



## ADMISSIONS POLICY

### **Introduction**

This policy confirms the procedures for admission to L'Ecole des Petits schools. (L'Ecole des Petits Fulham and L'Ecole de Battersea). The policy is reviewed annually.

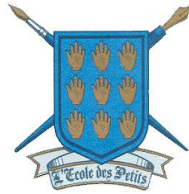
The schools are registered with both the DfE (UK) and the AEFÉ (France).

### **Admissions procedures are carried out respecting the requirements of the Equality Act 2010:**

1. To ensure that prospective pupils are not discriminated against:
  - In the arrangements made in deciding who is offered admission
  - As to the terms on which the school offers to admit the person as a pupil.
  - By not admitting the person as a pupil.
2. To ensure that the responsible admissions body of the school does not harass a person who has applied for admission as a pupil.
3. To ensure that the responsible admissions body of the school does not victimise a person in the arrangements it makes for deciding who is offered admission as a pupil.
4. To ensure that prospective disabled pupils are not placed at a substantial disadvantage in comparison with non-disabled pupils, without justification for doing so.

### **Aims**

We offer a selective entry procedure, aimed at admitting a combination of boys and girls regardless of sex, race, disability, religious, cultural or family backgrounds. The school is committed to equal treatment for all and encourages socio-economic and cultural diversity. The school provides a bilingual education based on a combination of the French and English Curricula and therefore aims to cater to both French-speaking and English speaking families. Successful integration of both the French and English cultures by our children is our focus in this context.



### **Admission Criteria**

Children may enter the school at any stage of their education.

Applications are listed by date of their reception at the School, and places offered depending on availability at any one time.

Priority is offered to siblings, subject to the Head of School's discretion.

Aptitude assessments are not carried out for children entering the classes of Cycle 1 or nursery levels.

For children entering the school for Cycles 2 or 3 there may be a requirement for a class assessment to be carried out.

The Principal is responsible for decisions relating to the admission of pupils to the schools and reserves the right to refuse a child entry to the schools where the Principal concludes that there is a case of commercial conflict of interest. For example in the case of a Head or Teacher from a competing school applying for a place, irrespective of that persons status, job or circumstances at the time or at the date of the original registration.

### **Applications**

Prospective parents are initially guided to the school website, [www.lecoledespetits.co.uk](http://www.lecoledespetits.co.uk) for information about the ethos and structure of the school, and then offered a guided tour of the school should they so wish. At this time they receive a Brochure and Admission documentation.

A number of documents are required to be submitted with the Application Form including:

- Picture
- A non-refundable registration fee of £60
- Birth Certificate / "Livret de famille"
- A copy of the child's Passport
- Copy of the immunisations

### **Registrations**

The Registrar is responsible for all registrations. The registration form is issued after the guided tour if requested or at any other time on request for special circumstances and must be returned fully completed and with the fee due for the child to be registered.

From the registration form, waiting lists per class and per year are established. Registration gives no guarantee of entry. Registration can take place from birth.



### **Offer of Places**

Places are offered in writing from November onwards for commencement the following September. At other times we offer places to children on the waiting list if and when they become available. In so doing we endeavour to keep as best a balance as possible between boys and girls and to keep birthdays as best spread across the year as possible.

Parents not offered a place or who do not accept an offer must confirm in writing should they wish to remain on the waiting list for the following year.

### **Acceptance of Places**

Once a parent chooses to accept a place at either the Fulham or Battersea school, they must pay a non-refundable admission fee (September 2016 onwards) and provide written acceptance of the school's terms and conditions by a set date.

For new admissions, the first term's fees are payable by 1<sup>st</sup> June latest prior to September commencement.

### **Attendance**

Prior to a child's attendance at the school, the parents or carers must complete and sign the Medical and Starting School information forms as well as the School's Terms & Conditions. This forms a contractual arrangement.

### **Special Educational Needs and Disability**

The schools do not discriminate in any way regarding entry, and we welcome pupils with physical disabilities provided that we can make the site suitable and meet their needs, in which respect we will do what we can to accommodate them. The number of pupils with SEN or specific learning difficulties is therefore necessarily limited.

This document, although correct at the time of publication, does not form a contract between the recipient and the School. The School reserves the right to make changes at any time which it considers to be necessary for legal, administrative or educational reasons.

**Reviewed September 2018**