Admission Policy

Updated: *September 2026*

1. Introduction

The **École Française Jacques Prévert de Londres** ("the School") is an independent institution that follows the curriculum set by the **French Ministry of Education** ("le Ministère de l'Éducation Nationale", or "MEN"). The School is officially accredited by the MEN with *homologué* status and operates under an agreement with the **Agence pour l'Enseignement du Français à l'Étranger** ("AEFE").

Through this partnership, the School benefits from the pedagogical guidance and support of the AEFE and forms part of its global network of French schools abroad. This network promotes high academic standards and the values of French education throughout the world.

The School's mission is to provide a **bilingual curriculum**, taught primarily in French and partly in English, for pupils from *Petite Section de maternelle* to *Cours Moyen 2* (CM2) — equivalent to **Nursery to Year 6** in the British education system — catering for children aged three to eleven.

The School is registered with the **Department for Education (DfE)** to admit a fixed number of pupils (292), in accordance with their age, the configuration of the premises, and all applicable health and safety regulations.

Each academic year, the School conducts an **admissions campaign** for entry into *Petite Section* (PS) and *Cours Préparatoire* (CP). For all other year groups, places may be offered subject to availability.

2. 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 **£240 (inc.VAT) 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 applications (application form, FULL birth certificate and registration fee) will be considered, no matter the origin or past curriculum of the child. Upon receipt of a completed application, 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.

3. File processing

The enrolment process for **Petite Section** and **CP** classes begins in Autumn.

For all other levels, the school will inform parents by email of the admission of their child at any time during the year as places become available for the current or next school year.

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

Places cannot be “reserved”. If parents do not accept the offer, 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 the next 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.

Please note, a child must turn three during the calendar year (i.e., between 1 January and 31 December) in which they are entering **petite section de maternelle,** and **must have reached the age of three** before being allowed to start in our school.

Children born between 1 September and 31 December will have their entry deferred until the first day of school following their third birthday.

4. 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 with previous siblings
3. Alumni – Children of parents who have previously attended l’ Ecole Francaise Jacques Prévert de Londres
4. Pupils coming from a school accredited by the Ministry of Education established in France or from a school abroad recognised by the AEFE, or pupils who have followed the distance learning programme of the Centre National d’Enseignement à Distance (CNED).
5. Other children according to the application date

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

5. Required documents for admission

Children transferring from a French school (public, private under contract with the French government or belonging to the AEFE or MLF network) must supply an Exeat Certificate (“certificat de radiation “) issued by the transferring school as well as their school reports.
After registration, parents will be asked to provide a copy of past school reports.

6. French test

A French language aptitude test may be required for students who have not attended an “école homologuée,” whether in France or abroad, before their registration can be confirmed. This requirement applies equally to all applicants regardless of their priority status.

7. Special needs

An appointment with the Head is required in the case of a child with identified special educational needs or disability (or long-term illness). The purpose of such a meeting is for the Head to assess the child's specific needs and the school's ability to meet those needs in accordance with The Equality Act 2010. The school has a limited ability to make full provision for children with physical disabilities due to the nature of the building (e.g. no lift to the upper floors). In this case, potential parents will be directed to our affiliated schools that are better equipped.

8. 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.

9. Safeguarding

Our School is an environment where children feel safe, happy, healthy, have better relationships and are actively participating in the school and wider world. We are committed to the welfare of our pupils.

Our Safeguarding and Child Protection Policy forms part of the School's whole school approach to promoting child safeguarding and wellbeing, which seeks to involve everyone at the School to ensure that the best interests of pupils underpins and is at the heart of all decisions, systems, processes and policies.

As part of the admissions' process, the school has a duty to contact a pupil's previous school to requests safeguarding information. When a pupil leaves the School, the School has a duty to contact the pupil's future school to pass on safeguarding information.

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.