

Admissions Policy

August 2025

Overview

Introduction

Villa Nola Early Learning Centre (VNEC) is committed to offering a fair, transparent, and inclusive admissions process.

The policy ensures that all children and families are treated equitably, with due regard to the ethos of the Centre, which is child-led, play-based, nature-connected, and inclusive. Admissions are managed in accordance with the Knowledge and Human Development Authority (KHDA), the Dubai Health Authority (DHA), and wider UAE legislation.

Policy Details

Purpose and Scope

The purpose of this policy is to define the admissions criteria and procedures at VNEC. It applies to all children seeking admission from the age of 45 days to 59 months (0 – 4 years). The policy guides families, staff, and external agencies in understanding how places are offered, prioritized, and confirmed

Admissions Criteria

Villa Nola welcomes applications for children of all nationalities, backgrounds, and abilities. Admission is subject to available places within each age band and compliance with health and safety regulations. Priority is given to applications in the following order:

- Siblings of current students.
- Emirati children.
- Children from Canadian and German families (reflecting Villa Nola's pedagogical roots).
- Children of staff members.
- All other applicants in order of application date and balance of age groups.

Age Bands and Ratios

Children are placed in age-appropriate rooms based on developmental stage and KHDA guidance. Ratios are maintained as follows:

- Infants (45 days–17 months): 1 adult to 3 children
- Toddlers (18–35 months): 1 adult to 5 children
- Preschool (36–47 months): 1 adult to 8 children
- Pre-K (48–71 months): 1 adult to 10 children

Application Process

Families are encouraged to visit the Centre prior to application.

The process includes:

1. Enquiry and Tour: Families are offered a guided visit and introduction to the Villa Nola ethos.
2. Application Form: Parents submit a completed application with required documentation:
 - Child's passport and Emirates ID
 - Parent/guardian's passport and Emirates ID
 - Recent photographs of the child
 - Vaccination and medical records as per DHA
 - Any previous assessment reports if applicable
3. Review: The Admissions Panel reviews applications, ensuring children of determination receive reasonable adjustments to support access.
4. Observation: A short, play-based observation with the child and family present.
5. Offer: Formal offer issued subject to availability, medical clearance, and fee payment.
6. Acceptance: Parents sign the Parent–Centre Contract and agree on start date and settling-in plan.

Settling-In Procedure

Villa Nola adopts a phased settling-in process to support children's emotional security. This includes shortened sessions during the first week, close key-person support, and ongoing family communication. Flexibility is applied for infants and children of determination.

Fees and Terms

Fees are set annually and published transparently. Payment terms, deposits, and notice periods are outlined in the Parent–Centre Contract. Late collection beyond the 15-minute grace period incurs a late fee of AED 50 per 15 minutes, consistent with market practice.

Appeals

Parents who wish to appeal an admissions decision must submit a written request to the Centre Manager. The Admissions Panel will review the case, taking into account available space, regulatory requirements, and the best interests of the child. The decision of the Panel is final within the Centre. Families may escalate unresolved concerns to KHDA.

Records and Confidentiality

All admissions records are held securely in compliance with UAE data protection standards. Medical and personal data are accessed only by staff with legitimate educational interest. Photographs and videos collected during the admissions process are used only with explicit consent and retained for one academic year unless otherwise required by law.

Review of Policy

This policy is reviewed annually by the Centre Manager in consultation with the Admissions Panel, DSL, Inclusion lead, and advisory stakeholders. Updates are communicated to all staff and families.