



Queen Elizabeth II Silver Jubilee School Admissions Policy - School

Effective from:	September 2023
Signed by:	Helen Elphick
Reviewed:	September 2025
Next review date:	September 2026

OUR SCHOOL AIMS

- To enable the individual to achieve their 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 their needs.
- To develop independence, confidence and self-esteem.
- To promote and share 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.

ADMISSIONS CRITERIA

For a pupil to be admitted to QEII School following a parental request, the Headteacher and LA must be confident that QEII School is the right place to successfully meet the students SEND.

A place will therefore only be offered when the following three overarching principles are met:

1. QEII School will be considered to be a suitable place of Education if the pupil's individual SEND is sufficiently significant: The pupil has a learning difficulty as assessed by an Educational Psychologist which places the student in a category of Severe or Profound & Multiple Learning Difficulty.
2. The student's admission should not adversely affect the educational progress of any other student at QEII School. A pupil will be considered for admission unless their SEND and/or behaviour is likely to cause persistent disruption of other pupil's learning, or put other pupils at risk of emotional or physical harm, and that the school believes that despite the implementation of all reasonable modifications to the curriculum and learning environment, such difficulties would not be managed successfully within school resources.
3. That a place is available within a suitable group or setting. If a suitable place is not available, either within an appropriate peer group or as a result of the school having reached agreed capacity levels (i.e. all planned places taken) and additional admissions would be detrimental to the health and safety of current pupils, a pupil would not usually be admitted.

NURSERY ADMISSIONS – Please also see our Nursery Admissions Policy

Criteria for allocating places:

- Children have, or are in the process of, an Education and Health Care Plan (EHCP) assessment (a discussion will take place between parent/carers and school if a child is not granted an EHCP)
- Children have been through SEND under 5 panel
- Where possible, children live within the catchment area.
- Children have had their second birthday the previous term.

If, following a visit and discussion, it is felt that QEII School is a suitable placement, and places are available, the school will be in contact with the parents/carers to offer them a nursery place.

Children will be offered two sessions initially; this will be increased to 3 sessions either when the child turns three or when it has been agreed with parents and school that the child will manage an increased amount of time at nursery. The session will be agreed with parents and can either be a full day or half day. 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 at our nursery often attend a mainstream nursery as well. We encourage children to have a dual placement and will liaise with the other nursery placement.

Children who attend QEII School Nursery will not automatically join QEII School in Reception Year.

The year children are eligible to start school in Reception, parents/carers will be required to follow the application process for starting school from West Sussex, this is an online application.

RECEPTION ADMISSIONS

All requests for a place at QEII School should be made by the parent (or carer with parental authority) in writing to the LA SEN Team (**See Appendix 1 for contact details**) before the end of October in the child's final year of nursery education. Places for September entry into Year R will be initially discussed at a 'Considerations Meeting' held at the school in November, and pupils will only be accepted for a place following agreement between the Headteacher and the LA SEN Team. Admission into Year R will be considered for any pupil who meets the admission criteria of age and SEND, who is transferring from any nursery school, including QEII School nursery or from a West Sussex mainstream nursery. Priority will be given to pupils in the local area. Places for September entry will usually be agreed by February.

Parents and carers are invited to visit QEII School prior to application to be shown around the school and for information to be shared. There will be an opportunity to observe activities in class and talk to staff as well as speak to the Headteacher or Assistant Heads in order to share information. If, following this discussion, it is felt that QEII School 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 QEII School.

IN YEAR ADMISSIONS

QEII School will accept referrals for any suitable pupil to be considered for admission at any time. The admissions criteria as detailed above will apply.

Parents wishing to make such a referral should contact the school for a visit and discussion with the Headteacher before contacting the LA and making a written request for a place. However, parents should be aware that the school has never been under-subscribed and so there are only very rarely planned places available for 'in year' admissions (**see admissions criteria 1-3**).

For pupils admitted during the school year, an individual preparation and transition programme will be discussed and agreed with parents. This would usually involve a mix of visits and part-time 'taster' sessions; the length of this preparation will depend on the pupil's confidence and motivation, and a judgement of how well and how quickly, they are likely to settle into the school. Parents should be aware that in some cases a carefully planned transition period of part-time attendance may be required before the student attends full-time.

ADMISSION INTO QEII COLLEGE

The College offers specialist provision for students at post 16 for whom a placement at a Community College of Further Education would not be suitable. The decision on the offer of a place at QEII College for each individual student, will follow close collaboration and communication with parents leading to an agreed decision at the Year 11 Annual Review, usually held in the second Autumn half term. The Headteacher has the final decision regarding admissions into KS5.

The basis for this decision will take account of the 3 main admission criteria (**see above**) and consider the best interests of the pupil at this stage in their education.

Places at QEII College are prioritised for suitable students who are on roll at QEII School during Year 11. If there are spaces vacant after all existing QEII students in Yr 11 & their parents have had the opportunity to discuss and make decisions on their post 16 options, then these will be offered to students from other Yr 11 educational settings. The guidance, as set out above, will be applied when making decisions about the admission of students into FE from other educational settings. The provision in QEII College is available for a one, two or three year placement. For some students the offer of a place will be made with a clear recommendation about length of placement; for others it will be left open and discussed with parents on a termly basis.

NOTE

It must be remembered that West Sussex County Council (the Local Authority) is the Admissions Authority for QEII School and not the school.

Students can only be referred if they have a current Education Health and Care Plan (EHCP), and the parents have expressed a written preference to the LA for their child to attend QEII School.

Students will be admitted up to a total on roll number ("planned places").

Once the local 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 for those coming on school transport and 9.00 am until 3.10 pm for those being transported by parents / carers.

TRANSPORT

If the LA agrees to place a pupil at QEII School, they will be responsible for funding and providing home-school transport so long as the pupil:

1. lives more than 3 miles from the school and
2. is not capable of independently using public transport

Spare seats on school transport vehicles which are offered to pupils who do not qualify for assistance are called 'concessionary seats'. There is a charge to parent/carers for concessionary seats.

Transport arrangements can be discussed by contacting the West Sussex County Council Transport Team. Contact details are provided in **Appendix 2**.

The decision of the allocation of transport or concessionary seats do not come under the jurisdiction of QEII School, and all parental queries should be raised with the Transport Co-ordination Team or Post 16 Team for FE students.

Transport arrangements for students from other placing authorities who live outside of West Sussex will be the responsibility of that placing authority.

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 a form from the 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.

SCHOOL LUNCHESES

- Pupils may have school lunches. Please ask the school office for the cost per day. These are 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.

Appendix 1

Matt Clark
Team Manager
Adults & Children (Special Educational Needs)
West Sussex County Council
Sussex House
Crane Street
Chichester
West Sussex
PO19 1LJ
Tel 01243 752890
Email: matt.clarke@westsussex.gov.uk

Appendix 2

Transport Coordination Group
County Hall
West Street
Chichester
West Sussex
PO19 1RQ
Phone: 01243 753530
Fax: 01243 777946
Email: school.transport@westsussex.gov.uk