



Queen Elizabeth II Silver Jubilee School Admissions Policy - Nursery

Effective from: September 2023

Signed by: Helen Elphick

Reviewed: September 2025

Next review date: September 2026

NURSERY 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 be a respected part of our local community.

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.

Nursery Admissions

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, the school will be in contact with the parents/carers to offer them a nursery place for their child.

The Nursery Teacher will contact the parents to make arrangements for a home visit and to fill out admission forms.

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 school. 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.

There will be ongoing discussions between the class teacher and the family about the child's progress in nursery and to discuss strategies that are appropriate for each child to help them make progress, including how often they attend nursery.

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.

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. Children who attend QEII Nursery will not automatically join QEII School in Reception Year. The applications will be considered by West Sussex and taken to a considerations panel at QEII School. Children will not be considered to join QEII School if they do not have an EHCP in place. QEII School do not offer the option to defer school entry as we are an SLD school and cater for all our children's needs.

TIMES

The Nursery Day is from 9.15am until 3.15pm.

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 about what the children have done at school on the class page at the end of the day. The class teacher will update parents with anything specific about their child they need to know as and when necessary. Parents are encouraged to write information about the child at home. Teachers can be contacted by phone before or after school.

Parents will also be given an Earwig log in. The class teacher will post an observation on Earwig at least once a week to enable parents to see what activities their child is involved in at school.

EQUIPMENT

Pupils will require:

- Nappies (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), parents will be informed when swimming takes place
- 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.

SCHOOL LUNCHES

- 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.

TRANSPORT

Transport is organised through the SENAT team. West Sussex County Transport for nursery children is not considered unless the child has an EHCP in place.

For more information about transport

<https://www.westsussex.gov.uk/education-children-and-families/special-educational-needs-and-disability-send/school-transport-for-children-with-send/>