

## The Villa School and Nursery

### Admissions Policy

#### Introduction

The Villa is a Nursery and Pre-Prep 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. This is at the sole discretion of the Nursery Manager/Head Teacher.

	Room/Year Group	Age		Approx. number of places	Minimum attendance
Nursery	Caterpillars	Children aged two by 31 <sup>st</sup> August in any year		22	2 days per week
	Ladybirds			22	
	Butterflies	Rotation of:	Children aged 2.5+	30	3 days per week
			Children in their pre-school year	36	3 days per week
Dragonflies	Children in their pre-school year		44	3 days per week	
Pre-Prep	Reception	Children aged four by 31 <sup>st</sup> August in any year		18	All children are full time from the first day of the Autumn Term
	Year 1	Children aged five by 31 <sup>st</sup> August in any year		18	
	Year 2	Children aged six by 31 <sup>st</sup> 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 apply at any point after birth using the online application form and make a bank transfer of the £50 registration fee directly to the bank account detailed on the form. 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
- The Villa's perception of the family's long term commitment to the Nursery and/or School

### **Tours of the Nursery**

Generally, tours can be arranged on Wednesdays, Thursdays, and Fridays between 10 and 11am. Please email the Registrar to arrange a visit with suitable dates.

### **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, bring their original birth certificate (we will then copy) or provide a legally certified copy and pay the deposit by the deadline stated in the offer letter. If no response has been received by the specified deadline, the place will be re-offered to another child on the waiting list. The deposit is currently £750 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 refunded after the account has been settled.

### Information Sharing

Once a place has been accepted, parents are asked to complete our online New Starter Information Form and this must be completed and signed in advance of the start date. The information in this form is used to ensure that we can cater for the needs of each individual child. Before a child starts at Nursery, parents are also asked to sign the “Southwark Parent Agreement” which enables us to claim funding in the term after a child turns three.

Parents are invited to an information evening in the summer and have the opportunity to be fully informed about all elements of Nursery life and to meet key staff.

### Settling-In

The first few days at Nursery can be an emotional time and settling children in is one of our major priorities. Start dates are staggered to enable all new children to have individual attention from their key worker. Session times for their first three days are shorter to allow children to ease gently into their new environment. Settling-in days take place on the days that a child will actually be here long term. For example, if a child is here on a Monday and Tuesday each week, he or she will settle-in on a Monday and Tuesday in the first week and Monday of the following week. The start date is day one of the settling-in period. Settling-in days are charged at the full (9am-4pm) rate despite being shorter days so that our staff can provide every child with a smooth transition to The Villa.

For the first two days, we ask that parents stay in the room with their child (or on site) and the hours of attendance are as follows:

Day One: **9.30am – 11.30am**

Day Two: **9.30am – 12.30pm** (includes lunch)

On the third day, if your child is settling well, you may leave the Nursery but you must be easily contactable and able to return if asked.

Day Three: **9.30am – 3.00pm**

We encourage all parents to bring in special toys or comforters and these are particularly useful if they are used at home at sleep time.

## **The Villa Pre-prep** Entry to Reception

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

- Parents can apply at any point using the online application form (there is no reservation fee for internal candidates)
- Parents can book tours by contacting the main office. Tours are on Tuesday mornings, subject to availability
- 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
- A timetable of key dates will be sent to all applicants/enquiries
- 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 terms and conditions and reservation fee (and the closing date)
- At the end of this period, the school will formally offer places taking into account some/all of the following factors:
  - Children who have siblings already attending The Villa Pre-preparatory school (present and then past)
  - Children of The Villa employees
  - Gender balance
  - The school's ability/capacity to provide the facilities for the welfare/needs 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 (please see the website for the applicable term dates), 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)**

- Parents can apply at any point after birth using the online application form and make a bank transfer of the £75 registration fee directly to the bank account detailed on the form
- Parents can book tours by contacting the main office. Tours are on Tuesday mornings, subject to availability.
- The Villa will be in touch early in the Autumn Term the year before your child is due to start school when a timetable of key dates will be sent to all applicants/enquiries
- 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 and a Nursery visit may be arranged
- Offers will then be made depending on the number of places available taking into account some/all of the following factors:
  - Children who have siblings already attending The Villa Pre-preparatory school (present and then past)
  - Children of The Villa employees
  - Gender balance
  - The school’s ability/capacity to provide the facilities for the welfare/needs 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
- When an offer is made, parents are asked to return the signed terms and conditions 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 (please see website for term dates), 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’ during 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**

- Parents can apply using the online application form and make a bank transfer of the £75 registration fee directly to the bank account detailed on the form
- Parents can book tours by contacting the main office. Tours are on Tuesday mornings, subject to availability.
- A report will be requested from your child’s current school

- Your child will be invited to an informal assessment at the school. This is to ensure that they are at a standard which will enable them to perform competently and confidently within their chronological age 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.
- If an offer is 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