

## The Villa School and Nursery

### Admissions Policy

#### Introduction

The Villa is a Nursery and Pre-Preparatory School for girls and boys from 2 years to 7 years old.

This policy is addressed to prospective parents and pupils and to all members of the teaching and administration staff.

#### Clarification of year-groups, ages, places available and minimum attendance

Please note: we do not take children outside of their chronological age group unless there are exceptional circumstances (at the sole discretion of the Nursery Manager/Headteacher).

|          | Room/Year Group | Age   | Approx. number of places | Minimum attendance   |
|----------|-----------------|---|--------------------------|--|
| Nursery  | Caterpillars    | Children from age 2                           | 22                       | 2 days per week  |
|          | Ladybirds       |   | 22                       |  |
|          | Butterflies     | Children from age 3                           | 36                       | 3 days per week  |
|          | Dragonflies     |   | 44                       |  |
| Pre-Prep | Reception       | Children aged four by 31st August in any year | 18                       | All children are full time from the first day of the Autumn Term |
|          | Year 1          | Children aged five by 31st August in any year | 18                       |  |
|          | Year 2          | Children aged six by 31st August in any year  | 18                       |  |

#### Equality, Disability and Special Educational Needs

We welcome children from all ethnic groups and backgrounds. We have never discriminated, and have no intention in the future of discriminating against any child on the grounds of sex, race, religion, belief or additional needs. We will do all that we can reasonably do to accommodate the needs of children with disabilities/additional needs subject to the resources and facilities available at the time. At the time of registration, parents must inform us in writing of the full details of any disability or additional need and keep the setting updated thereafter. This information will allow us to assess if we can accommodate the child's needs and make any reasonable adjustments. We will consider all applications fairly. If any additional need or disability becomes apparent after admission, we will consult with the child's parents.

## **The Nursery**

### **Applying for a place at the Nursery**

Parents should contact the office to request an application form and return with the Registration Fee (£30) at any point after birth. Please note that there may be times where we stop accepting registration forms if the age group is heavily oversubscribed.

When allocating places, priority is given to children who are:

- Children of The Villa employees
- Children who have siblings already attending The Villa (present and then past)

In addition, the Nursery may take into account the following factors:

- Availability of spaces; taking into account the staff/child ratios, the age of the child and the applicants' registration requirements
- When the application is received
- The Nursery's ability to provide the facilities for the welfare of the child
- Extenuating circumstances affecting the child's welfare or his/her family

### **Tours of the Nursery**

Generally, tours can be arranged on Wednesdays and Thursdays between 10 and 11am. Please call the Registrar to arrange a visit.

### **Nursery waiting list**

- If we are unable to offer a place, the child will automatically remain on the waiting list for possible admission the following Autumn, as and when places become available
- We have a long waiting list and regrettably it isn't possible for us to keep parents regularly updated with regards to a child's position on the list. If your circumstances change after you have registered and you are no longer looking for a place at the nursery, we would be very grateful if you could let us know

### **Nursery intake**

The main Nursery intake takes place between September and November each year.

### **Offer of place**

- Offers are dependent on the child's age, the date current children move onto other settings and current children increasing their attendance. This means that there is no official offer date/period.
- An offer is made in writing and sent by email/post.

### **Accepting a place**

- In order to accept a place, parents must confirm acceptance and pay the deposit within 14 days of the offer letter. The deposit is currently £500 which is subject to a 14 day cooling off period from the date of the offer letter. After this time, the deposit will be retained.
- The deposit is deducted from the final term's fees.
- If you give notice that your child will not start at the Nursery in a timeframe less than two months before their agreed start date, two months' fees will be due and the deposit will be deducted from these fees. Further information is contained in our terms and conditions.

### **Settling In**

Settling young children into a group environment is a major priority. We are very aware of the emotional vulnerability that many children feel on entering a new setting. We believe that children with high self-esteem, who feel confident in themselves and their own ability, have a head start in learning.

It is in their first few years at school that children first learn to function as a member of a large group outside their family. We aim to provide an environment where children can develop the skills needed to cope with the emotional, social, physical and intellectual challenges they will meet, as they grow older.

Key points about our settling in procedures:

- Starting dates are staggered in order to facilitate 1:1 attention from the key worker
- The Nursery staff will work in partnership with parents/carers to settle the child into the Nursery environment
- During the first few days, parents/carers will stay with the child for sufficient time so that the child feels settled and the parent/carer feels comfortable about leaving her or him
- No child will be taken on an outing from the Nursery until he or she is completely settled
- Parents/carers are encouraged to bring in special toys or comforters to help a child settle in. Special toys and comforters are particularly helpful for the child if they are used at home at sleep time
- For the first few sessions, parents/carers should follow the following schedule:
  - 1<sup>st</sup> day: 9:30 am to 11:30 am (parents are required to stay and be in the room)
  - 2<sup>nd</sup> day: 9:30 am to 12:30 am (parents are required to stay on site)
  - 3<sup>rd</sup> day: 9:30 am to 2:30 pm (parents are welcome to leave the site but to be contactable and available if necessary)
  - 4<sup>th</sup> day: 9:30 am to 4:00 pm (parents are welcome to leave the site but to be contactable and available if necessary)

## **The Pre-preparatory School**

### **Applying for a place in the Pre-preparatory School (Reception class)**

- Parents can complete a registration form and return with the registration fee (£35 for external candidates) at any point after birth
- The Villa will be in touch early in the Autumn Term the year before your child is due to start school
- A timetable of key dates will be placed on the website

### **If your child is at The Villa Nursery (internal candidate)**

- If your child is at the Nursery you have the opportunity to reserve a place in the Pre-prep (on a first come, first served basis)
- You will be invited to an Information Evening in the Summer and/or Autumn term in the year before your child is due to start school. This will give you the opportunity to hear more information about the Pre-preparatory school and meet key staff
- You will be given a Pre-preparatory school registration form to complete
- You will receive a letter just before the Autumn half term (the year before entry) detailing the date from which you can return the signed declaration and reservation fee (and the closing date)
- At the end of this period, the school will formally offer places taking into account the following factors:
  - Children who have siblings already attending The Villa Pre-preparatory school (past and present)
  - Children of The Villa employees
  - Gender balance
  - The school's ability to provide the facilities for the welfare of the child
  - Extenuating circumstances affecting the child's welfare or his/her family
  - The date and time the signed declaration and reservation fee is returned
- Once the offer has been confirmed, the reservation fee (£1500) becomes the deposit (this is non-refundable) and is subject to a 14 day cooling off period from the date of the letter confirming the offer
- If we are unable to offer a place, the reservation fee will be refunded in full
- Please note that if you decide not to accept the place after this period, the deposit will be retained. If you do not inform the school in writing that you no longer require the place before the first day of the Summer Term before starting, you will be liable for the Autumn Term fees. Please see our terms and conditions for more details.

### **If your child is not at The Villa Nursery (external candidate)**

- We can accept Pre-preparatory school Registration Forms at any time after birth with the registration fee
- You will then be invited to meet the Head Teacher/have a tour of the school in the Summer/Autumn Term the year before your child is due to start school
- Your child will then be invited to have a 'play session' as part of a small group during the Autumn Term (the year before entry)
- A report will be requested from your child's current nursery/setting
- Offers will then be made depending on the number of places available
- When an offer is made, parents are asked to return a signed declaration to accept the place and pay the deposit of £1500 (this is non-refundable)
- The deposit is subject to a 14 day cooling off period. Please note that if you decide not to accept the place after this period, the deposit will be retained. If you do not inform the school in writing that you no longer require the place before the first day of the Summer Term before starting, you will be liable for the Autumn Term fees. Please see our terms and conditions for more details.

### **Settling In**

Your child be invited to take part in a 'taster session' the summer term before they start at the school. All children start on a full time basis from the start of the Autumn term.

### **In Year Vacancies**

There may be places available within other year groups or after the initial intake into Reception.

### **Applying for a place an 'in year' place the Pre-preparatory School**

- Complete a registration form and return with the registration fee
- You will then be invited to meet the Head Teacher and have a tour of the school
- A report will be requested from your child's current school
- Your child we be invited to an informal assessment at the school. This is to ensure that they reach a standard which will enable them to perform competently and confidently within the academic group
- Following the assessment and receiving a report from your child's current school, you will be notified in writing if there is a place available and if an offer will be made
- Parents have one week to decide if they wish to accept the offer of a place and must confirm the decision in writing with the deposit