

## Members' Library Service Request Form

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**REPORT TO:** Members Library Service

**MEETING DATE:**

**BY:** Executive Director of Place

**SUBJECT:** Ukraine Humanitarian Crisis

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## **1 PURPOSE**

- 1.1 To update Members on the Ukraine Refugee Schemes, and East Lothian Council's plans and actions in responding to this humanitarian crisis.

## **2 RECOMMENDATIONS**

- 2.1 Members are asked to note both the UK and Scottish Government Ukrainian Refugee schemes and East Lothian Council's plans and actions to support these schemes.
- 2.2 Members are also asked to note the challenges and the impact that this will have on the Council.
- 2.3 Members are asked to note the dynamic position and continued uncertainty that relates to the detail of the schemes and that a further Members Library update report will be prepared as appropriate.

## **3 BACKGROUND**

- 3.1 Following President Putin's announcement of his decision to launch a 'special military operation' in Eastern Ukraine, it was agreed unanimously at meeting of East Lothian Council on 1<sup>st</sup> March 2022, the Council's willingness to help in any way it can as a county to settle individuals and families whose lives have so sadly and suddenly been affected by the military action.
- 3.2 Between the UK and Scottish Government, 3 schemes have been launched. These schemes were launched prior to any operational guidance being provided with little clarity over roles and responsibilities or to the practicalities of how this would be rolled out. Some guidance has now been developed and this is still evolving with some inconsistencies and confusion around different guidance and messaging in relation to the different schemes.
- 3.2.1 **Family Scheme** – this was the first to be launched on 7<sup>th</sup> March  
The Ukraine Family Scheme is open to immediate and extended family members of British nationals, UK settled persons and certain others.

Under the scheme, eligible applicants will be able to live, work and study in the UK as well as access public funds for up to three years.

### 3.2.2 **UK Homes for Ukraine** – launched on the 14<sup>th</sup> March 2022

Homes for Ukraine is a sponsorship scheme that allows people and organisations in the UK to offer Ukrainians a home. This scheme lets individuals, charities, community groups and businesses offer a route to safety for Ukrainians, even if they have no ties to the UK. The scheme is open to Ukrainian nationals who were residents in Ukraine prior to 1<sup>st</sup> January 2022 and also to their immediate family members who may be of other nationalities. Sponsors are expected to provide accommodation for a minimum of 6 months.

**Phase 1** of the scheme opened on the 18<sup>th</sup> March for visa applications and relies on individuals in the UK with at least 6 months leave to remain, acting as a sponsor and matching with people displaced from Ukraine.

**Phase 2** will open soon and will enable organisations such as charities to match with individuals and groups displaced and undertake the role of the sponsor

### 3.2.3 **Scottish Government Super Sponsor Scheme** – guidance for LAs was issued on Friday 1<sup>st</sup> April, however guidance is still evolving with further updates received throughout April. This scheme was intended to speed up the process by removing the need for applicants to be matched prior to receiving permission to travel to the UK. By acting as ‘super sponsor’, rather than waiting for the UK Government’s matching process, thereby intending to provide safety and sanctuary immediately and welcome significant numbers.

There is no cap on numbers, however the first minister has suggested 3,000 as an immediate step and a fair and proportionate share of the total coming to the UK. The Warm Scots Welcome programme is accessible through the UK Government portal and the applicant selects the ‘Scottish Government’ when asking for the name of the sponsor.

## 3.3 **Role of the Local Authority**

### 3.3.1 **Family Scheme**

There is no immediate role for the Local Authority under the family Scheme in terms of funding, matching, supporting, however eligible applicants can apply for welfare benefits immediately.

### **Homes for Ukraine Scheme and Scottish Sponsor Scheme**

### 3.3.2 Local Authorities are required to carry out disclosure checks. The process involves the sponsor completing an online form which is returned to the Local Authority who will then complete their section, verify and counter sign before returning to the Scottish Government disclosure team with 3 pieces of identification for anyone over the age of 16.

Through the Homes for Ukraine Scheme, the Local Authority has no control over the matching of families to hosts nor the timing of arrivals. This will result in disclosure checks being carried out retrospectively in-part.

- 3.3.3 Local Authorities are required to carry out accommodation / property checks to all properties that have been matched to families. Guidance on property checks is however still evolving with consideration being given to water safety and whether safety check certification is required. These checks will be undertaken in-part retrospectively. Discussions have been led by Environmental Health at national level and confirmation of the list of critical requirements is expected imminently. Visits are to be prioritised in a risk based manner drawing on local knowledge.
- 3.3.4 Local Authorities are required to carry out wellbeing assessment checks. A Tenancy Support Officer is required to liaise with the family to ensure interaction between the host and the refugee family to ensure the necessary support is identified and in place.
- 3.3.5 Local Authorities are required to provide Early Learning and Childcare places that meets with the statutory entitlement to 1140 hours. The Local Authority is also required to provide school places in the local catchment school. Where this is not possible then the local authority should provide transportation to the nearest available school. The Local Authority is also required to provide additional support for any child who has additional support needs including those who may have complex needs.
- 3.3.6 Local Authorities are responsible for safeguarding. Whilst it is expected that the vast majority of children will arrive with family members who are able to safeguard, there will also be children / adults whose needs may require more formal support which will require a level of immediate assessment and follow up support. Unaccompanied Children should be brought to the immediate attention of Local Authorities Social Work Department, who will ensure safeguarding in line with guidance released on 13<sup>th</sup> April 2022.
- 3.3.7 Local Authorities are required to administer funding of £200 per adult / child arriving in the UK as well as a £350 thank you payment each month in arrears to the Sponsor Host. This will be allocated on completion of both property / disclosure checks and paid a month in arrears. This payment is normally made once all the checks are complete.

### **3.4 Differences between the Homes for Ukraine Scheme and the Super Sponsor Scheme**

- 3.4.1 The Scottish Super Sponsor scheme is still evolving, however it will require Local Authorities to identify properties either through Council, RSL or the private sector with checks undertaken before hosts are matched. Cosla will be responsible for the matching. There is an expectation that Council's will work with the matching system by providing property offers from across different tenures where hosts have agreed to use the super sponsor scheme to arrange their match. This is similar to existing schemes such as Vulnerable Persons Resettlement Scheme (VPRS) Afghan Relocation and Assistance Policy Scheme (ARAP).
- 3.4.2 Under the Super Sponsor Scheme, property and safeguarding checks will be carried out in advance of a match, which will allow more support for a suitable match e.g. house type, accessibility. As noted above, under the Homes for Ukraine Scheme property and safeguarding checks are being undertaken in-part retrospectively.
- 3.4.3 The Scottish Government have provided additional monies to Local Authorities through an offer of grant with set criteria as set out in section 5.3 of this report.
- 3.4.4 Where properties fail to meet required standards, Scottish Government guidance advised that Councils can consider using some of the additional Scottish Government funding to address the outstanding issue e.g. interlinked smoke and heat alarms (***Recent advice from the Scottish Government advises that Local authorities can use their discretion as to whether the additional Scottish Government funding can be used for the wider Homes for Ukraine scheme***)
- 3.4.5 Once matched, families will receive support to integrate into the area with a first initial discussion expected between family and the local authority to identify immediate and longer term needs. The local case worker will ensure links are made to the relevant services as we do with other schemes.
- 3.4.6 Sponsors who are not part of the Scottish Scheme are responsible for staying in contact with their guest prior to their arrival to help organise and coordinate their arrival, meet them and transfer to their accommodation. They are also responsible for signposting the guest to public services and assisting them with tasks such as registering with the local GP, schools etc. We expect each Host will require differing levels of support.

3.4.7 Under the Super Sponsor Scheme guests will not require to be met by their hosts as they will be accommodated at welcome hubs while longer term accommodation is arranged. Individuals will then be collected from hotel by the local authority / third sector organisations and taken to their longer term location.

### 3.5 Challenges

3.5.1 The Local Authority does not receive information on how many have arrived through the family scheme. ***Families arriving through this scheme are not entitled to the £200 payment.*** There may however be an impact on Social Work Teams around those that have no income awaiting UC being processed, and requires interim payments through Children Scotland Act/Adult Protection legislation.

3.5.2 **Volume of calls and emails** from the public and ensuring a key central resource is in place to facilitate the constant updates and clear messaging for Sponsors and LA services

#### 3.5.3 Homeless pressures

The level of demand from homeless applicants for temporary accommodation in East Lothian remains significantly high and the balance between supply and demand is such that the Council continues to be reliant on unsuitable accommodation, with a significant pool of around 400 temporary units in total. As such the Council is unable to comply with the recent Scottish Government extension of the Unsuitable Accommodation Order.

Despite the delivery of substantial new affordable homes and high levels of housing allocations to homeless households, waiting times for re-housing can be significant depending on individual requirements and as a result, the length of time spent in temporary accommodation generally is considerable, impacting adversely upon the overall flow through the system and further restricting the ability of the council to respond to need and demand.

The Housing Options Team have already received one homeless presentation from a Ukrainian family and there is significant concern that this will begin to rise quickly. Presentations are likely to occur if:

- The family accommodation available is not of an appropriate size
- Previously agreed sponsorship commitments break down
- Accommodation commitment has exceeded 6 months and the host no longer wishes or is able to continue.
- Where retrospective checks identified post occupancy deem either the hosts or the properties unsuitable.

**3.5.4 Property Checks** – This will be resource intense with a significant impact on already stretched services within the Council. Under the Homes for Ukraine Scheme these checks are in-part retrospective. Sponsors are looking for these checks to be undertaken immediately but guidance is still awaited. Any failure in standards will have to be communicated by the council and necessary works organised by the sponsor. If the property is unsuitable there is a risk that the host will withdraw from the scheme and there is uncertainty as to how the guest will then be re-matched.

**3.5.5 Disclosure checks** – This will require a resource to verify and counter sign and submit the disclosure check requests. Depending on information received back, it will be the decision of the Local Authority to decide whether suitable or not. Under the Homes for Ukraine Scheme these disclosure checks are in-part retrospective.

**3.5.6 Safeguarding** – Local Authorities are the decision maker where information has been provided in a disclosure. If there are safeguarding issues then the family will be encouraged to leave, which will have an impact on Homeless provision and an impact on Social Work Teams around possible child protection / adult protection concerns.

**3.5.7 Property Improvements** - The additional grant offer received from the Scottish Government refers to LA's taking a decision to offer funding for upgrades, particularly in relation to smoke / heat detection but with no guidance on how this would be co-ordinated or facilitated. ***We are still awaiting confirmation on the final property inspection checklist***

**3.5.8 Funding** – The Local Authority are required to administer the funding that is to be made available to both families and hosts.

**£200 payment** - We have not yet received the funding for payment of £200 per adult/child. Families are entitled to this immediately after they arrive.

**£350 payment** - The thank you payment is optional and only exists as long as the sponsorship arrangement exists for up to 12months. This payment cannot be released until checks have been completed. Payments have to be made to the Host's bank account. **Hosts cannot charge a rental above this payment.**

**3.5.9 Social media** – concerns that some 'organisations' are promoting matches for accommodation on social media and these organisations cannot be validated.

**3.5.10 Human trafficking** – remains a significant concern.

### **3.6 Current position in East Lothian**

3.6.1 A data sharing agreement was signed on the 6<sup>th</sup> April 2022 with data received 11<sup>th</sup> April 2022. Analysis of that data to date shows that at present we have circa 37 host families on the official list and on this basis it is estimated that around 74 disclosure checks are required from this first tranche of data. The family breakdown presents roughly 41% couples, 28% single people and the remainder (31%), families with 3 or more people. The above figures include around 25 children ranging from just a few weeks old. The majority of hosts are located in the East including Dunbar, North Berwick, Gullane, Aberlady, Direlton, and East Linton with a small number in the West.

Nine families have already arrived in East Lothian, during the period 9<sup>th</sup> - 26<sup>th</sup> April, and we are in close contact with the relevant hosts. Of the remaining 29 households, 24 are in close contact, some on a daily basis, others less frequently. We are now aware of a further 8 families who are expected to arrive between 27 and 31 April and the remainder are likely to arrive in May. Delays are occurring in respect of passports / visas.

3.6.2 A Ukraine mailbox was set up on 14 April 2022 [ukraine@eastlothian.gov.uk](mailto:ukraine@eastlothian.gov.uk) for enquiries in respect of offering accommodation and to enable communication with host families. Since 14 April there have been circa 170 enquiries, all of which have been responded to. Further enquiries relating to offers of accommodation through the Scottish Super Sponsor Scheme will all be responded to as soon as national information on expressions of interest filters through.

Our already established working group is in place with key stakeholders which has worked very well for both the Syrian and Afghan Schemes, is being extended to ensure full representation across the key services to deliver this much wider scheme. Communication with host families to date has focussed on advice on generally settling families in and initial priority tasks required i.e. registering with a GP; applying for Universal Credit; obtaining interim payments; opening a bank account; enrolling in schools; advice on disclosure process; information on property checks; obtaining NI number; extending visas and linking families with others in the local area.

3.6.3 East Lothian Council now has a system in place to resource disclosure checks which are now being prioritised initially for all hosts who now have families living with them and will be rolled out to those awaiting families soon after. The council is responsible for considering any information disclosed on the certificate and determine whether applicants are suitable and if further intervention is required. The decision making will be governed by a small panel including the Chief Social Work Officer and the Head of Housing.

3.6.4 Environmental Health colleagues will resource and carry out the property checks. Whilst detailed and confirmed guidance is still awaited property



checks are now commencing for those hosts where families have already arrived.

- 3.6.5 All Ukrainians approaching via the Homes for Ukraine and the Super Sponsor Scheme are entitled to a £200 interim payment on arrival. East Lothian Council have two systems in place for interim payments to be made to Ukrainian families on arrival with payments provided via cash or directly into a bank account. Both systems have been tried and tested and are working well. All individuals arriving into East Lothian have received an interim payment to date, or have been offered an appointment to collect funds, with the exception of one family which is in progress. Information has been provided to families in respect of applying for Universal Credit and some are actively seeking employment.
- 3.6.6 Weekly information is being provided to Education to enable smooth transition for children into school. To date, two children have started school in Haddington and North Berwick.
- 3.6.7 Informal support – An informal support network has been set up in the east of the county which is evolving notwithstanding GDPR requirements.
- 3.6.8 A FAQs document is currently being drafted and this will shortly be publicised and circulated to hosts, to try and reduce the volume of enquiries going forward. However, in recognition that positive relations are required to be maintained with hosts, this will continue to be complemented by a telephone service.
- 3.6.9 A draft protocol is also being developed to ensure consistency across the services as well as key information for all of our hosts.

#### **4 POLICY IMPLICATIONS**

- 4.1 The Council has participated in, and accommodated displaced Syrian refugee families under the Syrian Vulnerable Persons Resettlement Scheme (VPRS) from 2015 to 2020 which was replaced by the Global UK Resettlement Scheme from April 2020. The Council has more recently agreed to participate in the Afghan resettlement schemes also. The Council's approach to the Ukraine Schemes will reflect some of the already established processes that are in place for VPRS, where appropriate. The Ukrainian Scheme does however bring additional requirements as set out above and new processes will be developed as the scheme evolves.

#### **5 RESOURCE IMPLICATIONS**

- 5.1 The practicalities of implementing the guidance has significant implications for Local Authorities and will create enormous pressures on already stretched and challenged teams impacting on the delivery of core services such as Housing, Education, Adult Social Care, Children's

Services, Finance and more. These services remain operating under business continuity arrangements.

- 5.2 The UK Government is providing a funding package to help resource Local Authorities for the first 12 months. Further guidance and criteria is still expected, however this fund equates to £10.5K per adult/child will be made available which will include a £200 payment to each individual on arrival if requested. The remaining amount will help cover other support costs such as education, ESOL provision, integration, homelessness provision and accessing other essential services around health, employment and training.

There is breakdown tariffs of support for Education

Early years (ages 2 to 4) - £3,000

Primary (ages 5 -11) - £6,580

Secondary (ages 11-18) - £8,755

***We will need to monitor whether the funding made available to the council is sufficient to meet the full financial impact of required interventions and that details of the actual costs incurred are recorded. Further details of how and when this funding package will be distributed and administered are awaited. The £200 payment to each individual on arrival is being administered by the council and funded by the council in the interim (see 3.3.7,3.5.8 & 3.6.5)***

- 5.3 Additional funding of £253,000 has been made available through the Scottish Government for the period 1<sup>st</sup> March 2022 to 31<sup>st</sup> March 2023 in connection with the Warm Scottish Welcome Scheme for the purpose of:

- enabling the Grantee to carry out the project by increasing capacity within the resettlement team up to a cost of £100,000
- providing support for refurbishment costs for properties used to house Ukrainian displaced persons
- To cover costs of supporting Ukrainian persons into the community not already addressed by alternative funding sources.

- 5.4 Personnel – The schemes being put in place for Ukraine are unlike previous resettlement schemes where no additional staffing resources were sought and requirements were met from existing staff / services. This scheme is much wider and will require resources from across wider service areas such as Finance, Environmental Health, HR, Social Work, Education, Health and possibly the recruitment of new resources, which will be co-ordinated by The Housing Options Team within Community Housing and Homelessness. Consideration is being given to increase the capacity of core resources utilising the funding set out in 5.3 above.

- 5.5 Other – None

## 6 BACKGROUND PAPERS

### 6.1 Ukraine Welcome Guidance.

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# The UK stands with Ukraine

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*Welcome!*

Guide for Ukrainians arriving in the UK

This is a guide for Ukrainians arriving in the UK.

It also includes specific information for those arriving on the Homes for Ukraine scheme.

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## **Glossary**

**Accident and Emergency Department** – A medical treatment facility in a hospital specialising in emergency treatment for patients. The department provides treatment for illnesses and injuries which require immediate attention and, in some cases, may be life-threatening. These departments operate 24 hours a day and patients often arrive by ambulance following a call to the emergency 999 telephone number.

**Biometric Residence Permit** – Is proof of evidence of your right to live, work and study in the UK. This can be used as proof of identity when opening a bank account or renting a property. The electronic chip holds information such as name, date of birth and place of birth. It will also have your photograph, fingerprints, and your immigration status.

**Child Benefit** – A payment made to a parent or guardian of a child or children by the government every four weeks. You will be entitled to receive this benefit if you have a child or children under the age of 16 or under the age of 20 if they stay in approved education or training.

**Citizens Advice** – An independent charity specialising in providing confidential advice to help people with legal problems, debt management, housing and other problems in the United Kingdom. This is a free service with offices in most areas of the country.

**Council Tax** – A tax paid to the local council to fund services within the area. The tax is based on the value of the house and the number of people living in it. The rate is a fixed amount depending on the value and is reviewed every 12 months.

**Debit Card** – A card issued by a bank allowing the holder to transfer money electronically from their bank account when making a purchase.

**Direct Debit** – An arrangement made with your bank that allows a third party to transfer money from a person's account on agreed dates typically to pay bills.

**Direct Payment** – A system to allow you to receive cash payments from your local council. If the local council decides you are entitled to community care services, a direct payment will allow you to arrange your own care services.

**Disability Benefits** – A range of disability related financial support which includes payments, grants, tax credits and benefits. Your local employment centre (Job Centre Plus) will be able to help you with these.

**Education** - there are 6 stages of education in the UK:

- early years or nursery (under 5 years old),
- infant (5 – 7 or 8 years old)
- junior (up to 11 or 12 years old)
- secondary (11 or 12 up to 16 years old)

- further education (16 – 19 years old)
- higher education (post 18 years old)

**Emergency Services** – The police, fire and rescue and ambulance service are all called using an emergency telephone number which in the UK is 999. You will be asked which service you need, and your call will be directed to the correct agency.

**English for Speakers of Other Languages Classes (ESOL)** – Classes to help you learn or improve your knowledge of the English language.

**General Practitioner (GP)** – A medical doctor based in your community that treats patients with minor or chronic illnesses and will refer patients with serious conditions to specialist consultants in a hospital.

**Help to Claim** - This service is provided by Citizens Advice and is confidential advice on how to claim Universal Credit

**Homelessness** – a person is classed as homeless if they have no accommodation in the UK. A person is also classed homeless if they have accommodation but cannot live there for example because of violence or has been evicted

**Identity Card** – see **Biometric Residence Permit**

**JobCentre Plus** – A government funded employment agency and social security office found in most towns and cities. Their aim is to help people to find employment in the UK and they are also responsible for all benefit claims.

**Letting agents** – A letting agent is responsible for leasing houses/flats for private landlords, finding prospective tenants and very often collecting the rent on behalf of the landlord.

**Local Councils** – A body of people elected to manage the affairs of a town, county or district rather than the state. The council provides vital services such as social care, schools, housing and waste collection.

**Medical Exemption Certificate** – People with certain medical conditions, pregnant women and women who have had a baby in the last 12 months can get free National Health Service prescriptions with a valid exemption certificate. You must complete a form to apply for this benefit.

**National Careers Service** – A government funded agency providing careers information, advice, learning and training in your career. This service is for anyone aged 13 years and over.

**National Health Service (NHS)** – A government funded national medical and health care service that everyone in the UK can use without being asked to pay the cost of the service. This is funded by the National Insurance contribution tax in the UK.

**National Insurance (NI) Number** – A unique ‘personal’ account number ensuring all National Insurance (social security) contributions and tax are recorded on your

individual tax account. Everyone over the age of 16 has one and you will need to provide your National Insurance (NI) number when you start a job.

**National Rail** – The national train service providing travel information and services around the UK. Although run by privately owned train companies, you can buy tickets across the whole network.

**Protection for Whistleblowing** – If you are a worker, and you are concerned over something you feel is wrong such as someone's health and safety is in danger, you are protected by law. This can be raised in confidence with your employer, and you should not be treated unfairly or lose your job.

**Right to Work** - The legal right to work once in the UK. All guests under the Homes for Ukraine scheme have the legal right to work full-time if they are over 18 years old.

**School Term Times** – They vary depending on your local area, however, they tend to follow this pattern:

- Summer Term: March/April – July
- Autumn Term: September – December
- Winter Term: Jan – March/April

**Sponsor** – Families, individuals, or organisations who are sponsoring people under the Homes for Ukraine.

**State Pension Credit** – A financial benefit providing extra money for pensioners to help with living costs if you are over the UK State pension age and on a low income.

**The UK Centre for Professional Qualifications (UK CPQ)** - Is designated by the UK Government to provide advice and guidance on the recognition of professional qualifications in an international context.

**Universal Credit** - The payment is made up of a basic 'standard allowance' and extra payments that might apply to you depending on your circumstances.

**Urgent Treatment Centre** - Are medical centres for urgent care that isn't immediately life threatening. Appointments can be booked via dialling 111 or through your General Practitioner (GP).



## Section 1 – Arriving in the UK

### 1.1: What you need to know in your first few days

#### **Making contact with your Sponsor**

Before travelling to the UK, you should let your sponsor know when you will be arriving and arrange where you will meet. You should discuss with them whether they will meet you at your arrival point or whether you should make your own way to their home. If they ask you to make your way to their home, they should help explain to you the best travel arrangements.

#### **Security Checks prior to your arrival**

Security checks will be undertaken on your host and their family. These checks are a necessary step to ensure you and your sponsor are kept safe.

#### **Travelling with Medical Devices and Medication**

If you have a medical device which you need to manage an existing medical condition, you may bring this with you to the UK as part of your personal property. You are also able to bring up to 3 months' supply of prescribed medication. If this medication is normally treated as a controlled drug, special rules may apply. You should obtain advice before travelling.

#### **Pre-entry health screening**

The UK currently has no requirement for port of entry health screening for arrivals from Ukraine.

#### **On arrival in the UK**

There are 12 major entry points to the UK, including airports, where there will be designated areas (Welcome Points) for you to meet your sponsor and where you can seek support, including to arrange your onward travel. These are being established at the following locations:

Airports	Heathrow	Gatwick	Stansted
	Edinburgh	Birmingham	Manchester
	Luton	Bournemouth	East Midlands
	Bristol		
Ports	Dover & Folkestone Port Authority		
International Rail Terminal	St Pancras Station, London		

Once you arrive at the entry point, you will need to show your permission to travel to the UK letter to the Border Force officers. They will stamp your passport with a 6-month entry stamp. The entry stamp is evidence of your right to work, rent, study and claim benefits in the UK. If you have attended a visa application centre and given your biometrics already, you will be given 3 years' leave to enter on arrival.

If you have agreed with your Sponsor that you will make your own way to their home, you will be eligible for a single onward journey via national rail, bus, light rail and coach, free of charge to your destination anywhere in England, Scotland and Wales. You only need to show your Ukrainian passport and your boarding pass or ticket showing arrival into the country within the last 48 hours: For more information , see <https://www.nationalrail.co.uk/ukraine>

If you have arranged to meet your sponsor at the Welcome Point, but for some reason your Sponsor is late or unable to meet you, staff at the Welcome Point will be able to assist you find out what has happened and resolve any immediate problems. This may be through helping you make onward travel arrangements yourself, or through the provision of emergency accommodation for a brief period until your Sponsor arrives.

If you have a working bank card, you will be able to use them at your point of entry to the UK. If you don't, the Welcome Point and your sponsor will be able to advise you.

### ***Arrivals in Scotland***

In Scotland, you can also enter through the super sponsor route. If you are arriving through this route, the arrangements as mentioned above will be very similar. You will be met at your entry point where you will then be taken to one of the welcome centres where further support, information and accommodation will be provided. This guidance contains links to further information on services available in Scotland

### ***What should I expect in my first few days?***

Your sponsor is not only providing you with a room or rooms in which to stay, but will also help you, as much as they can, in adjusting to life in the UK. The first thing they will do is try to make sure you are comfortable in your accommodation, and that you have access to basics such as food, bedding and toiletries. They will also have a lot of knowledge they will be able to share with you about the area in which you are staying.

Whilst your sponsor will be able to help you with information such as the location of local schools for your children, local doctors, dentists, shops, churches, community centres, council offices and so on, it is important to remember that they are unlikely to be experts on the provision of services.

Shortly after you arrive at your sponsor's home, you will be visited by an representative from the local council. This is nothing to worry about. The council will mainly be interested in checking that you have arrived safely and that the accommodation you are living in is suitable.

This pack provides a lot of information that will help you access local services, but if you have questions or other concerns, you should raise them with the council official

when they visit. They may not be able to provide you an immediate answer, but they will be able to signpost other services that can.

### ***Living with your sponsor***

We understand that it may be a difficult time for you having just moved to a new country under challenging circumstances and that your first priorities are likely to be around getting into your accommodation and organising essentials such as food, toiletries and access to mobile phones and the internet, so you can stay in touch with family and friends.

Talk to your host about how you would like to settle in during your first few days including when you would like some quiet time.

Once you feel more settled, you should talk to your Sponsor about basic arrangements for living together under the same roof. This should cover any agreements you need to make over sharing use of common areas of the house, such as the kitchen and dining room, sharing housework chores, or rules your hosts would like you to follow concerning things like smoking, alcohol or noise.

As a way of thanking your sponsor for their generosity, they will be offered an optional payment from the UK Government of £350 per month. This is to help them with any additional costs. They are not expected to use this money to provide you food or other support.

Your Sponsor is not allowed to charge you rent while you are staying with them, but they may ask you to make a reasonable contribution to any common household bills such as food and utilities. If you feel you are being asked to contribute an unreasonable amount for such bills, you should raise the matter through your local council.

Occasionally things do go wrong and if they do, it may be something simple that can be resolved with a conversation with your host. If, however, your host asks you to leave or you decide to leave, you can speak to your local council who will work with you to find alternative accommodation.

### ***Accessing support while in the UK***

The Homes for Ukraine scheme provides you with the right to access a range of benefits and services whilst you are in the UK. As a first step, the government will provide to you and each member of your family that you have travelled with a £200 grant to help cover any immediate costs you have while you settle in. This will be provided through your local council. This is not counted as part of any other benefit scheme which you may be able to claim and will not need to be re-paid.

Section 2 of this guide provides you with guidance on how to access commonly used services in the UK, including information on how to set up a bank account, receive support through your local council, obtain medical treatment, seek employment or

access the education system. Your sponsor will also have local knowledge that they will be able to share.

### **Coronavirus (Covid) Vaccines**

The majority of people in the UK have received at least one of their coronavirus vaccine and it is likely that all adults in your hosts household will have received theirs.

For the latest guidance on what to do if you have or suspect you have the virus, please visit the UK Government's COVID-19 advice webpage:

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

### **Booking a coronavirus vaccination**

You are eligible for a free COVID-19 vaccination through the NHS.

If you are registered with a GP, you can book your vaccination through this web link if you are in England <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/>

'Walk in' sites are also available and able to offer help to those who have not yet registered with a GP. A list of locations can be found at this web link:

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/find-a-walk-in-coronavirus-covid-19-vaccination-site/> Please visit

<https://www.nhsinform.scot/covid-19-vaccine> if you are in Scotland

If you have already had a Covid-19 vaccine in Ukraine or elsewhere, speak to your GP about which further doses you should have in the UK and when you should have them.

You should also tell the NHS about any Covid-19 vaccinations that you have had outside of the UK. This is so the NHS can update your vaccination record. Bookings to make an appointment to get your previous vaccinations recorded can be made online using the National Booking Service or by calling 119. 119 will also have translators available.

### **What to do if things go wrong**

We hope that you will find the UK a friendly, welcoming and safe place. If for some reason that is not the case, we want you to let us know about it as soon as possible. There are many professional bodies in the UK who are ready to provide you with assistance, should the need arise; you will find useful contacts in the annex.

If you feel that your safety or the safety of anyone in your party is at risk, then you should contact the emergency services by calling **999 or 112. This number covers emergency police, fire and health.**

If you have concerns or worries that are troubling you, but do not present an immediate threat to your safety, you should contact your local council, who will be able to advise you further.

## ***1.2: What you need to know about the Ukrainian Sponsorship Scheme – the Homes for Ukraine Scheme***

### ***The scheme***

'Homes for Ukraine' is the Government's programme to help you and your family arrive safely and adapt to life in the United Kingdom. Under the Scheme, you will be 'sponsored' by a UK resident who has come forward and offered you a home to stay in. That resident may be a friend you already know, or just a resident of the UK who has offered to help.

The scheme is intended to provide you a safe space for at least six months. Under this scheme, your stay here can be extended up to a maximum of 3 years and have the right to work, study and claim benefits in the UK. During that time circumstances may change, both for you and your sponsor, and you may move on to live with a different sponsor, or to other accommodation that you have arranged for yourself.

### ***Extending your stay in the UK***

The entry stamp you received on entry into the UK provides evidence of your right to stay in the UK but is valid for the first six months only. To extend your stay for up to the three years allowed under this scheme, you will need to apply for a Biometric Residence Permit. This will require you to provide biometric information, including a photograph of your face and a sample of your fingerprints.

We will contact you shortly after your arrival to explain how to provide this information. You will not need to provide this immediately, but you must have completed your application and provided the biometric information required within your first six months. Information can be provided using the [UK Immigration: ID Check](#) app or at one of our applications centres in the UK.

Once you have provided this information, you will be issued with a Biometric Residence Permit. This permit is an important document which you must keep safe as it is evidence of your legal status in the UK and shows how long you may stay in the UK. It is also a useful means by which you can confirm your identity for purposes such as opening a UK bank account. If you travel outside the UK, you will need to take your Biometric Residence Permit with you to allow smooth entry back into the UK following your travel.

Your Biometric Residence Permit will record:

- Your name, date and place of birth
- Your fingerprints and a photo of your face (this is your biometric information)
- Your immigration status and any conditions of your stay

- Your right to access public funds, for example financial support and health services

## ***Section 2 - Getting used to life in the UK***

The aim of the 'Homes for Ukraine' sponsorship scheme is to help you have a safe and comfortable experience in the UK. We know this might take some time.

This section of the guide aims to help you take the first steps towards this by providing some basic information about some key characteristics of the UK and important services you will want to access.

These services include:

- Opening a bank account
- Claiming social security benefits and getting a National Insurance Number
- Local council services
- Healthcare services
- Finding a job and paying tax
- Childcare and education services
- Finding accommodation after your initial sponsorship period comes to an end

Your sponsor, together with community organisations and local authorities, will help you with these initial steps.

### ***2.1: Opening a bank account***

There are a range of banks, and you can choose one that suits you best. There are also online-only providers which you can use.

To open a bank account in the UK, you usually need to show proof of ID such as passport, biometric residency permit, driver's licence or recognised identity card. You also need proof of permanent address. The Government is working with major banks to find a solution to enable you to open accounts without the usual permanent address requirement. A number of UK banks already have a system for opening accounts where you do not have a permanent UK address. You may need to get the help of a local charity or your local authority to help you do this.

## **2.2: Claiming Social Security Benefits and getting a National Insurance Number**

### **Access to Benefits**

The UK has a welfare system which is designed to help those who face financial hardship, or who have specific needs. Your local [Job Centre Plus](#) will be able to help you find out which benefits you may be able to access. This may include:

- Universal Credit – a payment for those of working age, to help with your living costs if you're on a low income. You could be working (including self-employed or part time) or be out of work;
- Pension Credit - extra money to help with your living costs if you are over the age of 66 and on a low income. Applications for Pensions is online or via telephone
- Disability benefits – extra money to help with additional costs if you have a long term physical or mental health condition or disability
- Carer's Allowance – extra money if you care for someone at least 35 hours a week.
- Child Benefit – extra money to help with the cost of raising a child.

A link to the different types of benefits you could receive can be found [here](#).

If you are in Scotland advice can be found here <https://www.mygov.scot/benefits-support>

### **Applying for Universal Credit online**

You will need to create an account to make a claim. You must complete your claim within 28 days of creating your account or you will have to start again.

To apply online you'll need:

- your bank, building society or credit union account details
- an email address
- access to a phone

You'll also have to prove your identity. You'll need some identity documents for this, for example your:

- passport
- debit or credit card

There are two ways to get help with your Universal Credit claim. You can either call the Universal Credit helpline or use the Help to Claim service. Calls to the Universal Credit helpline are free - Telephone: 0800 328 5644



You can get free support from trained advisers to make a Universal Credit claim. They can help you with things like online applications or preparing for your first jobcentre appointment.

The Help to Claim service is provided by Citizens Advice and is confidential. They will not share your personal information unless you agree. For further information - <https://www.citizensadvice.org.uk/helptoclaim>

The main method of paying benefits is into a bank account by direct credit transfer (called 'direct payment'). This means the money goes straight into a bank account in your name. If you make a claim, you will be asked for details of the bank account you want to use for your benefit.

You can have benefit paid into:

- a standard bank or building society account (for example, a current account)
- a basic bank account (also called an introductory account)

<https://www.gov.uk/apply-universal-credit>

### ***National Insurance Number***

A National Insurance (NI) number is used to make sure your National Insurance contributions and tax are recorded against your name only. This is a code with letters and numbers and never changes.

If you do not have a National Insurance number you can find information on how to get one at: <https://www.gov.uk/apply-national-insurance-number>. When you make an application you will need to give a copy of your passport and proof that you have the right to work. The employer you want to work for will tell you what documents you need to show. When you make an application you will need to give a copy of your passport and proof that you have the right to work. The employer you want to work for will tell you what documents you need to show.

Employers must do Right to Work checks on everyone they hire. Having a National Insurance number is not part of these checks and having a National Insurance number does not prove that someone has a right to work.

## **2.3: Accessing essential public services**

### **Your Local Council**

Whichever area you are placed in, you will be able to access support from your local council. If you are unsure who your local council is, you can search for it using this website: <https://www.gov.uk/find-local-council>.

Precisely how council support is provided does differ depending on which part of the United Kingdom you are staying in but, as a general rule, your local council will be the organisation that will:

- Support you with any short-term arrival needs, which could include provision of small amounts of emergency cash support.
- Conduct safety and welfare checks and inspect the accommodation you are residing in after you have arrived to ensure your safety and welfare.
- Provide you with financial support whilst you wait for payments under the Universal Credit scheme. Pension age guests will have access to State Pension Credit provided they meet eligibility criteria.
- Provide school places for children of school age i.e. between 5 and 16.
- Provide advice and referrals to specialist public health services. These services support you if you have specific needs e.g., mental health services, adult social care, and children's services.
- Support you through providing access to local JobCentre Plus appointments for benefit assessments and job-seeking.
- Support you should you become homeless.
- Support you to integrate into your local communities.

## **2.4: Accessing Healthcare**

### **Registering with a Doctor - a General Practitioner (GP)**

A General Practitioner, commonly known as a GP, is the first doctor you will usually visit for routine health problems in the UK. A GP can offer medical advice, provide a diagnosis and prescribe medicines. They might be your first point of contact for many physical and mental health concerns. The GP practice is also responsible for coordinating and managing your long-term healthcare and they can refer you if you need more specialised hospital services

Everyone has a right to register with a GP and you do not need proof of address, immigration status, ID or an NHS number (you may be asked to provide ID but it is not a requirement). We strongly recommend that you register with a GP as soon as possible after you arrive. You can also register temporarily if you expect to be in an area for more than 24 hours but less than 3 months. If you have ID this can help make sure your name is spelled correctly in your NHS records.

To find your nearest GP service and for more information please see [www.nhs.uk/nhs-services/gps/how-to-register-with-a-gp-surgery](http://www.nhs.uk/nhs-services/gps/how-to-register-with-a-gp-surgery)

You can find out how to register with a GP surgery in Scotland - <https://www.nhsinform.scot/care-support-and-rights/nhs-services/doctors/registering-with-a-gp-practice>

### ***Accessing Medication***

Most GP practices are not co-located with a pharmacy. If your GP wants you to take a particular medication, he or she will provide you with a prescription that you will need to take to your local pharmacy or chemist. The GP surgery will be able to advise you about where you should go to collect your medicine. You can also find information about the location of local pharmacies online at:

<http://www.nhs.uk/Service-Search/Pharmacy/LocationSearch/10>

There is normally a small charge for prescriptions, which you will be asked to pay when you collect your medication at the pharmacy. However, prescriptions are provided free of charge if you meet certain requirements. There is some variation in what prescriptions are provided depending on where in the UK you are living, but in general, your prescription will be free if you are:

- Age 60 or over
- Age 16 or under
- Age 16 to 18 and in full-time education
- Pregnant (or have had a baby in the previous 12 months)
- An inpatient receiving care in an NHS hospital

This list is not exhaustive; free prescriptions may also be available if you have certain specified medical conditions or a continuing physical disability. If you think this may apply to you, you should ask your GP who will be able to provide you with advice.

As well as providing you with any prescribed medication, a pharmacist can also give you free advice on treating minor health problems, such as colds and coughs. Some very common medications, such as painkillers and cough medicines, are available for sale over the counter. You will not need a prescription for these types of medication, but you will have to pay for them yourself.

### ***Access to medical support in an emergency***

If you or a family member has a serious accident or a sudden serious illness you should go to your nearest hospital with an Accident and Emergency department. Emergency treatment at Accident and Emergency services at NHS hospitals is free for everyone.

If it is an extreme emergency, call **999 or 112** and ask for an ambulance to transport you to a hospital. This service is free of charge but should only be used in an emergency. If you are able to do so, you may also make your own way to the **Accident and Emergency** department.

You can find out more information at [www.nhs.uk/nhs-services/urgent-and-emergencycare-services/when-to-call-999](http://www.nhs.uk/nhs-services/urgent-and-emergencycare-services/when-to-call-999).

### ***Walk-in or Urgent Treatment centre***

If you need treatment or advice that is not an emergency, but cannot wait until you next see your GP, you can obtain advice by calling **111**. This is a service operated by the NHS. NHS 111 will be able to refer you to a doctor or to a local Urgent Treatment Centre or provide you other guidance, depending on your circumstances and needs.

In many parts of the country, NHS also provides Walk-In or Urgent Treatment Centres where you can receive treatment for minor injuries such as cuts, sprains and small fractures, or receive urgent medical advice, without having made an appointment. These centres are usually open during daytime hours. You can find your nearest Urgent Treatment Centre here: [https://www.nhs.uk/service-search/other-services/Urgent Treatment Centre/LocationSearch/10022](https://www.nhs.uk/service-search/other-services/Urgent-Treatment-Centre/LocationSearch/10022).

### ***Mental Health Services***

Mental health problems range from the worries we all experience as part of everyday life to serious long-term conditions. We understand that you have been through a very traumatic time and been exposed to a huge mental stress. There are Mental Health Services available throughout the country that can help you if you are struggling. If you, or someone you love, need help this is best arranged through making an appointment with your GP.

If you are struggling but do not want to talk to a GP, there are a wide-range of support organisations that offer helplines where you can talk in confidence to a trained advisor. These include:

- Lifeline 0808 808 8000 - (Textphone :18001 0808 808 8000)
- Samaritans on 08457 90 90 90 to talk to a trained volunteer
- Lifeline - <https://www.lifelinehelpline.info/>
- Mental health organisations
  - Northern Ireland - <https://www.mindingyourhead.info/services>
  - Scotland - <https://www.supportinmindscotland.org.uk/>

- Wales - <https://www.mind.org.uk/about-us/mind-cymru/>
- England - <https://www.mind.org.uk/>

Further information on these and other support organisations and helpline services is available at <https://www.nhs.uk/mental-health/> for England or <https://www.nhsinform.scot/illnesses-and-conditions/mental-health/> if you are in Scotland. To find support in your local area, you can also use the Hub of Hope. You can access some services directly, without going to your GP for a referral first. Please see <https://hubofhope.co.uk/>.

### ***Maternity care and services***

You will be offered free care when you are pregnant and after you give birth. This is likely to be arranged through your GP. Maternity services cover care from the beginning of pregnancy through to sign off by a midwife: this is usually around 10 days after the birth but can be up to 6 weeks postnatally. Midwives ensure that personalised care is provided throughout pregnancy, childbirth and the postnatal period. Much of this care will be provided directly by midwives, who will also coordinate the provision of obstetric or other medical involvement if necessary.

You should contact a GP or midwife as soon as you find out you're pregnant. It's important to see a midwife or GP as early as possible to get the pregnancy (antenatal) care and information you need to have a healthy pregnancy.

You are also entitled to support from a health visitor. A health visitor is a qualified nurse or midwife who has had extra training. They're there to help you, your family and children up to the age of five years old to stay healthy.

Information on all you need to know about pregnancy, labour, birth and NHS maternity services can be found at: <https://www.gov.uk/browse/childcare-parenting/pregnancy-birth>.

For Scotland: <https://www.nhsinform.scot/ready-steady-baby>

### ***Dentistry/dental care and services***

You are entitled to NHS dental care to help keep your mouth, teeth and gums free of pain. If your tooth is painful you should call NHS 111 for Urgent Dental Care Services.

You can search for local dentists and ask to register for an appointment. NHS dentistry is only free by exemption (for example, if you are aged under 18 or in receipt of low income benefits). Costs for dental appointments depend on what treatment you are having. Search for a dentist at <https://www.nhs.uk/nhs-services/dentists/how-to-find-an-nhs-dentist/> and find a breakdown of costs here: <https://www.nhs.uk/nhs-services/dentists/dental-costs/how-much-will-i-pay-for-nhs-dental-treatment/>

Scotland provides free dental checks. You can find a dentist near you - <https://www.nhsinform.scot/care-support-and-rights/nhs-services/dental/receiving-nhs-dental-treatment-in-scotland>

## **Eye Care**

You can make an appointment with any high street optician to have an eyesight test or get help with your glasses or contact lenses. There may be costs unless you are eligible for a free [NHS eyesight test or optical vouchers](#).

Scotland is the only country in the UK to provide free universal NHS-funded eye examinations. These are available to anyone ordinarily resident in the UK and to eligible overseas visitors. In some cases, the NHS will also give an optical voucher towards the cost of glasses or contact lenses - <https://www.nhshighland.scot.nhs.uk/publications/documents/fact%20sheets/guide%20to%20eye%20examinations%20scotland.pdf>

## ***Protection against infectious diseases***

NHS vaccinations are free to everyone and give the best protection to children and adults against infectious diseases such as meningitis, mumps, measles, and rubella. Speak to your GP if you think you or your child have missed any vaccinations and an appointment can be arranged.

## **2.5: Finding a Job and Paying Tax**

### **Finding a job**

We know that many Ukrainians will want to work. You have the right to work as soon as you arrive in the UK. You need to be 18-years-old to work full time.

To look for a job, you can use a free government website called 'Find a Job' - <https://www.gov.uk/find-a-job> to be connected with thousands of employers across the UK. You can search for jobs without an account. But to apply for a job you will need to create an account or sign in.

You can also find a job through the following approaches:

- You will have an individual work coach assigned through your local Job Centre Plus office who can help you find and apply for local employment opportunities.
- Look in local and national newspapers or websites where jobs are advertised
- Register with a recruitment agency
- Visit local companies to ask about jobs

You can also register with job agencies on these websites:

- Indeed - <https://uk.indeed.com/>
- Reed - <https://www.reed.co.uk/>
- CV Library - <https://www.cv-library.co.uk/>
- The Guardian Jobs - <https://jobs.theguardian.com/jobs/>
- Total Jobs - <https://www.totaljobs.com/>
- Monster - <https://www.monster.co.uk/>
- Job Centre - <https://www.gov.uk/contact-jobcentre-plus>

Employers must check that you are allowed to work for them in the UK before employing them. You will be able to use your Biometric Residence Permit as evidence of your immigration status in the UK, including your right to work.

To prove your status digitally to an employer you can use the online service, which is found at: <https://www.gov.uk/prove-right-to-work>

In the UK, workers are entitled to certain employment rights, including the [national Minimum Wage](#).

For more information on Employment rights, do visit:

<https://www.gov.uk/employment-status/worker>

Should you require further assistance in understanding your employment rights, contact your local Citizens Advice Bureau:

<https://www.citizensadvice.org.uk/work/rights-at-work>

### **Getting a job**

To apply for a job, you can send an application form, or a CV ('curriculum vitae' - a list of your qualifications and experience) and a letter with some information about yourself and the job you are looking for.

### **Careers advice**

#### **England**

You can get careers advice and support from the National Careers Service which gives careers information to adults in England – in the community, online and on the phone. Young people aged 13+ can call the telephone number 0800 100 900 for help. There is more information here: <https://nationalcareers.service.gov.uk/>

#### **Scotland**

Skills Development Scotland (SDS) is Scotland's national skills body. The Individual Helpline can be reached on 0800 917 8000 or more information is here: <https://www.skillsdevelopmentscotland.co.uk/>

#### **Wales**

Careers Wales can help you to plan your career, prepare to get a job, and find and apply for the right apprenticeships, courses and training. More information is here: <https://careerswales.gov.wales/>

#### **Northern Ireland**

Careers Service provide careers information, advice and guidance to people living in Northern Ireland. More information is here: <https://www.nidirect.gov.uk/careers-service>

### **Get your professional qualification recognised in the UK**

If you have a professional qualification, you will need to have this qualification officially recognised if you want to work in a profession that is regulated in the UK. It will need to be recognised by the appropriate regulator for your profession. You will need to do this even if you are doing temporary or one-off work.

The UK Centre for Professional Qualifications (UK CPQ) is a free service that can provide you with information to help get your qualifications recognised in the UK. You can look at the UK CPQ website for more information like whether a profession is regulated and the entry requirements: <https://cpq.ecctis.com/>. Or you can ring their enquiry service on 0871 226 2850.

There are over 200 regulated professions in the UK. A list of the regulated professions and the associated regulators is also on the UK Government website: <https://www.gov.uk/government/publications/professions-regulated-by-law-in-the-uk-and-their-regulators>.



## ***Your rights and protection at work***

The UK is proud to extend to you all of the rights and protections in law that we extend to our own citizens.

When you go to work, you have the right to be treated fairly and work in a safe place. You also have the right to be able to work without fear or harassment from your employer, colleagues or customers.

In the UK, when you get a job, you should also get a job contract or a job agreement. The terms and conditions of your work will be in your contract or agreement. Make sure you read this carefully, with an interpreter, if necessary, before you sign. Your employment rights at work - like the minimum amount you should be paid, or whether you're entitled to take paid leave from work for holidays or maternity leave - are determined by your "employment status".

In the UK, we have three main types of employment status:

- **Employees** get all employment rights subject to some conditions (for example, some rights need you to have been working continuously in the same job for a certain amount of time to qualify) and have responsibilities towards your employer.
- **Workers** get certain core employment rights (minimum wage or national living wage, holiday pay and protection against discrimination), but have more flexibility over when, how much, and where they work.
- **Self-employed** workers have no employment rights but have complete flexibility in deciding how and when they work

If you are a worker, you will be entitled to employment rights such as:

- A minimum wage of £8.91 (going up to £9.50 in April 2022) for people aged 23 and over
- Protection against your employer taking money from your wages
- One 20-minute break if you work more than six hours a day
- To work a maximum of 48 hours on average in a week or to opt out of this right if you choose
- Being protected against illegal discrimination
- Being protected if reporting wrongdoing in a workplace
- Being treated the same if you work part-time as someone who works full time

If you are an employee, you may also get:

- Sick pay
- Maternity Pay
- Paternity Pay

- Adoption Pay
- Shared Parental Pay

More detail on employment status can be found at: <https://www.gov.uk/employment-status>.

If you work as an agency worker you will also have rights from the first day of your employment.

If you think you are not getting all your employment rights, you can speak to an organisation called ACAS on 0300 123 1100. They have translators that can help. You can find more information on Employment rights, here: <https://www.gov.uk/employment-status/worker>

Every employer in the country must pay their employees or workers a minimum amount per hour. How much this is, depends on how old you are. Please check <https://www.gov.uk/national-minimum-wage-rates> for the most up-to-date information. The rates increase on the 1<sup>st</sup> April 2022. You can also find out more information at <https://checkyourpay.campaign.gov.uk/>.

### ***Equality and discrimination at work***

Employers must treat everyone fairly at work, and in the way they recruit people for jobs. It is illegal to discriminate against anyone applying for a job or at work on the basis of sex and gender reassignment, race, religion, being married or in a civil partnership, disability, age, sexual orientation or if they are pregnant.

If you think you have been unfairly discriminated against you can get information and support from a website called the Equality Advisory Service: [www.equalityadvisoryservice.com](http://www.equalityadvisoryservice.com)

If you are being forced to work or your employer is not respecting your rights, you can also get advice from the Modern Slavery Helpline by calling 0800 0121 700.

### ***Paying tax***

Your employment status for tax purposes is not the same as your employment status for employment rights purposes. You can use HMRC's employment status for tax tool to check your employment status for tax purposes.

<https://www.gov.uk/guidance/check-employment-status-for-tax>

In the UK the Government (through Her Majesty's Revenue and Customs (HMRC)) collects tax on labour and assets. More information can be found here:

<https://www.gov.uk/government/organisations/hm-revenue-customs>

Taxpayer's income is assessed for tax according to a prescribed order, with income from employment using up the personal allowance and being taxed first, followed by savings income (from interest or otherwise unearned) and then dividends.

You have a responsibility to pay the right amount of income tax. Income tax is a set percentage of your yearly income. If you are employed by someone else, it is often deducted directly from your monthly salary through a system called Pay As You Earn (PAYE).

If you are not employed by a company or another person but earn an income, you have a responsibility to declare that income and pay the right amount of tax. The amount of tax you pay depends on how much you earn. You can check this at <https://www.gov.uk/estimate-income-tax>

For further advice, you can contact HMRC directly, or Citizens Advice, as well as professional accountants.

### ***Paying National Insurance contributions (NICs)***

You pay National Insurance contributions to qualify for certain benefits and the State Pension. You pay mandatory National Insurance if you're 16 or over and are either:

- An employee earning above £184 a week
- Self-employed and making a profit of £6,515 or more a year

More information on National Insurance can be found on the GOV.UK website at: [National Insurance.gov.uk](https://www.gov.uk/national-insurance)

## **2.6: Childcare and Education Services**

Childcare and education provision vary across the different nations that make up the UK.

### **Childcare**

Childcare choices is a useful website to take you through your options - <https://www.childcarechoices.gov.uk/>

#### **England**

You can get help towards childcare depending on your circumstances, including:

- Free childcare places for children aged 3 and 4.
- Extra free childcare if you are working and your child is aged 3 and 4.
- Free childcare if your child is 2 and you are on a very low income.

You may also be able to get money off your childcare bills if you are working or are on Universal Credit.

- For more information, please speak to your local authority or go to: <https://www.gov.uk/get-childcare>

#### **Wales**

You can get help towards childcare including:

- childcare for children aged three and four
- childcare support for parents whilst training or looking for work
- Your local Family Information Service (FIS) provides free advice on childcare.

For more information, please go to: <https://gov.wales/help-paying-childcare>

#### **Northern Ireland**

You can access a specified amount of free childcare for children depending on your circumstances. For more information, please go to:

<https://www.nidirect.gov.uk/information-and-services/parenting-and-childcare/childcare>

#### **Scotland**

In Scotland childcare is free of charge for eligible children. Currently, if your child is three or four years old, you can get up to 600 hours of funded early learning and childcare a year. This is equivalent to 16 hours a week if taken in term time or around 12 hours a week if taken all year round.

The Scottish Government increased the number of hours of funded early learning and childcare to 1,140 hours a year from August 2021. That's about 30 hours a week if taken over school term time or around 22 hours a week if taken all year round. In some areas, the extra hours might already be available so it's best to check with the local authority where you live.

Your child may be able to access funded early learning and childcare earlier than 3 but this is more limited and depends more on local rules. Please speak to your local authority to discuss you and your child's circumstances to see if there is anything available before the universal offer locally.

You can find out more information on early learning and childcare at <https://www.parentclub.scot/>

## ***Education***

### ***England***

In England, children aged 5 to 16 are required to be in full-time education. The local authority supporting you and your family will assist you with accessing this.

This can either be:

- within a free state-funded school
- within an independent school (otherwise known as a private school or public school), which will normally charge fees for your child's education; or
- you can choose to home-educate your child.

Children from the age of four can be enrolled in a local primary school which usually teaches children from the ages of 4 to 11.

Children 11 and older can join a local secondary school which teaches children from the ages of 11 to 16 or 11 to 18. There are sixth form colleges in some areas which teach young-people aged 16 to 18. Please see the 'Further Education' section below for more information.

Contact your local council <https://www.gov.uk/find-local-council> to find:

- state-funded schools in your area
- admissions criteria <https://www.gov.uk/schools-admissions/admissions-criteria> for the schools you are interested in

Detailed guidance on how to apply for a school is at Annex A.

It is likely, when you first arrive in England, that your application will be under the in-year process, so pay special attention to that section of Annex A.

### ***Wales***

Parents and carers should contact the local authority for guidance on applying for a school.

Primary School places - <https://www.gov.uk/apply-for-primary-school-place>

Secondary School places - <https://www.gov.uk/apply-for-secondary-school-place>

### ***Northern Ireland***

Every child aged between four and 16 is entitled to a school place. If your child is eligible for primary or post-primary school, you must apply for their place.

For more information: <https://www.nidirect.gov.uk/articles/applying-school-place>

### ***Scotland***

Scotland provides free school education for all children from the age of around four and a half years old, up to the age of 18.

Your local council is responsible for providing school education in the area you live. You can find full information on applying for all school places and placing requests in <https://www.scis.org.uk/information-for-parents/>

### ***Children and young people with Special Educational Needs and Disability (SEND)***

Most schools and colleges are expected to identify and meet the needs of children with special educational needs and disabilities. Your local council will be able to offer more support and information. You can find your local council here - <https://www.gov.uk/find-local-council>

### ***For Scotland***

Additional Support for Learning (ASL) in Scotland is different to Special Educational Needs & Disability in England (SEND), but your child will still receive support if they need it. <https://enquire.org.uk/>

Additional Support Needs (ASN) are broadly defined, including those which might impact on children from Armed Forces families, such as transitions, interrupted learning and dealing with separation and loss. They can be of short or long-term duration and occur for a variety of reasons. ASN in Scotland includes needs defined as SEND in England.

There is a Scottish advice service for additional support for learning, where you will find useful information about when your child might be entitled to extra support. This can be found at <https://enquire.org.uk/>

### ***Further Education to 19 years old***

Further education (FE) includes any study after secondary education (normally for young people 16 or over) that's not part of higher education - that is, not taken as part of an undergraduate or graduate degree.

All young people in England are required to continue in education or training until their 18<sup>th</sup> birthday and most continue until the end of the academic year in which they turn 18. Local authorities (LAs) have a statutory duty to support 16- and 17-year-olds to move into education and training. You should contact your LA for support in finding suitable education.

As an individual living in the UK under the [Ukraine Family Scheme or the Local Sponsorship Scheme for Ukraine](#) you are eligible to enrol as a student, although colleges (but not state-funded schools) may ask to see evidence of your eligibility.

Further information on Further Education courses and funding is available at: <https://www.gov.uk/further-education-courses>

Further information on Further Education courses and qualifications for 14 to 19-year-olds is available at: <https://www.gov.uk/courses-qualifications>

If you are in Scotland you may wish to contact the Student Awards Agency Scotland (SAAS) for further information on your eligibility and access to funding support: <https://www.saas.gov.uk/contact-us>

### ***Further Education and training for adults***

You can find information on further education courses, including educational courses for adults, at: <https://nationalcareers.service.gov.uk/find-a-course>

If you are aged 19 or over and have entered the UK under the Ukraine Family Scheme or the Local Sponsorship Scheme for Ukraine, you will be able to access adult education, including English for Speakers of Other Languages (ESOL).

Education and training will either be fully funded or co-funded (approximate 50% Government contribution) depending upon your age, prior attainment, and circumstances. Please contact your local provider/college for more information.

### ***Apprenticeships***

An apprenticeship allows you to work and earn money, as an employee, with a contract of employment and holiday leave, while learning and receiving training. It can take between one and six years to complete an apprenticeship depending on which one you choose, what level it is and your previous experience.

Apprenticeships are funded from contributions made by the government and your

employer.

To become an apprentice, you must:

- be 16 or over
- not already be in full-time education
- live in England

If you don't live in England, please see apprenticeship options in Scotland, Wales, and Northern Ireland - <https://www.apprenticeships.gov.uk>

### ***Higher Education***

You usually have to be 18 or older to take a higher education course. Higher Education is provided through:

- universities
- colleges
- specialist institutions like art schools or agricultural colleges

Universities control their own admissions policies and requirements so you should contact the relevant higher education provider you are interested in directly if you have any questions.

You can search and apply for most higher education courses online. Information on UK study options and the application process can be accessed via <https://www.ucas.com/explore/subjects> .

The government plans to announce shortly how people arriving from Ukraine will be able to access funding for higher education.

### ***Qualifications***

The UK European Network Information Centre (UK ENIC, and formerly UK NARIC) provides expert advice on behalf of the UK Government on the comparability of international qualifications, including those from Ukraine to UK qualifications.

UK ENIC has conducted research into the comparable levels of the years of study that precede the full completion of a course of study and are therefore able to issue Statements of Comparability, despite a formal exit qualification not having been completed. This is to help guide schools and colleges on A level enrolment and 16-19 funding exemptions. More information is available at: [www.enic.org.uk](http://www.enic.org.uk)

### ***Teachers from Ukraine***

Teachers from Ukraine can gain Qualified Teacher Status (QTS) in England by completing an accredited course of teacher training in England.



Teachers can also work without QTS in some types of schools known as academies and free schools. Overseas teachers, including those who qualified in Ukraine, can also work in maintained schools without QTS for up to four years. Once working in this way, teachers can complete the assessment-only route in order to gain QTS. There is more information available at: <https://getintoteaching.education.gov.uk/>.

If you are settling in Scotland, Wales or Northern Ireland there are different routes to work as a teacher, details of which can be found here:

<https://teachinscotland.scot> (Teach in Scotland)

<https://educators.wales/teachers> (Educators Wales)

<https://gtcni.org.uk/professional-space/professional-competence/getting-into-teaching> (General Teaching Council NI)

Teaching Vacancies is the official job-listing service from the Department for Education and used by over 17,000 schools to post their teaching roles. You can search for a job at a school or trust in England, save jobs and set up job alerts. You can access Teaching Vacancies at:

<https://teaching-vacancies.service.gov.uk/>

## **2.7: Finding accommodation after your sponsorship ends**

At the end of your six-month sponsorship period, you may need to find alternative accommodation for you and your family.

### ***Renting a home***

You must prove that you have a right to rent property in England. You will be able to use your Biometric Residence Permit as evidence of your immigration status in the UK, including your right to rent in England.

To prove your status digitally to a landlord or letting agent in England you can use the online service, which is found at: <https://www.gov.uk/prove-right-to-rent>

Rented housing can be found through local lettings agents and on property listings websites. The types of privately rented housing available is different across the country.

Letting agents will carry out any referencing checks within the law as they deem appropriate before accepting you as a new tenant. This may include income requirements or the need for a guarantor, dependent upon the decision of the individual landlord. If providing references proves challenging for you, we would encourage you to discuss your personal circumstances with the letting agent or landlord about alternative forms of reference that might be acceptable.

When you find a house or flat you will probably need to pay a deposit. You will then need to sign a 'tenancy agreement'. This is a legal contract between you and the landlord. Your tenancy agreement will set out how much rent needs to be paid and how often, a list of repairs and maintenance that are your responsibility and which are the landlord's responsibility, and any other rules or restrictions e.g. smoking restrictions.

The tenancy will usually be for a fixed period of six or 12 months. The landlord must allow you to stay in the property for a minimum of six months. If you want a longer initial fixed period, you can ask whether the landlord is willing to agree to this. You will be obliged to pay the rent for the duration of the tenancy.

You can find out about your responsibilities and rights as a tenant in the Government's 'How to Rent Guide', which is at: <https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england>

Comprehensive information for tenants about private renting in Scotland can be found in the <https://www.gov.scot/policies/private-renting/private-tenancy-reform/>

For more information about renting a home in the Social Rented Sector:  
<https://www.gov.scot/policies/social-housing/>

### ***Council Tax***

If you move out of sponsored accommodation into privately rented property or a home of your own, you will become liable for paying Council Tax. This is a set amount for the financial year which runs from April to March, and you can pay this monthly. Council Tax is a tax which goes to your local authority for local services such as care, social services, police and local facilities.

### ***Homelessness Assistance***

If you become at risk of homelessness, you should contact your local authority as soon as possible.

Other contact details for support:

- Citizens Advice - <https://www.citizensadvice.org.uk/scotland/housing/finding-a-place-to-live1/if-youre-homeless-or-at-risk-of-homelessness/>
- Shelter - <https://www.shelter.org.uk/>

There are different types of support your local authority could offer you. For example, they may offer you advice, emergency housing, support to find longer-term housing or help so you can stay in your home. The type of help that is offered depends on your eligibility for assistance, if you are in “priority need”, and what caused you to become homeless.

## **Section 3. What to do if things go wrong**

### **Protecting and caring for your children**

The UK takes the welfare of all children very seriously. If you are worried about your child or another child, you can contact:

- National Society for the Prevention of Cruelty to Children (NSPCC) on 0800 800 5000
- Childline on 0800 1111

You can contact us outside of these hours by email at [help@nspcc.org.uk](mailto:help@nspcc.org.uk). It's free and you don't have to say who you are. If you think that a child is at immediate risk of harm, please call the Police on **999 or 112**.

### **Domestic abuse**

Domestic abuse is a serious crime in the UK. Anyone who is violent or abusive towards their partner, spouse or another family member, whether they are a man or a woman, married or living together, or separated can be prosecuted.

Domestic abuse can include a wide range of behaviours and is not limited to physical violence; it can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Domestic abuse can continue and may escalate after a relationship ends so it is important to seek help at the earliest opportunity.

Domestic abuse can have a significant impact on children and young people and families may need support from children's social care to help ensure children are not at risk of harm and to help them to stay safe and address any trauma they have experienced through abuse.

For further information and help:

Freephone 24-Hour National Domestic Abuse Helpline: 0808 2000 247  
or visit (access live chat Mon-Fri 3-10pm)

<https://www.refuge.org.uk/get-help-now/phone-the-helpline>

<https://www.womensaid.org.uk/information-support/>

<https://www.gov.uk/guidance/domestic-abuse-how-to-get-help>

<https://www.citizensadvice.org.uk/family/gender-violence/domestic-violence-and-abuse-getting-help>

### **Emergency services**

#### **Police**

The police are there to help and assist you as part of their role to keep people safe and uphold the law you should not be afraid to approach them if you are the victim of a crime, see a crime happening, or for general assistance; for example, if you are lost.

To report a crime, you should call the following telephone numbers:

- **999** – This is the number to call in an emergency. For example, if you are the victim of an assault or see a crime taking place. Ask for the ‘police’ when you get through. This is also the number to call if you need an ambulance or if there is a fire.
- **112** - is a common emergency telephone number that can be dialled free of charge from most mobile telephones, and in some countries, fixed telephones in order to reach emergency services - ambulance, fire and rescue, police.
- **101** – This is the number to call for less urgent situations. For example, if your property has been damaged.

If you are not satisfied with the service you have received from the police, you can complain directly to the police unit or office in question or the Independent Office for Police Conduct, which is responsible for overseeing the system for handling complaints made against police forces in England and Wales, or the Police Investigations and Review Commissioner in Scotland. The role of these institutions is to impartially, independent of the police, investigate conduct and behaviour.

### ***Reporting war crimes from Ukraine***

The Metropolitan Police is supporting the International Criminal Court (ICC) investigation regarding possible war crimes, genocide and crimes against humanity in Ukraine. If you have personally experienced or have witnessed any crimes, further information can be reported to the War Crimes Team in the Metropolitan Police.

[Report a war crime | Metropolitan Police](#)

### ***Fire***

If you need to report a fire you should call **999**.

## **Section 4: Legal Rights and Responsibilities**

### ***Rights and freedoms***

Every person in the UK has the same basic human rights and freedoms, which are protected in law. These underpin how people live in the UK. For example:

- Every person has a right to liberty.
- Every person has freedom of thought and the right to practice their religion.

However, it is illegal if, as part of this, you take part in activities which break UK laws. It is against the law to discriminate against or persecute someone because of their beliefs.

### ***Values and responsibilities in the UK***

Based on the rights and freedoms protected in law, everyone living in or visiting the UK is expected to adhere to a set of shared values and responsibilities:

- Respect and obey the law
- Respect the rights of others, including their right to their own opinions
- Treat others with fairness

### ***Being a victim of crime***

We are confident that Ukrainians who choose to make the UK their home, and move here with their families, will be welcomed and able to integrate.

Targeting someone because of their race or other characteristic is completely unacceptable and should not be tolerated and we encourage anyone who suffers hate crime, or receives a serious threat against them to report it to the police, either by calling **101**, **999** or **112** in an emergency or online at [www.report-it.org.uk](http://www.report-it.org.uk). People should be able to live their lives free of harassment and fear.

If you are in Scotland, you can report it online at <https://www.scotland.police.uk/contact-us/reporting-hate-crime/>

## **Section 5: Life in the UK**

### **Your local neighbourhood**

Cities and towns will have a local post-office, pharmacy, supermarkets and food shops that cater for a range of tastes.

Your local neighbourhood may have local parks and libraries, which are both free to use for everyone. There may also be an inexpensive leisure centre or gym where you can play sport or exercise. Libraries offer:

- Free access to computers and wifi
- Free access to materials to learn English, and access to physical and online resources in other languages
- Free activities and reading resources for children and families
- Trained workforce who can help with access to information and resources
- Signposting to local education, health and wellbeing services
- Signposting to other Council services
- Signposting to community organisations and resources

### **Money**

The currency in the UK is the Pound Sterling (£). £1 (one pound) = 100p (100 pennies, or pence).

### **Population**

The UK is a multi-ethnic, multi-cultural country committed to the values of freedom, liberty, the rule of law, and mutual respect, where people from all backgrounds live and work together. It has a population of around 66 million and its cities, in particular, are renowned for their diverse communities.

### **Places of worship**

The largest religion in the UK is Christianity, with 33.2 million people (59% of the population). The second largest religion is Islam, with 2.7 million people (5% of the population). Around a quarter of the UK population practise no religion.

Many newcomers to the UK have found great support, comfort and new friends through their place of worship. Groups like the Inter Faith Network for the UK (<https://www.interfaith.org.uk/>) may help you to find a place of worship such as a local church, mosque or Buddhist temple.

The Ukrainian Catholic Eparchy of the Holy Family of London [Ukrainian Catholic Eparchy of the Holy Family, London \(ucc-gb.com\)](http://ucc-gb.com) can provide information on Ukrainian Catholic churches across the UK.

### **Languages**

The UK uses British spelling. There are many different regional accents across the UK. English is spoken in all regions of the UK. Welsh is also widely used and taught in Wales and there are other recognised regional languages such as Scots Gaelic, Scots, Irish/Gaelic and Cornish.

### ***Weekends & public holidays***

The UK weekend falls on Saturday and Sunday when most offices close. Banks and post offices are usually open Monday-Friday and on Saturday morning, but close on Saturday afternoon and Sunday. However, most shops and restaurants remain open on Saturday and for much of Sunday.

There are a number of public holidays throughout the year: <https://www.gov.uk/bank-holidays>. Some apply across the entire UK and some are specific to England, Wales, Scotland and Northern Ireland. Most businesses close, but shops, restaurants and leisure facilities usually remain open.

### ***Local Government***

In the UK, local government is responsible for a range of vital services at a local level. Councils (also known as local authorities) are responsible for children's and adult social care, schools, housing and planning and waste collection, as well as services such as licensing, business support, registrar services and pest control. In Northern Ireland, these functions will be delivered by the Northern Ireland Executive and District Councils.

Councillors represent and work with local people and partners, such as local businesses and other organisations, to agree and deliver on local priorities. The decisions are implemented by permanent council staff and council officers. You can also contact your councillors if you have any local issues you feel that they can raise on your behalf: <https://www.gov.uk/find-your-local-councillors>

Further information on how to find your local council is available at: <https://www.gov.uk/find-local-council>

### ***Public transport***

There is an extensive train and bus network across the UK, particularly in cities and urban areas.

For national trains or buses, tickets are usually much cheaper if bought in advance. You can find out more information on the national rail website: [www.nationalrail.co.uk](http://www.nationalrail.co.uk).

You don't need to show identification to travel within the UK unless you are travelling by plane.

### ***Driving***

You must have both a full driving licence and in date motor insurance to drive a vehicle on UK roads.



If you have a full driving licence issued in Ukraine, you may use this licence to drive small vehicles (such as motorcycles, cars, and vehicles up to 3500kgs or with up to eight passenger seats) for up to a year in the UK. The licence must cover the vehicle being driven and must still be valid.

To continue to drive after this, you must obtain a provisional driving licence and pass a UK driving test before the 12 months ends - <https://www.gov.uk/apply-first-provisional-driving-licence>

Applicants for a provisional driving licence will need to complete a D1 application form available from Post Offices: <https://www.postoffice.co.uk/>, or from the Driver and Vehicle Licensing Agency <https://www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency>, and send it together with supporting documentation including proof of identity and proof of lawful residency. If the document(s) you provide is not in English, you will need to provide a translation that has been issued in the UK and signed by an official translator belonging to the Institute of Linguists or the Institute of Translation & Interpreting. A translator who is employed by a recognised Translation company or a member of the Association of Translation Companies is also acceptable. More details can be found here: [Association of Translation Companies - Homepage \(atc.org.uk\)](https://www.atc.org.uk/)

If you took your driving test in a country other than Ukraine, different rules may apply. Further information is available at <https://www.gov.uk/exchange-foreign-driving-licence>

## ***Annex A: Applying for a School place in England***

### **Introduction**

Those children of families we have welcomed to the UK under the Ukraine Family Scheme or the Local Sponsorship Scheme for Ukraine are entitled to a school place.

If you live in England you are required to ensure that any of your children aged 5 but under 16 receive a full-time education.

Children will normally begin to attend school, full-time, in the September after their fourth birthday but you have the option of taking up a place part-time until the start of the term<sup>1</sup> immediately after the child turns 5. Alternatively you can keep your child at home or in nursery while they are 4 and apply for your child to start school from the start of the term following their 5<sup>th</sup> birthday – although your choice of school may be more limited.

It is likely, at least in your first year in England, that you will need to apply for ‘in-year’ admissions.

### **Applications outside the normal admissions timeframe – ‘in-year’ admissions.**

The majority of applications from families moving to the UK from Ukraine, at least in their first year in England, are likely to be what are called ‘in-year’ admissions.

An in-year admission is:

- an application for reception<sup>2</sup> or year 7 after the start of the school year; or
- an application for any other year group at any time.

There should be an application form for in-year places on [your local authority](#) website.

Although some schools will have places available throughout the year, your choice of school is likely to be limited by the fact that some of the most popular schools will be full when you are applying.

You can obtain information on which schools have places still available from the local authority within which the schools are located.

You will need to ask the local authority whether you should apply directly to the school or to the local authority in which the school is located as this differs from area to area.

### **The co-ordinated admissions process.**

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<sup>1</sup> Terms: the school year is normally divided into 3. Although dates may vary from area to area, Autumn Term will begin after 31 August, Spring Term after 31 December and Summer Term after 31 March. Each term normally includes a short half-term break with a longer break between terms. The longest break is normally about 6 weeks between the end of Summer Term and the start of the next school year.

<sup>2</sup> Reception is normally for children who are already aged 4 at the start of the school year (September) and year 7 is normally for children who are already 11 at the start of the school year.

For applications for schools in the normal admissions round, there is a process called the 'co-ordination of admissions' run by the local authority ('LA') where you live to allocate children school places. You can find your home LA [here](#).

This process will only apply in the following circumstances<sup>3</sup>:

- if you are applying for a place in reception for a child who will be 4 or 5 the following September and you can apply for a school place by 15 January at the latest; or
- if you are applying for a place in-year 7 for a child who will be 11 the following September and you can apply for a school place by 31 October at the latest.

You apply for places to your home local authority on the common application form<sup>4</sup> which it will publish on the 'school admissions' or 'schools' section of its website. You can express a preference for any schools but in general, the closer to your home a school is, the better chance you have of being offered a place there.

You will be offered your highest available preference by your home local authority. If you cannot be offered any of your preferences, you will be offered an alternative school which has vacancies.

The local authority will send out offers of places on the following dates:

- secondary – 1 March;
- primary – 16 April.

The co-ordinated process, with the local authority offering places in the above year groups, continues until 31 August for late applicants and those who cannot be offered a chosen school on the dates above.

### **How are places allocated?**

Whether you apply for a place in-year or in the normal admissions round, each school has only a finite number of places available. If there are more applicants than places available, the school must apply its published admission arrangements in order to determine who is admitted. [Here](#) and [here](#) are a couple of examples of an admission policy. You will see the admission number and the criteria the schools use to prioritise children in these documents.

### **What admission authorities may request before offering a place.**

School admission authorities may ask for evidence of your address with your application. This is important because some schools operate catchment areas (prioritising children for admission who live close to the school) and distance from home to school is also often used as a first tie-break to determine who is offered a place.

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<sup>3</sup> If you cannot apply by these dates but want a reception or year 7 place for the following September, you should speak to the local authority about how you should apply, but please do so at the earliest opportunity.

<sup>4</sup> All parents seeking a place during the co-ordinated admissions process must fill in this form.

Schools with a religious designation (e.g. Church of England, Catholic, Jewish, Muslim etc) may prioritise children for admission based on the family's religion. Admission authorities for these schools may ask you to complete a supplementary application form to ascertain whether you are a practitioner or member of the relevant faith group.

Schools may ask for evidence of your child's date of birth once a place is offered.

### **What to do if you do not get the school you want**

You might not be offered a place at your chosen school.

If you are refused a place, you can ask the admission authority for the school to place your child on the school's waiting list if it has a waiting list at that time. Your child can attend a school and remain on other schools' waiting lists in case a vacancy arises.

Whenever you are refused a place, the admission authority for the school must offer an appeal. The appeal panel is independent of the school. Guidance for parents on the appeals process is set out [here](#). You can ask someone to represent you at the appeal or you can present your own case.

Appeals can be held virtually rather than in person. Advice is set out [here](#).

You can appeal for a preferred school which has refused to admit your child even if your child is attending a school already.

### **Choosing a school**

There are a number of resources which parents can use to help them choose a school.

You can search for schools near your home by searching on '[Get information about schools](#)'. You can filter your search by distance from your address and type of school.

Each local authority also publishes an admissions guide on its website listing all local schools<sup>5</sup>.

You may find it useful to compare the performance of the schools you are considering by looking on the [compare school performance website](#). If you want to look at this in more detail, all but the very newest schools will have an Ofsted inspection report, and you can search for these on [this website](#).

### **Applying for a sixth form place**

Sixth form study is normally undertaken by young people aged 16 and over.

Such post-16 study will be offered by:

- some schools,

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<sup>5</sup> These are two examples of local authority admissions websites <https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-admissions/> and <https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx>

- sixth form colleges; or
- colleges of further education.

The National Careers Service maintains a [website](#) which sets out which post-16 courses are offered by individual schools and colleges.

The '[Get information about schools](#)' website will show you which local schools provide for young people aged 16-18. You should then search on their websites for how to apply and for any deadlines for applications. The deadlines [set out above](#) won't apply to sixth forms.

Most places will be allocated before the start of the school year. The same will normally apply to sixth form colleges but local colleges of further education are likely to offer places throughout the year, depending on course availability.

### **Types of state funded school**

There are a wide range of state-funded schools in England. What they all have in common is that they will deliver a broad and balanced education for your children, although the small number of University Technical Colleges (UTCs) and Studio Schools will offer a more vocationally-oriented education, mainly for children aged 14 and over.

The 163 grammar schools will offer an education targeted towards the most academically able children. Your children will need to pass a selection test to be considered for admission. These are administered by the admission authority for the individual school, or the local authority. Not every area has a grammar school.

The most common form of secondary school (nearly 3,200) are comprehensive. They educate children of all abilities. Every one of the (just under 17,000) primary schools educate children of all abilities.

Schools with a religious designation can be primary, comprehensive or grammar schools.

## ***Annex B: Quick Guide to Key Services***

### **Introduction**

The United Kingdom is home to a broad range of various opportunities, this list will help you link up to some of the key services to help you navigate and adjust to life in the United Kingdom.

You should note that these lists are **not exhaustive**, and there are more options available if you do not feel the lists below meet your needs.

### **National Health Service (NHS)**

If you are in need of urgent health and care services, you should always call **999 or 112**. This is when someone is seriously ill or injured and their life is at risk.

In cases where you are in need of urgent medical attention, and you are unsure of what do to, you should dial 111.

You should always attend an A&E (Accident and Emergency) department in cases where you are seriously concerned about your or someone's health.

### **England**

You can find your nearest A&E department using this link:

<https://www.nhs.uk/service-search/other-services/Accident-and-emergency-services/LocationSearch/428>

For less severe cases, you can always use the NHS website (<https://www.nhs.uk/>) which lists a range of medical issues with potential treatments.

To register with a General Practitioner (GP), you will need to identify a GP practice within your local area and register with them directly. You can do so by using this link: <https://www.nhs.uk/service-search/find-a-gp>.

### **Scotland**

Healthcare in Scotland is provided by Scotland's public health service, NHS Scotland consists of 14 regional NHS Boards who are responsible for the protection and improvement of their population's health and for the delivery of frontline healthcare services. You can find more information on NHS Scotland at <https://www.scot.nhs.uk/>

### **Wales**

Your nearest A&E - <https://111.wales.nhs.uk/localservices/?s=Hospital&pc=n>

Your nearest services - <https://111.wales.nhs.uk/>

## Northern Ireland

Emergency healthcare - <https://www.nidirect.gov.uk/articles/emergency-healthcare>

More information about health services - <https://www.nidirect.gov.uk/information-and-services/health-and-wellbeing/health-services>

## Reporting a Crime

In any cases where you feel you are in any immediate danger; you should always call 999.

If you have witnessed or been victim of a crime, you should report it to the Police by calling 101 or if you live in England you can report it online using this link:

<https://www.police.uk/pu/contact-the-police/report-a-crime-incident/>

If you would like to report a crime anonymously, you can do so to Crimestoppers by calling them on 0800 555 111 or by using their website: <https://crimestoppers-uk.org/>.

## Banks

You should always endeavour to do your own research and find a bank that meets your specific needs. The following list is a range of suggestions, but there are many other options available.

HSBC	0345 740 4404	<a href="https://www.hsbc.co.uk/">https://www.hsbc.co.uk/</a>
Barclays	0345 734 5345	<a href="https://www.barclays.co.uk/">https://www.barclays.co.uk/</a>
Lloyds Banking Groups	0345 300 0000	<a href="https://www.lloydsbank.com/">https://www.lloydsbank.com/</a>
Santander	0800 912 3123	<a href="https://www.santander.co.uk/">https://www.santander.co.uk/</a>
Natwest	03457 888 444	<a href="https://www.natwest.com/">https://www.natwest.com/</a>
Royal Bank of Scotland	0345 724 2424	<a href="https://www.rbs.co.uk/">https://www.rbs.co.uk/</a>

## Finding a Job

The United Kingdom has ample opportunities for jobs, and you are sure to find a job that suits your skillset. You can use the GOV.UK website to find a job that matches what you may be looking for, but you should note that there are other options to find jobs available.

This is for England, Scotland, Wales. NI is:

<https://www.jobcentreonline.com/JCOLFront/Home.aspx>

## Early Education and Childcare

In the United Kingdom, you will have access to various support to help you with childcare.

- If you are residing in England, you can look for these services using this link: <https://www.gov.uk/find-free-early-education>
- If you are residing in Scotland, you can find out more information on early learning and childcare at Parent Club - <https://www.parentclub.scot/>
- If you are residing in Wales, you are look for these services using this link: <https://www.childreninwales.org.uk/in-your-area/family-information-services/>
- If you are residing in Northern Ireland, you are look for these services using this link: <https://www.nidirect.gov.uk/information-and-services/parenting-and-childcare/childcare>

## **Children and Young People’s Services**

If you are concerned about your child’s overall development and wellbeing, and you think they may need some extra support, you can use the NHS website for further information and the support that is available: <https://www.nhs.uk/conditions/social-care-and-support-guide/caring-for-children-and-young-people/children-and-young-peoples-services/>.

Citizens Advice Bureau is an organisation which can provide you with confidential information to help you with any legal, debt, consumer, housing and many other problems in the United Kingdom.

You can use this link to access their services: <https://www.citizensadvice.org.uk/>

## **Citizens’ Advice Bureau**

This network of independent charities offers confidential advice online, over the phone, and in person, for free for any problem

You can use these links and telephone numbers to access their services:

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

England: 0800 144 8848

<https://www.citizensadvice.org.uk/wales/>

Wales: 0800 702 2020

<https://www.citizensadvice.org.uk/scotland/>

Scotland: 0800 028 1456

<https://www.citizensadvice.org.uk/about-us/northern-ireland/>

These agencies are independent from Citizens Advice, but they can still give you advice.



Office	Phone	Online
<b>Community Advice Antrim &amp; Newtownabbey</b> <ul style="list-style-type: none"> <li>Farranshane House, 1 Ballygore Road, Antrim</li> <li>Dunanney Centre, Rathmullan Drive, Newtownabbey</li> </ul>	028 9590 6505	<a href="#">Website</a> <a href="#">Facebook</a> <a href="#">Twitter</a>
<b>Community Advice Ards &amp; North Down</b> <ul style="list-style-type: none"> <li>Hamilton Community Hub, 39A Hamilton Road</li> <li>Queen's Hall, Sullivan Close, Holywood</li> <li>75 West Street, Newtownards</li> </ul>	0300 123 9287	<a href="#">Website</a> <a href="#">Facebook</a>
<b>Community Advice Armagh</b> <ul style="list-style-type: none"> <li>9 McCrums Court</li> </ul>	028 3752 4041	<a href="#">Facebook</a>
<b>Community Advice Banbridge</b> <ul style="list-style-type: none"> <li>77 Bridge Street</li> </ul>	028 4062 2201	<a href="#">Facebook</a> <a href="#">Twitter</a>
<b>Advice Space (Belfast)</b> <ul style="list-style-type: none"> <li>Merrion Business Centre, 58 Howard Street</li> <li>The Arches Centre, Holywood Road</li> <li>40-44 Duncairn Gardens</li> <li>Unit 2 The Spectrum Centre, Shankill Road</li> <li>208 Andersonstown Road</li> <li>77a Springfield Road</li> </ul>	0300 123 3233	<a href="#">Twitter</a>
<b>Community Advice Causeway</b> <ul style="list-style-type: none"> <li>1-5 Brook Street, Coleraine</li> </ul>	028 7034 4817	<a href="#">Facebook</a>
<b>Community Advice Craigavon</b> <ul style="list-style-type: none"> <li>Mount Zion House, Edward Street, Lurgan</li> <li>Portadown Health &amp; Care Centre, Tavanagh Avenue</li> </ul>	028 3836 1181	<a href="#">Facebook</a>
<b>Community Advice Fermanagh</b> <ul style="list-style-type: none"> <li>Fermanagh House, Broadmeadow Place, Enniskillen</li> </ul>	028 6632 4334	
<b>Community Advice Lisburn &amp; Castlereagh</b>	028 9266 2251	<a href="#">Facebook</a>

Office	Phone	Online
<ul style="list-style-type: none"> <li>• Bridge Community Centre, 50 Railway Street, Lisburn</li> </ul> <p><b>Mid &amp; East Antrim Community Advice Services</b></p> <ul style="list-style-type: none"> <li>• 4 Wellington Court, Ballymena</li> <li>• Unit 1, 11 Antrim Street, Carrickfergus</li> <li>• 2 Station Road, The Market Yard, Larne</li> </ul>	028 9600 1333	<a href="#">Website</a> <a href="#">Facebook</a> <a href="#">Twitter</a>
<p><b>Community Advice Newry Mourne &amp; Down</b></p> <ul style="list-style-type: none"> <li>• Ballymote Centre, 40 Killough Road, Downpatrick</li> <li>• Ballybot House, 28 Cornmarket, Newry</li> </ul>	0300 3030 306	<a href="#">Website</a> <a href="#">Facebook</a> <a href="#">Twitter</a>
<p><b>Advice North West</b></p> <ul style="list-style-type: none"> <li>• Embassy Court, 3 Strand Road, Derry</li> <li>• Spencer House, 14-21 Spencer Road, Derry</li> <li>• 17 Dock Street, Strabane</li> </ul>	0300 303 3650 028 7136 2444 028 7134 2536 028 7138 2665	<a href="#">Facebook</a>