



Updated: Janvier 2018

Review: June 2018

## **ADMISSIONS POLICY**

### **Pre-registration**

Pre-registration for admission is via the completion of an online application form, available via the school's website. A non-refundable fee of £150 is payable to register any application.

Parents are requested to complete the pre-registration application form with true statements about their child. Only fully completed files will be considered, no matter the origin or past curriculum of the child. Upon receipt of a completed application form, a confirmation email will be sent to the parents.

Parents must inform the School of any changes to personal details. The School may wish to contact parents for confirmation that they wish to maintain their application. A lack of response on the applicants part entitles the School to cancel their application.

### **File processing**

The school will inform parents by email of the admission of their child:

- by mid April for the next school year for Maternelle Moyenne Section & CP
- at any time during the year as places become available for the current or next school year for all other levels.

Parents need to confirm in writing within 2 weeks of receiving confirmation of the admission of their child their acceptance together with paying the required deposit.

Places cannot be "reserved". If parents do not accept an offer for a place, the place will be allocated to the next applicant on the waiting list. However, parents will be asked whether they wish to remain on the waiting list and defer their application to a later stage of the school year.

Parents whose child has not been admitted will be given notice by email should a place become available; it is therefore important that parents make the school aware of any changes to personal details.

### **School capacity**

The number of pupils is restricted. This is a direct consequence of the excellent



teaching standards the school intends to dispense, the safety standards, and classrooms layout.

The school operates, for each new school year, an enrolment campaign for MS level (28 pupils) and CP level (16 new pupils). For all other levels, offers can be made according to updated availability.

### **Priorities for admitting applicants**

Due to the size of the building there is limited admission capacity. Admission forms are strictly prioritised as follows:.

- 1- Children of the school staff
- 2- Children with siblings already in school the year before admission (including CM2) or previous siblings
- 3- Pupils transferring from a London AEFÉ recognised school for CP level admissions and for maximum 9 pupils from the Petite Ecole Française for MS level
- 4- Pupils coming from a school accredited by the Ministry of Education established in France or from a school abroad recognised by the AEFÉ, or pupils who have followed the distance learning programme “formule Scolarité Complémentaire Internationale” of the Centre National d’Enseignement à Distance (CNED)
- 5- Other children according to the application date

In the event of oversubscription for a particular year group within a priority category, places will be allocated by first applying the above order of priority and then, if required, by drawing lots.

If a place becomes available during the course of the year, it will be allocated according to the above order of priority.

For CP level admissions, an admissions committee is organised each year with all the French schools in London.

### **French test**

An aptitude test in the French language may be requested from pupils not coming from an “école homologuée” before the child can be registered. This requirement applies equally to all applicants regardless of their priority status.

### **Special needs**

An appointment with the Head is required in the case of a child with special needs (or long term illness). The purpose of such a meeting is for the Head to assess the child’s needs and the school’s ability to meet those needs.



The school has a limited ability to make full provision for children with physical disabilities (no lift). In this case, potential parents will be directed to our affiliated schools that are better equipped.

### **Exeat certification**

As a condition to their admission, children transferring from a French school (public, private under contract with the French government or belonging to the AEFÉ or MLF network) must supply an Exeat Certificate (“certificat de radiation”) issued by the transferring school as well as their school reports.

After registration, the school will contact the previous school to obtain an electronic transfer or a copy of the child’s “dossier scolaire”. If this is not possible, a copy of past school reports must be supplied by the parents.

### **Equal treatment**

We welcome applications from pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Please refer to our Equality of Opportunities Policy.

### **Complaints**

We hope that you and your child do not have any complaints about our admissions process, but our school's complaints policy can be viewed on this website or can be sent to you on request.

This document has been drawn up to clarify the Admissions Policy of the school and to inform parents, guardians and pupils of what that policy is. It is not intended to extend or alter the contractual or other legal rights that exist between the school and parents, guardians or pupils. The contents of this document are statements of intent made in good faith, but are not intended to be legally enforceable.