



Reviewed: October 2020

## 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 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.

### 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 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.

## **School capacity**

The school is registered to take a defined number of pupils by the DFE which takes into account their age, the layout of the premises and health and safety issues.

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 with previous siblings
- 3- Pupils transferring from a London AEFÉ recognised school for Maternelle Moyenne Section and CP level admissions if conditions allow.
- 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

Places will be allocated by applying the above order of priority and then date of application.

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.

## **Required documents for 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, parents will be asked to provide a copy of past school reports.



The previous school or nursery will be contacted by the Designated Safeguarding Lead for potential Safeguarding issues.

## **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 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.

## **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.