

Admission Policy

Authorised by:	The Board of Governors of CFBL
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Circulation:	Governors/all staff/volunteers, automatically Parents on request/School Website

Introduction

Collège Français Bilingue de Londres (the “**School**” or “**CFBL**”) is an independent school which teaches the curriculum set by the French Ministry of Education (“**Ministère de l'Éducation Nationale**” or “**MEN**”) and is accredited by the MEN with the status of “*homologué*” school. The aim of the School is to offer a French bilingual curriculum taught equally in French and in English for classes from *maternelle* to *cours moyen deuxième année* (nursery to year 6) and to teach a French curriculum with multilingual and further English language options to its secondary classes (*sixième* to *troisième*) (years 7 to 10).

The School works in partnership with the Agence pour l’Enseignement du Français à l’Étranger (“**AEFE**”)

The School does not tolerate any form of discrimination (CFBL Equal Opportunities Policy is published on its website).

1. Pre-registration

Pre-registration for the following school year is done by completing an online application form available via the School’s website. The calendar for pre-registration applications is published on the School website. A non-returnable pre-application fee is payable to register your application.

Parents are requested to complete the pre-registration application form with true statements about their child. Any misleading application will be treated as an incomplete application and will not be processed. An automated confirmation of receipt will be sent by email with an application reference number.

Throughout the pre-registration period, the School will regularly contact parents for confirmation that they wish to maintain their application. You must inform the School of any change of personal details (contact email in particular) and reply as requested. If you don’t, the School is entitled to cancel your application.

A child must be three-year-old for entry into *petite section de maternelle*, have his or her 4th birthday during the calendar year of entry into *moyenne section de maternelle*, have his or her 5th birthday during the calendar year of entry into the *grande section de maternelle* and 6th birthday in the calendar year of entry in *cours préparatoire*, and so on for other classes (except, in the case of pupils transferring from a school certified by the Education Nationale, if advised otherwise by the *Conseil de classe* or *de cycle*).

In the case of pupils who are not transferring from the French *Éducation Nationale* system, CFBL will allocate a class taking into account the age of the child before his or her transfer to CFBL and consider his/her most recent school report, which the School will request.

The Headteacher may require that the pupil take an aptitude test in the French language (see below).

2. Processing of application

An Admission Committee ("**Commission d'affectation des places**") is put in place each year. It comprises the Headteacher, the Head of Administration and Finance and the Admissions Officer.

The Admission Committee meets on dates set at the start of the year to update and determine waiting lists for each year group in accordance with the priority criteria set out under paragraph 5.

The waiting lists established by one Committee meeting is valid and remains unchanged until the next Committee meeting. The Committee will not consider applications for which the pre-registration fee has not been paid as requested.

Places cannot be "reserved". If parents do not accept an offer for a place within the timeframe set out in 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 a later stage of the school year.

The School will process applications regardless of the origin or previous school results of the child.

The School's Terms and Conditions, tariffs and conditions for qualifying for bursaries ("**bourses scolaires**") for the current school year are published on the School's website.

3. Available places

The number of places available in each school year is limited. The quality of teaching which the School seeks to deliver and health and safety considerations determine the number of pupils the School can accept.

The maximum permitted aggregate capacity of the School is currently 710 pupils.

The organisation of classes is described on the School's website.

4. French aptitude test

All application forms are processed, regardless of the child's background or of his/her academic record to date.

All pupils who wish to attend CFBL should have a good knowledge of the French language. Depending on the class applied for, this will sometimes mean a good knowledge of written French. An aptitude test in the French language may be required and a place may be offered conditional on passing the French aptitude test.

Aptitude tests will be organised once the conditional place has been accepted.

This requirement applies equally to all applicants including those admitted in priority.

5. Priorities for admitting applicants

Applications are listed, under the following categories of priority (in descending order):

Priority 1: Pupil who has a sibling registered at CFBL or an applicant sibling at the time of the application;

Priority 2: Children of employees of companies or organisations named by the KT Educational Charitable Trust Ltd ("KTECT")¹;

¹ KTECT has provided to CFBL on non-profit terms the land and buildings occupied by the School. Under the terms of its Lease with the KECT, CFBL is required to give priority of admission to a pool of pupils not exceeding 30% of the total school roll to children of companies or organisations named by KTECT who have otherwise satisfied the school's admissions criteria. The nominated children are likely to be children of employees of companies who have assisted KTECT financially in the funding of this project. A list of the said companies and organisations is supplied by KTECT to CFBL each year in March and is available on demand for inspection at the registered office of CFBL. If you apply to the school as an employee of a company or organisation listed by KTECT, the School will not require proof of employment when you apply for a place but by doing so, you consent to CFBL contacting the said company or organisation to confirm that you are its employee.

Priority 3: Pupils from an “*école homologuée*” (accredited by the MEN) established in the United Kingdom transferring at the end of the schooling offered by the said school;

Priority 4: Pupils transferring from a school recognised by the AEFÉ or the MLF (Mission Laïque Française) established outside the UK;

Priority 5: pupils transferring from a school accredited by the Ministry of Education established in France or pupils who have followed the distance teachings of the “Centre National d’Enseignement à Distance “(CNED) or equivalent.

In case of oversubscription for a particular year group within a priority category, places will be allocated at each meeting of the Admission Committee by first applying the above order of priority and then, if required, by drawing lot.

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

The date of application will not be taken into account when offering a place.

6. "Exit certificates"

As a condition to their admission, children transferring from another school must supply an Exit Certificate ("*certificat de radiation*") issued by the transferring school as well as their school reports. The admission of your child, if he /she transfers from another school, is conditional on having received the exit certificate.

After registration, CFBL will contact the previous school to obtain an electronic transfer or a copy of the child’s records. If this is not possible, a copy of past school reports (showing the progression to the next school level) must be supplied by the parents before entry of the child at the CFBL.

7. Offer of places

If you are offered a place, the School will contact you by email to explain the registration procedure. You must reply within the deadline specified in the offer.

If you accept a place and all conditions set in the offer are met, the School’s Terms and Condition will form the contract between you and the School.

8. Special needs

An appointment with the Head teacher is required in the case of a child with special educational needs, special medical needs or long-term illness.² The School’s Special Educational Needs and Disability Policy and Supporting Pupils with Medical Needs Policy are published on its website.

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² The purpose of such a meeting is for the Headteacher to assess the child’s needs and the School’s ability to meet those needs before a place can be offered.