



Victoria College Day Care

Admissions Policy

November 2022

Policy Date – 09/11/22
Agreed by Governors –
Review Date – March 2024
Drafted by – R Moffitt

Updated June 2023

1. Rationale:

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a diverse environment. The purpose of this policy and accompanying procedures is to establish a clear framework for additional needs within the Day Care setting.

2. Definition:

Victoria College is a non-denominational school and welcomes all female children from all backgrounds.

3. Aims and Objectives:

We aim to ensure that all sections of our community have access to the Day Care through open, fair, and clearly communicated procedures.

4. Procedures:

1. Children entering the Pre-School class should be girls who are eligible for entry into P1 of the Preparatory School for the forthcoming September. Entry to Pre-School will secure admission to Prep 1.

2. In the event of the Pre-School being oversubscribed, the following criteria will be applied in the following order:

i) A child of the family attends or has attended the Pre-School class, the Preparatory School or Senior School of Victoria College (name and date of attendance to be supplied'.)

ii) A child of the family of the applicant is accepted for the Preparatory School of the college for the forthcoming year.

iii) Applicant is the eldest daughter in the family. (Definition of "eldest" is the eldest or only girl in the family, with eldest siblings twins (or other multiples) regarded as joint eldest. The "eldest girl" criterion will also apply in the case where a family has not had the opportunity to enrol an elder daughter, e.g, in cases where the elder daughter has completed their post-primary education, could not attend mainstream school (e.g. attends a special school) or where a family has relocated to Northern Ireland.)

(Please note that in such circumstances listed above, it is the responsibility of parents and guardians to provide evidence of their ability to meet this criterion and attach this information to the application form.)

iv) Mother of the applicant attended Victoria College (name and date of attendance to be supplied').

v) Brother is/was at RBAI (including Inchmarlo) or any other single sex school (name and date of attendance to be supplied').

3. In the event of a tie breaker, account will be taken of the date of receipt of the initial formal written application to Pre-School with the earliest application received given preference.

As an exception to the above, special consideration may be given to a late application which is the result of an unforeseen change in family circumstances.

A deposit of £500 is required to reserve a place with Pre-School. If a place is offered to an applicant, this deposit would be non-refundable.

+Child of the Family means

- A child born to a married couple or to a couple in a civil partnership;
- A child born to a co-habiting couple;
- A child born to a single parent;
- A child of either/any of those people by a previous marriage, civil partnership or relationship;
- A child living with a couple who has been treated as a “child of the family” whether there is a marriage or a civil partnership or not;
- A child living with an individual, who has been treated as a “child of the family”;
- An adopted or fostered child;
- A situation where for example an orphaned cousin is being brought up with a family or individual;

The child should be a child of the family as at the date of application.

***Senior School** means Years 8-14

Note ¹ Verification of Information

As the College has a duty to verify information please note that applicants may be required to produce evidence confirming the accuracy of the information contained within the application. Where such information is required it is indicated thus: ¹. The provision of false or incorrect information or the failure to provide verifying documents according to the required deadline may result in either the withdrawal of a place or the College being unable to offer a place.

5. Review and Evaluation:

The policy will be reviewed every six months by the Day Care Manager and at least once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.