Queen Elizabeth II Admissions Policy

SCHOOL AIM

- To enable the individual to achieve his/her maximum potential by providing an appropriate teaching and learning environment and a curriculum which is innovative, creative, flexible, stimulating and relevant to the individual
- To provide equal opportunities for all, that respect the individual's right to make choices
- To ensure the individual's educational placement is appropriate and responds to his/her needs
- To develop independence, confidence and self-esteem
- To promote and share a pride in achievement
- To work in partnership to support our families
- To prepare the student for a smooth transition to adult life
- To be a respected part of our local community

Starting or changing school can be difficult for children and their families. It is our intention and hope that the way we arrange for children to come to QEII School will make this time of change less threatening and beneficial to all.

NEW PUPILS ADMISSIONS

Parents and carers will be invited to visit QEII prior to admission to be shown around the school and for information to be shared. There will be opportunity to observe activities in class and talk to staff as well as speak to the Head of department or Head teacher in order to share information. If following this discussion it is felt that QEII is a suitable placement and places are available, they will be asked to contact the Local Authority.

Where appropriate a member of staff will visit the child in an existing placement, for example local playgroup or school and an invitation will be extended to appropriate staff, who have worked with the child, to visit the school.

NOTE

It must be remembered that the LA is the Admissions Authority and not the school.
Once the authority have agreed the place, parents will be given an admissions pack to return to the school office.

TIMES

The school day is from 8.50 am until 3.00 pm.

TRANSPORT

Most pupils under 7 years of age living further than 2 miles from the school and 3 miles for those over 7 years of age will be entitled to transport to and from the school (separate eligibility criteria is available on request) Parents will be informed if they will have school transport for their child when they are offered a place at the school.

It is the parent / carers responsibility to inform transport if the child is unwell, not attending school for any reason or if alternative arrangements have been made with the school on a particular day. Parents may prefer to transport their child themselves.

HOME / SCHOOL LIAISON

Parents will be given an e-schools log in in order to be able to communicate with school. The class teacher will write on e-schools at the end of most days, with information about the child's day. There is also general class information which is regularly updated. Parents are encouraged to write information about the child at home. Teachers can be contacted by phone before or after school.

EQUIPMENT

Pupils will require:

- Nappies / Pads, if necessary, (most parents prefer to send in a bag and we let them know when more are needed).
- Change of clothes, in case of accidents, spillage, over enthusiasm with paint etc.
- Any medication. Please complete form in school office
- Specialist food/drink.
- Specialist equipment, leg splints etc
- Swimming costume and towel (when required).
- Sun cream and hat from April onwards. Please apply before sending your child to school. It will be reapplied by staff as required during the school day, with parental permission. Sun cream must be a minimum of SPF30 and in the original bottle, clearly labelled with the child's name. We will encourage pupils to learn to apply sunscreen independently.

DINNERS / DINNER MONEY

Pupils may have school dinners at a cost of £2.30 per day payable half-termly in advance.
Families on Income Support or Income-based Jobseeker's Allowance (not Family Credit) may be eligible for free school dinners; claim forms are available from the School Office.
There is always a choice of two meals and special diets can be catered for within reason.
Pupils may bring in a packed lunch if preferred.

USEFUL INFORMATION FOR WILLOWS CLASS

Pupils will be admitted to the Early Years class for an agreed number of sessions, which may be full or half days. Parents/carers will be encouraged to leave their child from the outset in order for them to settle and become used to the new routine.

Children may be admitted to the Nursery at any time after their second birthday.
The number of days attended will be arranged on an individual basis as appropriate to the individual, building to 5 full days by the term of the child's 5th birthday. Pupils may attend half days only if their parents/carers prefer. Attendance should reflect the needs of the child and the family and is therefore open to discussion.