



CONTINUITY OF EDUCATION ALLOWANCE (CEA) AND BOARDING SCHOOL ADVICE

Introduction

1. Continuity of Education Allowance (CEA) assists service personnel to achieve the continuity of education for their child/children that would otherwise not be possible in the state day school sector if their child/children accompanied them on frequent assignments both at home and overseas.
2. In claiming CEA, a Service person must fully accept that accompanied service is the overriding principle for maintaining entitlement. The purpose of this information sheet is to signpost information on the CEA process and outline types of boarding education that is available in the United Kingdom.
3. The Regulations regarding CEA are contained in JSP 752 Chapter 14. It is vital that any potential applicant familiarises themselves with the relevant JSP text as JSP 752 is regularly updated.
4. For each term that you claim the allowance, you will be confirming that you have read and understood the regulations and it is essential that you update yourself on these regulations each time you make a claim.

General Considerations

5. When considering sending your child/children to boarding school it is essential that you fully consider following factors:
 - a. Boarding education is expensive and you need to be aware of the full costs involved before committing yourself. The headline fees can link to other additional charges which vary school by school. The CEA rate covers up to 90% of the headline fee up to a published ceiling. Costs above that ceiling and additional school charges are the responsibility of the parent.
 - b. High independent school fees do not automatically result in good or outstanding schools.
 - c. Maintained, or State Boarding Schools, offer lower fees because they charge only for boarding provision with the tuition element being State funded.
 - d. Every child is an individual and a school suitable for one child may not be suitable for another; one child's needs may best be met by a large, highly academic school, while another child needs a small family atmosphere in which to thrive.
 - e. Choosing a boarding school is not easy and you will need to gather together as much information as possible. Do visit as many schools and speak with as many teachers and boarding staff as possible. Try to talk to pupils and other parents and remember not to commit yourself before you have confirmed that you will be eligible for CEA through engaging fully with the application process.
 - f. Check school inspection reports which are public documents available either from The Office for Standards in Education (OFSTED), <https://reports.ofsted.gov.uk/> or the Independent Schools Inspectorate (ISI) <http://www.isi.net/>.

Initial considerations – Maintenance of Continuity



6. It is essential that you follow the correct process in accordance with JSP 752 at all times. CEA is not a general education subsidy and not automatically transferable from one school to another. It is important to identify a suitable long term plan for your child from the outset.
7. It is a fundamental condition of entitlement to CEA that a child continues to attend the same school and completes the stage of education for which CEA is issued. Service personnel should carefully consider all the long term domestic and financial implications of claiming CEA before committing to the undertaking. For example, ask yourself the following questions:
 - a. Will your child/children be able to continue at the same boarding school irrespective of where you may be assigned in the future?
 - b. Does the school provide the appropriate standard of education, bearing in mind the qualifications that may be required in order to proceed to the next stage of education?
 - c. Are you able to make satisfactory arrangements for all travel to and from the school to your duty station during the school holidays?
 - d. You are confident that you will be able to continue to afford to pay the difference between the school costs and the CEA published ceiling for the duration of your child/children's remaining education?
 - e. Should you look to take out insurance protection to cover school fees due to a change in your entitlement or eligibility that may result in changes to CEA?
 - f. Is it practical/desirable for your child to remain at the school when their sibling(s) moves to another school on completion of their stage of education. There is no automatic eligibility for siblings of different ages to move together to a new school.

Issues of Eligibility

8. Full details should be accessed by all applicants directly from JSP 752 with the following being a summary of the issues.
 - a. **Family Mobility** - Acceptance of accompanied service and family mobility is inherent in claiming CEA. An exception to this requirement can be for those Service personnel classified as Involuntarily Separated (INVOLSEP). Advice on this can be sought from your HR Admin Branch and it is important to note that the decision making body for issues related to CEA is PACCC.
 - b. **Eligible Child** - A child becomes eligible, under the right circumstances, for CEA from the beginning of the academic year in which they reach the age of 8 years, until the end of the stage of education during which the child reaches their 18th birthday.
 - c. **Eligible School** – Planned placements need to be at a school that is registered on the MOD Accredited Schools Database (ASD). This is maintained by the Children's Education Advisory Service (CEAS).



9. In some exceptional circumstances CEA may be payable up to the end of the academic year in which the child reaches 19 years of age, but this is only determined by submitting a case to the Pay and Allowance Complaints and Casework Cell (PACCC) where each case will be considered on an individual basis. The child must continue to attend the same education establishment and be undertaking A-Levels or equivalent vocational training. In **exceptional circumstances**, for a child younger than 8 years of age to be admitted to a boarding school a case can be made and must be authorised **in advance** by the PACCC

Rate of Allowance

10. The rate of allowance payable at each school is dictated by the individual indicator code that is entered onto the ASD up to the ceiling that is listed in the JSP. Be aware that certain schools on the list qualify for the Junior rate of allowance until the start of Yr9, (age 13+ years). This applies mainly to Preparatory schools, but you should always check what rate of allowance applies to the chosen school before you commit yourself to a place for your child/children in that school.

Types of School

11. There are a range of different types of school to consider in both the maintained and independent sectors of education. The type of school you choose for your child will be individual and may, for example, depend on the age you wish them to start boarding. The schools can be categorised as follows:
- a. Maintained state secondary schools, also known as state boarding schools age range 11- 16 or 18 years.
 - b. Independent Preparatory Schools - age 7 to 13+.
 - c. Independent Senior Schools - age ranges from either 11 or 13 years through to 16 or 18 years.
 - d. Independent Integrated 'All Age' Schools.

Maintained Boarding Schools

12. Some local authorities provide boarding education in State Maintained Schools. Many of these schools have a high academic reputation and some of them are selective. The tuition fees are paid by the state sector and CEA can be used to pay towards the boarding element. Most Maintained Boarding Schools accept pupils from 11+.

Further information can be found on the State Boarding Forum website:

<https://stateboarding.org.uk/>

Independent Preparatory Schools

13. Preparatory Schools, as the name implies, prepare children for entry to the senior or public school at the age of 11 or 13 years old. These schools offer a wide choice of environment and attempt to give their pupils access to a wide range of activities both in and out of school. The normal age of entry is 8 or 9 years and pupils are generally prepared for the Common Entrance Examination (CEE) at 13+. Many of these schools are expensive with fees substantially more than the junior rate of CEA. You should be aware that if you place your child/children in a Preparatory School that goes through to the end of Yr 8, age 13+, then your child is expected to remain there, i.e. complete the stage of education, until the end of Yr 8. Exceptionally a child can move from a Preparatory school to another school at the end of Yr 6 – again it is vital to note that you must obtain prior permission to do this



from PACCC if you wish to continue to claim CEA, please see JSP 752 Annex D to Section 1 of Chapter 9.

Independent Senior Schools

14. Independent senior schools can be either single sex or co-educational. The age of entry varies, but is usually 11 years or 13 years old. Entry is sometimes dependent upon completion of a satisfactory exam and/or interview. However, in some cases the previous school report and interview are all that is required. Some schools may offer a boarding 'taster' where the pupil stays at the school overnight and attends lessons for a day.

Independent Integrated Schools

15. Some independent senior schools have their own preparatory schools or are affiliated with a particular preparatory school. These should not be confused with Integrated Schools. The Independent Integrated School provides education for children between the ages of 7/8 years to 16 or 18 years old, i.e. some schools in this category do not all have sixth forms. Some parents prefer integrated schools because pupils do not have to change from one school to another. However, bear in mind that CEA is paid for continuity of education so that your child would remain in that school for as long as that particular school provides education.

Sixth Form Colleges/ Colleges of Further Education (FE)

16. There are a number of independent and maintained colleges which have residential accommodation where CEA may be claimed. They offer a wide variety of academic and vocational courses. You need to be aware that **if you have not claimed CEA** for your child **up to this point** you **may not** be eligible to claim CEA purely for attendance at 6th form. You should speak to your HR Admin branch in the first instance and seek further advice from CEAS if needed.

Stages of Education

17. For the purpose of CEA, a child's education is broken down into 3 distinct stages as set out below. The age of the child at which each stage commences may vary with the school attended but, in general, junior or preparatory school ceases between the ages of 11 and 13, and secondary or senior school education is generally complete by age 18. The 3 stages are:
 - a. Primary, junior or preparatory school, (but remember that if your child/children are in a Preparatory school that goes through to the end of Yr 8, (age 13+ years), you may only move them to another school at the end of Yr 6 (11+ years), without specific authority, if the new school goes through to at least Yr 11 (16+ years). A move from a Prep school at any other time requires specific authority from PACCC.
 - b. Secondary or senior school.
 - c. A-Level or academic equivalent or equivalent vocational training or sixth form college studies. From September 2018 CEA Claimants are expected to acquire a new CEA Eligibility Certificate when a child is preparing to enter 6th form. This is in all cases, not just when changing schools. Further information can be found in 2018DIN01-020.

Treatment of a Stage of Education for Eligibility Purposes

18. For the purpose of eligibility each stage of education will be treated as a separate part of



the educational process. Many schools will, however, be able to provide continuous education for more than one stage.

Boarding Pupils

19. For the purposes of CEA a boarding pupil is defined as:
- a. A **full boarding pupil** is one who lives (including sleeping overnight) at the school during term time 7 days a week, apart from exeats, half terms, holidays and, on the agreement of the head teacher, some weekends. These children attract CEA provided they and their Service parent meet the eligibility and entitlement criteria.
 - b. A **weekly boarding pupil** is a child who lives (including overnight) at the school **for a minimum of 4 consecutive nights per week**, e.g. Monday-Thursday nights inclusive. Saturday night cannot be claimed as one of the 4 consecutive nights. Also for weekly boarders you will be required to sign a disclaimer stating that should you be assigned to another post and/or you are no longer able to make adequate arrangements for your child/children to cover weekends and exeats and the school cannot offer full boarding, it will not be deemed an acceptable reason to change schools and retain your eligibility to CEA.

Academic Year

20. The regulations are based on a 3-term academic year of 12 months' duration starting from 1st September. Where the school attended, or to be attended, does not apply a 3 term academic year (i.e. 2, 4 or even 6 terms), advice is to be sought from CEAS.

Financial Implications

21. Boarding education can be expensive, particularly in the independent sector. You need to be aware of the full costs involved before committing yourself. School contracts may contain potential hidden costs, of which you should make yourself aware as such costs will be your responsibility
22. Contracts - when you accept a school place at a boarding school, you will be asked to sign a contract with that school which is binding to you (as a parent) and the school. **Please remember that this is not a MOD contract**, it is a contract that you are personally making with that school.
23. A school may ask you to agree that your child attend the school for a set period of time in order to qualify for a 'Forces discount'. This may result in thousands of pounds being repaid to the school if this minimum period of time is not achieved. **If your school asks you to sign such a contract you must consider how you will make provision to repay this money if things go wrong.**
24. Examples of reasons that a child might leave a school before a minimum time is achieved:
- a. A child is asked to leave the school – permanent exclusion.
 - b. The school bars a child from the boarding houses.
 - c. The school states it cannot provide for a child's special or additional needs. (If this is the case then please take legal advice as the requirements of the Equality Act 2010 do apply to the independent sector and they must have made 'reasonable adjustments' to try and provide for a child with SEN. Seek further advice from CEAS if needed)



- d. A child becomes ill or is injured and cannot continue at the school.
 - e. A child is unhappy at the school and the parents wish to withdraw the child.
 - f. The Service parent becomes ineligible for the allowance or is made redundant. Certain provisions exist regarding CEA, for example due to medical discharge, and please refer to JSP 752 for further detail and/or seek advice.
 - g. The family or financial circumstances change.
25. The contract may require you to give one term's notice if you decide your child should leave the school. In cases where one term's notice cannot be given to the school, the school contract may require parents to pay one term's fees in lieu of notice. **The MOD will not cover this cost with an additional claim for CEA.** Before signing the contract, ask for a copy of the contract to take away and read it carefully. Some schools have taken parents to court or used bailiffs to recover money that they were liable to pay, as they defaulted on terms of the contract.

CEA application process

26. On completion of the initial advice stage of the process, CEAS will provide each Service person with a CEA Proforma bearing a **unique number for each child**. These unique numbers are to be used when submitting an application on JPA for a CEA Eligibility Certificate. Refer to the JPA Self Service User Guide (SSUG) for submitting a CEA application. Unit HRs will also be able to advise on the application process. It is strongly recommended that parents check the JPA SSUG every time an application is submitted in case of changes to the process.

Note - Until your application has been approved by PACCC no claim can be submitted.

27. PACCC will inform the claimant whether CEA has been approved.
28. The **Eligibility** element is to ensure that a Service person's family continues to be mobile, a commitment to their mobility is to be stated by the Service person claiming CEA on each claim. In addition, for all initial claims, on a change of school thereafter and at the beginning of each new assignment, a new certificate is to be sought. The certificate is to be no more than 3 years old at the time of the claim. If it is older, a new certificate is to be raised by the Service person and CEA eligibility is to be re-confirmed. The certificate is to be retained by the Service person for review by the CO and for audit purposes as necessary.

Review of Entitlement

29. On arrival at a new duty station or when the Service person's personal circumstances change, their CO is responsible for initiating a review of CEA with a view to ceasing the entitlement when eligibility rules are no longer fully met. If, as a result of this review, the CO decides that a Service person no longer is entitled to CEA, a minimum of a full term's notice is to be given to the Service claimant. When necessary, the CO may seek advice on continued entitlement by submitting a detailed case to the PACCC.

Further Information

30. For further information, please see Annexes A – D for Frequently Asked Questions, considerations when viewing a school, ASD Code information and the ASD Codes.

FURTHER INFORMATION

Choosing a suitable school for your son/daughter is a complicated exercise, you are therefore advised to gather as much information as possible before making a choice. You can obtain further advice and assistance through CEAS. Remember you must read the relevant chapters in JSP 752.

Frequently Asked Questions

- Q. How long before a Service Person's end of service date can I start claiming CEA?
A. A Service Person must have at least 12 months to serve when making an initial CEA claim. The date is taken from the day the child starts at school. *JSP 752, Pt 2, Chap 9, Para 09.0113.a.*
- Q. How long does the application process take?
A. Once the application has been entered onto JPA, the process can take up to 6 weeks.
- Q. Why does my CO have to sign the CEA Eligibility Certificate?
A. The CO (or their formally delegated representative) is required to conduct an Entitlement Check on each application and provide a written response to PACCC. *JSP 752, Pt 2, Chap 9, Para 09.0108.d.*
- Q. Why would the PACCC request a review of entitlement?
A. PACCC may initiate a review of CEA entitlement if the information provided indicates that the family home has not relocated during 2 consecutive assignments or if the assignment authority states the Service person is not likely to move in the next 4 years.
- Q. Can I live in my own home and still be eligible for CEA?
A. Yes, provided that the home is normally within 50 miles of the current duty station and on the understanding that should you be assigned more than 50 miles from your home, both you and your family will move to the new assignment station.

Visiting a school – what to look out for

Most schools will have an Open Day, however you may also find it useful to try and arrange to visit the school during term time when it is operating normally and classes are in progress. If possible both parents should visit the school and it is recommended to take your son/daughter as well.

Talk to as many pupils and staff as possible. Arrange to see a senior member of staff at the end of your visit to ensure all your questions are answered before you leave.

First Impressions

Don't be overly impressed by attractive buildings; what the children are doing is much more important. Consider the following:

- Are they happy in the school?
- Do they have a good relationship with the staff?
- Are all pupils in the classroom involved with the lesson?
- How does the school feel?
- How is your child reacting to the environment?
- Will your son/daughter thrive in the type of atmosphere generated within the school?

The Head and Staff

A good Headteacher makes a good school and will express an interest in your child and try to find out what he/she is like.

The housemaster or housemistress will have an important influence on your son/daughter. You must have confidence in the people who will be looking after your children. Ask questions – What happens if your child is unwell? What happens about hospital/doctor/dentist/orthodontist appointments? What are the arrangements for replacing worn out/lost school uniform?

The staff must convince you that they will not only care for your son/daughter but will provide a good education that will meet their needs. Discuss with the Head teacher any special concerns that you may have or any particular interests your child has.

Special Educational Needs and Disabilities

If your child has special educational needs bring these to the schools attention and be assured that they can meet these needs. If your child has a Statement of Special Educational Needs or an Education Health Care Plan (EHCP), please provide the school with a copy of this and a copy of your child's latest Annual Review. If the Statement/EHCP is currently being maintained by a UK Local Authority (LA) you must agree the Boarding School placement with the LA, and ensure that they will continue to maintain the plan through the Annual Review process.

Remember that the Equality Act 2010 applies to the independent sector who are required to make 'reasonable adjustments'. An additional allowance linked to CEA may be possible to meet part of the costs of a child's SEN which is above what is reasonably expected that a school will provide.



Ministry of Defence

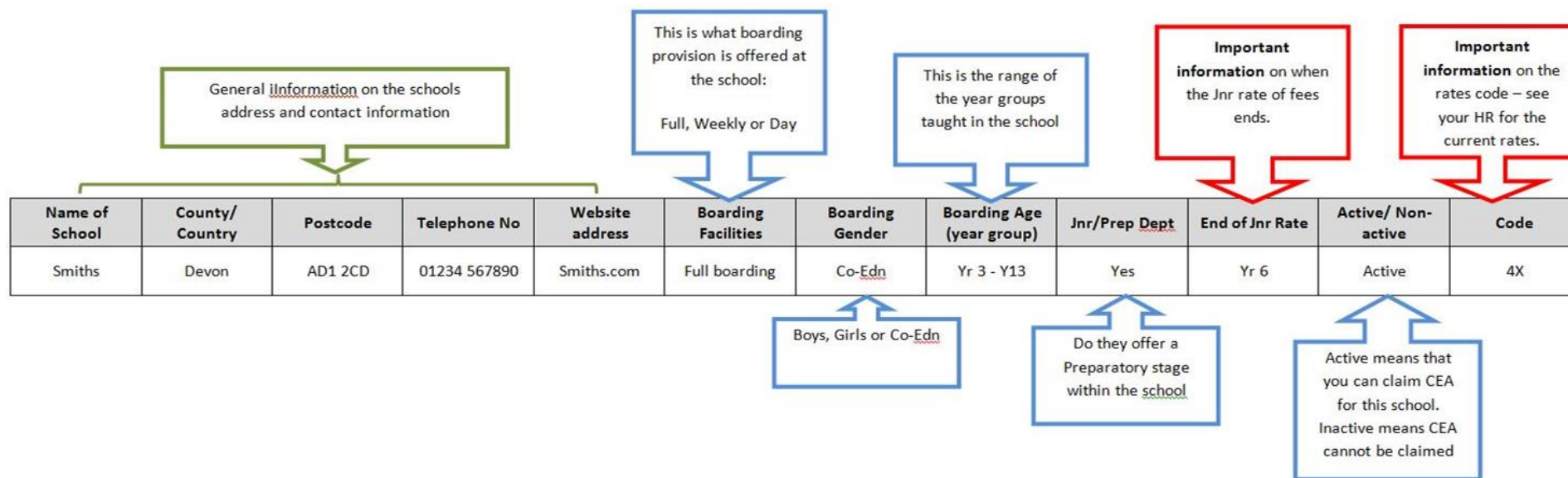
The relevant information is contained within JSP 752. However, it should be noted that significant evidence of a child's needs has to be accompanied by very clear evidence that the school is making reasonable provision.

ACREDITTED SCHOOLS DATABASE (ASD) – EXPLANATION OF ASD INFORMATION

Below is an illustration of a fictitious school's entry on the ASD. Each section has been explained so that you can identify the important parts of information you must consider when selecting the school you intend to send your child/children to. The explanation boxes are colour coded to assist you in identifying their importance for consideration. The colour codes are:

EXAMPLE 1:

The illustrative example below (not a real school) shows that the school has a Junior/Preparatory phase, and that Junior rate fees can be claimed up to the end of the Yr 6 - Senior fees are then charged from Yr 7. This is shown in the 'Code' descriptor of '4X'.



Name of School	County/Country	Postcode	Telephone No	Website address	Boarding Facilities	Boarding Gender	Boarding Age (year group)	Jnr/Prep Dept	End of Jnr Rate	Active/ Non-active	Code
Smiths	Devon	AD1 2CD	01234 567890	Smiths.com	Full boarding	Co-Edn	Yr 3 - Y13	Yes	Yr 6	Active	4X

General information on the schools address and contact information

This is what boarding provision is offered at the school:
Full, Weekly or Day

This is the range of the year groups taught in the school

Important information on when the Jnr rate of fees ends.

Important information on the rates code – see your HR for the current rates.

Boys, Girls or Co-Edn

Do they offer a Preparatory stage within the school

Active means that you can claim CEA for this school. Inactive means CEA cannot be claimed

Legend:

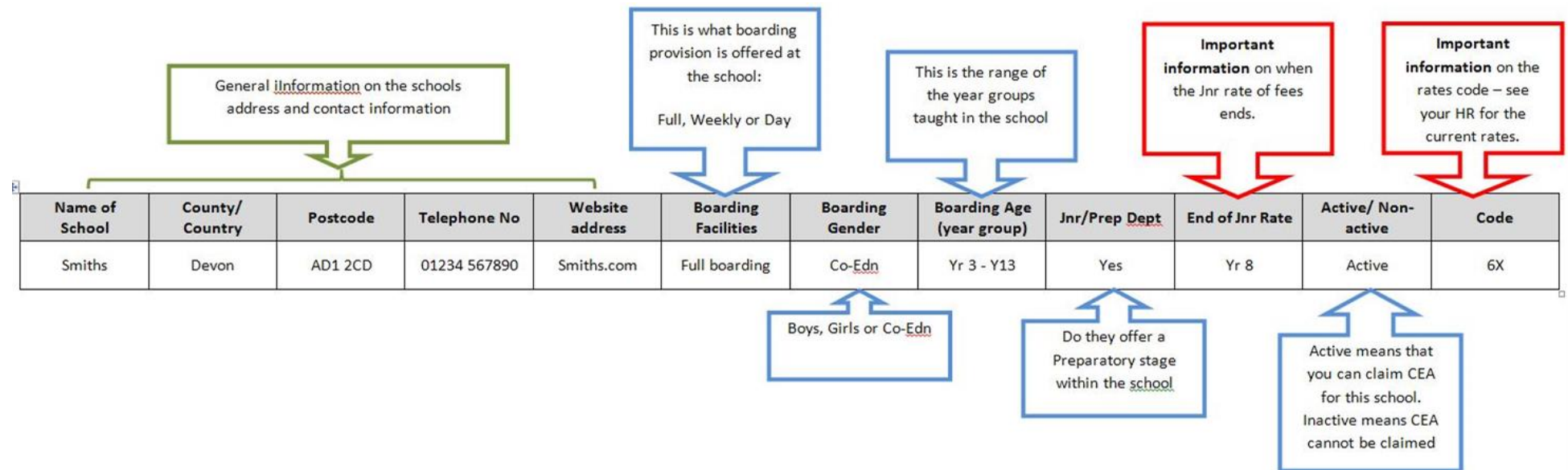
- General geographical and contact information relating to the school.
- Information on the type of boarding offered, whether it is boys, girls or Co-education, what age ranges are taught and if it is active or not.
- Critical information on what year group the rate changes from Junior to Senior rate, and the CEA rates code.



If you are planning for your child/children to complete a preparatory phase, it is **critical** that you identify with the school at what year they start charging senior rates from. Looking at example 2 below, it shows that Junior fees can be claimed up to the end of Yr 8, and then Senior fees from Year 9. However it may be that the school start charging Senior rate fees from the **beginning** of the Preparatory phase – not the end. This could leave the parent having to find several thousands of pounds for each term to make up the shortfall in funds.

EXAMPLE 2:

The illustrative example below (not a real school) shows that the school has a Junior/Preparatory phase, and that Junior rate fees can be claimed up to the end of the Yr 8, and that Senior fees can only be claimed from Yr 9 - this is reflected in the 'Code' descriptor of '6X'.



Legend:

- General geographical and contact information relating to the school.
- Information on the type of boarding offered, whether it is boys, girls or Co-education, what age ranges are taught and if it is active or not.
- Critical information on what year group the rate changes from Junior to Senior rate, and the CEA rates code.



CEA CODES ENTERED ON ACREDITTED SCHOOLS DATABASE

Code		Claim Rate	
1	X	Junior Fees only	
1	A	Junior Fees only	SENA (SP)
1	B	Junior Fees only	SENA (NSI)
2	X	Senior Fees Only	
2	A	Senior Fees Only	SENA (SP)
2	B	Senior Fees Only	SENA (NSI)
4	X	Junior Fees to end of Yr 6. Senior Fees from Yr 7	
4	A	Junior Fees to end of Yr 6. Senior Fees from Yr 7	SENA (SP)
4	B	Junior Fees to end of Yr 6. Senior Fees from Yr 7	SENA (NSI)
5	X	Junior Fees to end of Primary 6. Senior Fees from year group S1	
5	A	Junior Fees to end of Primary 6. Senior Fees from year group S1	SENA (SP)
5	B	Junior Fees to end of Primary 6. Senior Fees from year group S1	SENA (NSI)
6	X	Junior Fees to end of Yr 8. Senior Fees from Yr 9	
6	A	Junior Fees to end of Yr 8. Senior Fees from Yr 9	SENA (SP)
6	B	Junior Fees to end of Yr 8. Senior Fees from Yr 9	SENA (NSI)
9	X	Senior Fees only from year group S1	
9	A	Senior Fees only from year group S1	SENA (SP)
9	B	Senior Fees only from year group S1	SENA (NSI)
x	D	Senior Fees only	



EDUCATION ALLOWANCES

EDUCATION ALLOWANCE	1 Aug 17	1 Aug 18
CEA (BOARD) - Senior	£7,245	£7,407
CEA (BOARD) - Junior	£5,719	£5,845
CEA SENA SP	£10,825	£11,067
CEA (DAY) - Senior	£4,353	£4,451
CEA (DAY) - Junior	£3,369	£3,443
CEA SENA (Day)	£6,949	£7,105
CEA (Guardians) (per day)	£3.65	£10.00
Day School Allowance (North Wales)	£5,850	£5,950

ISODET Nursery Education Allowance	JSP 342, Part 2, Volume 4
JUNIOR SENA ELEMENT £5222	
SENIOR SENA ELEMENT £3660	