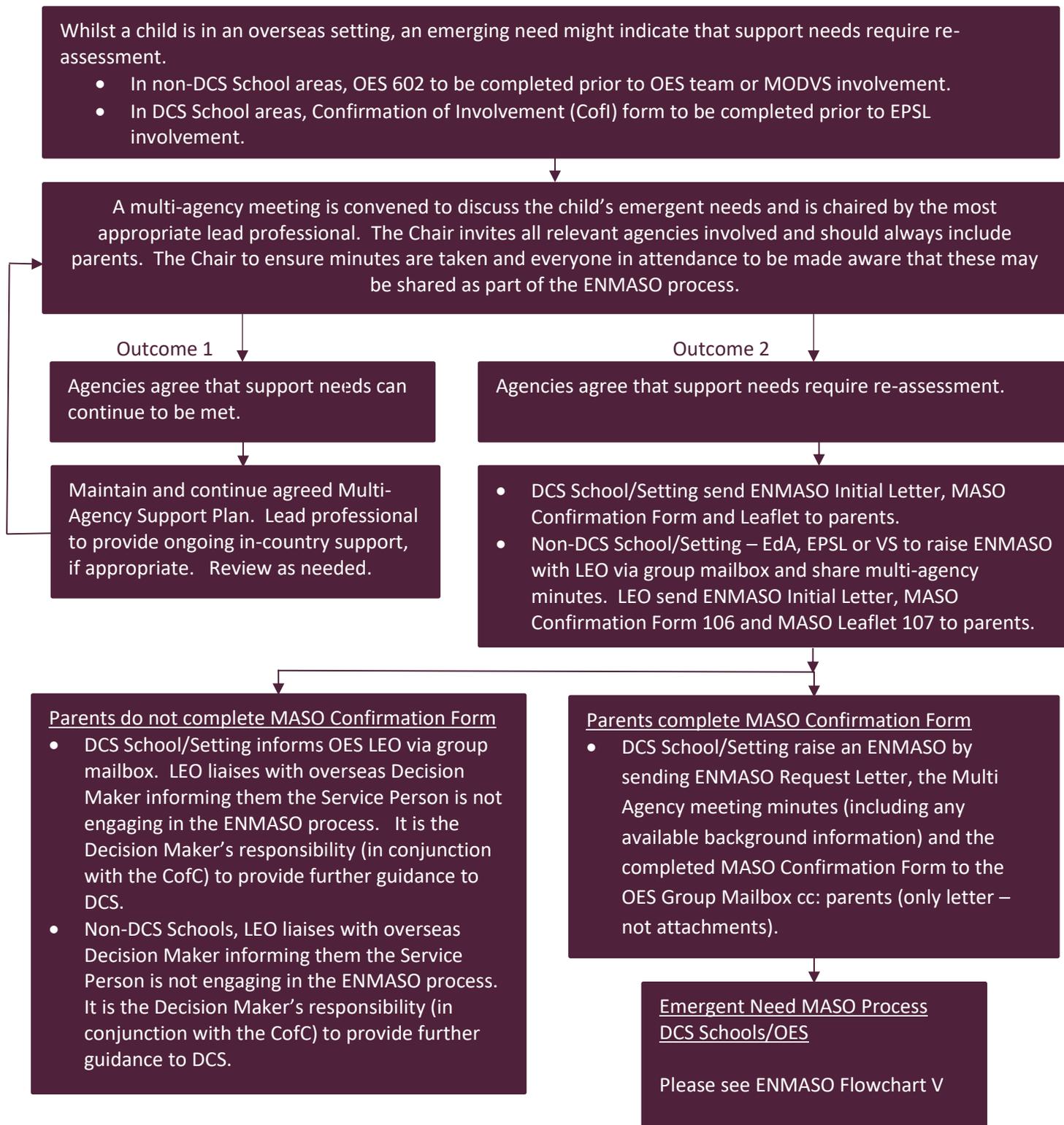
LAO (supported by LEO) shares all responses with the Decision Maker prior to the MASO appeal panel meeting. OES Lead represents DCS at MASO appeal panel meeting.

The Decision Maker sends the decision letter to the SP (cc'd panel attendees and OES group mailbox) and provides information re: Appeal Process. After the decision letter has been circulated, the Decision Maker to separately notify Careers Manager, GMSC and Families Section of outcome.

LAO (supported by LEO) informs DCS School/Setting & OES team of outcome. LAO updates MASO file and database.

- **If Supportable** - DCS School/Setting/LEO sends Letter E<sup>1 or 2</sup> and DCS Confirmation of Supportability to parents (see flowcharts I<sup>a or b</sup>).
- **If Unsupportable** - DCS School/Setting – no further action. LAO (supported by LEO) sends Onward Support letter to parents (see flowcharts I<sup>a or b</sup>).

## DCS Assessment of Support Needs



## DCS Assessment of Support Needs

### Emerging Need MASO (ENMASO) Process – Flowchart V

#### **OES process when ENMASO is raised:**

- LAO (supported by LEO) creates MASO file and adds details to database.
- OES Lead and LEO liaise with the Command to confirm Decision Maker and establish process roles and responsibilities, as needed.
- LAO (supported by LEO) sends ENMASO Cover Letter L and Response Form 114 to parents and Form 115 to appropriate professionals e.g., DCS School/Setting/EdA case officer, EPSL, SAFE, Health and Social Care (including supporting background evidence/reports, as appropriate).
- LAO (supported by LEO) sends ENMASO Cover Letter L to the Decision Maker (for information).
- For EHE cases, OES Lead carries out risk assessment to ascertain if MASO can be streamlined and DCS response carried out by EdA case officer only.

#### DCS School/Setting/EdA case officer:

- Gather additional information, as needed.
- Liaise with EPSL/SAFE, as needed.
- Complete ENMASO Professional Response Form 115 and return to OES group mailbox.

#### EPSL, SAFE (other DCS teams, as needed):

- Gather additional information, as needed.
- Liaise with School, EdA case officer and other professional colleagues, as needed.
- Liaise with family, as needed.
- Complete ENMASO Professional Response Form 115 and return to OES group mailbox.

#### Health + Social Care (external agencies):

- Gather additional information, as needed.
- Liaise with professional colleagues, as needed.
- Complete ENMASO Professional Response Form 115 and return to OES group mailbox.

LAO (supported by LEO) collates all responses and maintains ENMASO file and database.

#### DCS responses agree "Supportable":

- EdA case officer to complete the Collated ENMASO Response Form 116 on behalf of DCS and return to OES group mailbox.

#### DCS responses agree "Unsupportable":

- EdA case officer discuss with OES Lead.
- EdA case officer to complete the agreed Collated ENMASO Response Form 116 on behalf of DCS and return to OES group mailbox.

#### DCS responses disagree:

- EdA case officer to escalate to OES Lead to seek resolution.
- OES Lead to liaise with SSS Team Leads and ACEO, as appropriate, to resolve
- Once resolved, EdA case officer to complete and return the agreed Collated Response 116.

LAO (supported by LEO) shares all responses with the Decision Maker prior to the MASO panel meeting. EdA case officer represents DCS at MASO panel meeting (and provides feedback including bullet points detailing the basis of supportability to LEO).

The Decision Maker sends the decision letter to the SP (cc'd panel attendees and OES group mailbox) and provides information re: Appeal Process. After the decision letter has been circulated, the Decision Maker to separately notify Careers Manager, GMSC and Families Section of outcome.

LAO/LEO informs DCS School/Setting, Virtual School and/or OES team of outcome. MASO file and databases updated.

- **If supportable** - DCS School/Setting, Virtual School and/or OES to continue to support in location and convene a multi-agency meeting chaired by the most appropriate lead professional, to agree a multi-agency support plan.
- **If unsupportable** - Decision Maker (supported by DCS lead professionals) to convene a multi-agency meeting to agree next steps/transition plan and timescales. EdA from UK EAT must be invited to support transition.

**Elective Home Education**  
**Discussion Record**  
*(Official-Sensitive-Personal when complete)*

This discussion aims to support parents in thinking and planning for elective home education (EHE). In the UK, EHE is a parents' right to choose. However, in overseas locations, there is much to consider. Although the OES Team may be asked to advise Overseas Commands in relation to your request to EHE, we are not decision-makers; this duty remains solely and exclusively with the Overseas Command.

This record will be held on your child's file; should a MOD assessment of supportability overseas (MASO) be initiated, then this discussion record will form part of the assessment and shared with other professionals within DCS.

**Section 1: Child's Details**

Child's Legal Surname:	[ ] [ ]	First Name(s):	[ ] [ ]
Family name (if different):	[ ] [ ]	Gender (+/or pronouns):	[ ] [ ]
Date of Birth:	[ ] [ ]	Attendance:	[ ] [ ]
Present School/Setting:	[ ] [ ]	Year Group:	[ ] [ ]

**Section 2: Details of Persons with Parental Responsibility**

Serving Person with Parental Responsibility:	[ ] [ ]	Other Person with Parental Responsibility:	[ ] [ ]
Relationship to Child:	[ ] [ ]	Relationship to Child:	[ ] [ ]
Rank/Grade:	[ ] [ ]	Rank/Grade (If Applicable):	[ ] [ ]
Service Number:	[ ] [ ]	Service No (If Applicable):	[ ] [ ]
Current Email:	[ ] [ ]	Alternative Email:	[ ] [ ]
Current Tel:	[ ] [ ]	Alternative Tel:	[ ] [ ]
Tourex:	[ ] [ ]		

**Section 3: Areas for Discussion** *(Confirm consideration has been made)*

Reasons for educating child at home.	[ ] [ ]
The legality of home education in the overseas posting. Has this been checked with overseas command?	[ ] [ ]
The time, resources and expertise required to teach a child.	[ ] [ ]
The suitability of the home for undertaking teaching and learning, in terms of noise, space and general environment.	[ ] [ ]
The availability of support from others. Are plans in place for what would happen if parents were unable, perhaps through illness, to provide teaching for the child for a period of time?	[ ] [ ]
Planned access to social, cultural and aesthetic experiences and physical exercise.	[ ] [ ]

Plans for the duration of EHE i.e., does the parent plan for their child to be at home for the whole of their time of compulsory School age, or only temporarily? What are the parents' long-term intentions for the education of your child?	
Plans to ensure a child's SEND are met in a way that will not disadvantage the child if they return to school based education.	
Requirement for parents to take full responsibility for their child's education, including all associated costs (such as exam fees, textbooks, IT equipment, educational visits, sporting activities etc.).	
Awareness that Schools are not required to provide any support to parents that have withdrawn their child for EHE.	
Awareness that, where a pupil is withdrawn from School for EHE, there is no obligation for the school to keep a place open. If the parent wished to return their child to School, they may not be able to return to the same school.	
The plans for engaging private tutors or other adults, or online tuition, to assist in providing a suitable education. If parents choose this option, it is their responsibility to research the provision and ensure proper vetting of staff to ensure their children are safeguarded. Parents are wholly responsible for funding any provision they organise.	
Awareness that a period of EHE would not be considered justification for a pupil to be placed out of chronological year group if they joined a state or independent School at a later date.	
The practicality of home education in the family's particular circumstances?	
Child's views.	
The nature of the education parents can provide and how this will develop the child's academic progress and social development.	
The nature of the proposed curriculum and how this will allow the child to reach their potential now, and in the future, including whether parents expect the child to sit public examinations such as GCSEs or not.	
Awareness that parents would be responsible for researching and making arrangements for pupils to sit public examinations, if applicable.	
Retention of safeguarding responsibilities by overseas command.	
Understanding of the review process.	
Understanding that this discussion will be used as part of the MASO process.	

Name:		Role:	
Organisation:		Date:	

## DCS Assessment of Support Needs – Safeguarding DCS Schools and Non-DCS School Areas

The OES forms 101, 102, 103 or 104 indicate that welfare/safeguarding records exist.

DCS School/OES AO read OES forms and take advice from Head Teacher/SENDCo/DSL or EO/EdA whether further information is needed.

If further information is required, EdA or Head Teacher/SENDCo/DSL follows the process set out in flowcharts I<sup>e</sup> and I<sup>f</sup>. Once all information has been gathered appropriately, follow process below:

### Process X

#### Records exist but do not meet threshold for external support:

- Assessment of support needs process followed as per Flowcharts I<sup>a</sup>, I<sup>b</sup> and I<sup>c</sup>.

#### DCS Schools/Settings

- DCS School/Setting to ensure they gather records, as appropriate.

#### Non-DCS School Area

- If DCS Confirmation of Supportability is issued to parents, AO to send contact details of destination School/Setting to the current School.
- AO to ask for receipt from current School that records have arrived, and they have received confirmation from destination School. AO to record on OES safeguarding database.

### Process Y

#### Records exist that meet threshold for external support:

- Assessment of support needs process followed as per Flowcharts I<sup>a</sup>, I<sup>b</sup> and I<sup>c</sup>.

#### DCS Schools/Settings

- DCS School/Setting to ensure they gather records, as appropriate.
- MASO is raised.

#### Non-DCS School Area

- EO/EdA requests additional information from the sending School, as appropriate.
- MASO is raised.
- If MASO outcome is 'supportable', AO to coordinate sharing of information as in Process X.
- Information to be shared with both School and statutory social work provider.

### Process Z

#### Historical records exist that meet threshold for external support:

- Assessment of support needs process followed as per Flowcharts I<sup>a</sup>, I<sup>b</sup> and I<sup>c</sup>.

#### DCS Schools/Settings

- DCS School/Setting to ensure they gather records, as appropriate.
- DCS School/Setting take advice from OES (and/or SAFE) team whether a MASO is required.

#### Non-DCS School Area

- EO/EdA requests additional information from the sending School, as appropriate.
- EO/EdA take advice from OES (and/or SAFE) team whether a MASO is required.
- Process X followed but information shared with both School and statutory social work provider.

#### DCS Schools/Settings

When assignment ends, DCS School/Setting to ensure transfer of records to new receiving School.

#### Non-DCS School Areas

When assignment end date is known, process to be confirmed when resourcing available.

## **Email Template to Gain Parental Consent to Approach Local Authority For Social Care Records**

*(Delete as appropriate, Official-Sensitive-Personal when complete)*

Dear .....

(Para 1a) The OES Form you recently submitted indicates that your child, ....., has previously had some social care/children's services involvement from the Local Authority.

(Para 1b) Following the submission of your OES forms, discussions with your child's school have indicated that your child, ....., has previously had some social care/children's services involvement from the Local Authority.

(Para 2a) Although there does not appear to be any current social care/children's services involvement, we need to understand whether there continue to be any support needs linked to this prior involvement that we need to consider when assessing and making arrangements for your child's support needs overseas.

(Para 2b- current involvement) As a result, we need to understand whether your child has any social care support needs that we need to consider when assessing and making arrangements for your child's support needs overseas.

(Para 3) For this reason, we are seeking your consent to approach ..... Local Authority to find out more information. Unfortunately, without this consent, we will be unable to complete our assessment and will not have an accurate understanding of your child's support needs in (name the overseas location). Without this understanding, we will be unable to issue a DCS Confirmation of Supportability. This would mean you would be unable to progress with your accompanied assignment.

(Para 4) If you do consent for DCS to approach ..... Local Authority for any information they hold on your child, please respond to this email giving permission/consent for us to do so and for the Local Authority to share this information.