

The Villa Nursery Admissions Policy

Introduction

The Villa is a Nursery and Pre-Prep for girls and boys from 2 years to 7 years old. Children join us for two years of nursery prior to starting school, turning three years old in their first academic year at The Villa Nursery.

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 Managers.

Room/Year Group	Age	Maximum class size	Minimum attendance
Caterpillars	Children aged two years olds by 31 st August (Turning three in the first academic year)	22	3 days per week
Ladybirds		22	
Bumblebees		12	
Butterflies	Children in their pre-school year (Turning four in the academic year)	20	
Dragonflies		24	
Fireflies		24	

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.

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 be advised, joining the waiting list does not guarantee a place when your child turns two. Please note that there may be times where we stop accepting registration 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 upon request at 9.30 am, 10.00 am and 10.30 am on Tuesday, Wednesday and Thursday. Please email the Nursery Manager, Amy Wan at admissions@thevillaschoolandnursery.com 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 August and October 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.

Siblings of The Villa School children

In exceptional circumstances and subject to availability, we will offer a place to a child who falls outside of our normal class age range to accommodate our families who already have older siblings at the Villa Nursery and Pre-Prep. These children must have turned two, however, by October 15th. As they move through the Nursery, these children may be required to repeat a class to ensure they are in the right cohort. The Nursery Managers reserve the right to make the final decision on these extenuating circumstances.

Accepting a place

In order to accept a place, parents must:

- Pay the £750 deposit by the deadline stated in the offer letter.
- Sign and return all the offer documents via DocuSign.
- Bring or send their child's original birth certificate (we will then copy) prior to starting in the nursery.
- Sign and return the "Southwark Parent Agreement" which enables and informs us of your intention to claim funding for your child.

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 subject to a 14-day cooling off period from the date of the offer letter. It is repaid in full at the end of the child's last month at Nursery 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 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.

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 the team.

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 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

Day Three: 9.30am – 3.00pm