



RETENTION OF SERVICE FAMILY ACCOMMODATION (SFA)

1. You may wish to remain in Service Family Accommodation for a limited period after the serving parent has moved on to a new post.
2. The policy relating to the retention of SFA in UK (JSP 464 Part 1) is 'owned' by Defence Infrastructure Organisation (DIO) who ultimately makes the decision on all applications to retain SFA. CEAS does work closely with DIO and in accordance with the JSP can support families in their application to retain their SFA on educational grounds in some circumstances. In these situations, the Service person is given an Education Impact Statement to forward to DIO for their consideration.
3. The JSP states that the Service person must contact CEAS when seeking to apply to retain SFA for educational reasons; if this is not done, DIO will direct the Service person to CEAS anyway which may cause a delay to the application.
4. This information sheet summarises those circumstances and the information CEAS will need before being able to offer that support.
5. The criteria for retention of SFA overseas are slightly different and are contained in JSP 464, Volume 1, Part 1, Section 7, Section VIII and this may be found on the Defence Intranet.

Reasons for Retention

6. The retention of Service Family Accommodation (SFA), on educational grounds, may be supported on a discretionary basis, dependent on the nature of the supporting evidence submitted. Retention may be supported primarily for:
 - a. Children whose parents are posted partway through a child's public examination course, such as GCSE or A-levels (for up to three years).
 - b. Children who are undergoing statutory assessment of their special educational needs for (up to two terms or until the end of the school year).
7. Further consideration may be given to:
 - a. Children who would experience exceptional educational turbulence in one year if the family moved. For example, if the child was due to change schools from primary to secondary in September but family were posted in May. A family move in May would require a new primary school for that child for less than one term before changing schools in September.
 - b. Children with special educational needs who are receiving significant or complex support that would be difficult to replicate in a new area and/or which has not had sufficient time to be reviewed after implementation.
 - c. Children who need to be housed in a specific area ahead of posting due to an exam course starting or those who require access to specialist educational provision unavailable elsewhere in the quartering area.
 - d. Children whose parents submit professional evidence that to move schools at the time required by the new assignment would cause the children significant educational/social/emotional disadvantage.



8. The policy does not allow CEAS to offer support to requests for retention based on concerns about:
 - a. SATs.
 - b. Out of school clubs or activities.
 - c. Difference in educational systems (middle schools, grammar schools etc.) unsubstantiated future plans (e.g. *possible* redundancy, *possible* house purchase, *possible* school moves, *possible* postings).
 - d. Children who have already finished one set of public examination courses and have already started a new course at a time when the parents should have moved to the new duty station (e.g. retrospective requests to endorse decisions and actions already taken by parents) .
 - e. Families in receipt of CEA.
 - f. The type of SFA.
 - g. Children resident in university accommodation.
 - h. Welfare or medical issues not directly related to a child's education.

What you must do

9. You should provide CEAS with written evidence of the educational reasons for requesting retention, including all relevant professional evidence (e.g. letter from the school confirming exam dates or exceptional provision, Educational Psychologist or therapist's reports, local authority letter confirming statutory assessment, Child and Adolescent Mental Health Services (CAMHS) reports, letter from unit welfare confirming significant educational disadvantage and posting notice) which should include an assessment of the anticipated educational disadvantage which would be experienced by the child if s/he had to move at that time.
10. Your evidence should contain:
 - a. A letter from the you, the parent explaining why you are applying to retain your SFA.
 - b. A letter from the school supporting the reasons for this.
 - c. Copy of the CEAS permission form (see below) which allows CEAS to liaise with other agencies cited/involved in the retention request.
 - d. Your parental letter should include all relevant details including:
 - i. The names and dates of birth of all the children in the family and whether they live in the retained SFA.
 - ii. Full service and unit details (name, rank and service number, unit contact details).
 - iii. Full postal home address including contact details such as telephone numbers and email addresses.



- iv. Full educational reasons for the request including specific dates of exams/assessment etc.

11. All evidence to apply for support with the retention of SFA should be sent to [CEAS](#), who will consider your case and if successful, provide you with an Education Impact Statement to forward to DIO. The Education Impact Statement provided by CEAS is a recommendation to DIO and does not commit DIO to approving the case to retain SFA.

Irregular occupants

12. You are very strongly encouraged to consider your accommodation requirements well in advance of leaving the Services. There is no guarantee of retaining a SFA once your current assignment or your employment with the Armed Forces has been completed.
13. Where a family has no further entitlement to SFA such as on leaving the Armed Forces, CEAS may consider support for retention of SFA on educational grounds, but DIO are not obliged to offer retention based on that support. DIO will assess the request using a proportionality exercise assessment form, and if successful in retaining a SFA, you will be charged at a non-entitled rate.