# Queen Elizabeth II Admissions Policy

**Effective from:** ***September 2019***

**Signed by:** Helen Elphick

**Reviewed and updated: 16/09/20 30/09/21** **Next review date:** ***September 2022***

***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 need to contact the school office to arrange for a visit. They will be shown around the school by a senior member of staff giving them an opportunity to ask questions and 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.

There is a video of the school, made by our media studies students, on the school website.

If it is felt that a child may be suitable a visit will try to be arranged for us to visit the child in an existing placement, otherwise a phone call will take place between us and the child's current placement.

***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.

Parents can also access their child's progress record (timeline) on Earwig. A log in for this will be generated once they are enrolled at the 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 £2.35 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 BEACHCOMBERS 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.