

## Admissions Policy

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### 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 *petite section de maternelle - PSM* to *cours moyen deuxième année - CM2* (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. Application for the current and following school year

CFBL only accepts applications for the current and following school year.

Application for the current and following school year is done by completing an online application form available via the School’s website and paying a non-refundable application fee. The calendar for applications is published on the School website.

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

Throughout the application 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 have his or her 3rd birthday during the calendar year (i.e. from 1 January to 31 December) of entry into *petite section de maternelle* and be three years old before being allowed entry into *petite section de maternelle*. Entry of a child born between 1 September and 31 December will be deferred to the first day of school following their third birthday.

A child must have his or her 4<sup>th</sup> birthday during the calendar year of entry into *moyenne section de maternelle*, have his or her 5<sup>th</sup> birthday during the calendar year of entry into the *grande section de maternelle* and 6<sup>th</sup> 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 or their Deputy may require that the pupil take an aptitude test in the French language (see below).

## 2. Processing of applications

An Admissions Committee ("**Commission d'affectation des places**") is put in place each year. It comprises the Headteacher, the Deputy Head for Primary School, the Deputy Head for Secondary School, the Head of Finance & Administration, the Marketing, Communications and Admissions Manager, and the Admissions Officer.

The Admissions Committee meets on dates published on the website (usually monthly) to decide upon offers and update and determine waiting lists for each year group, in accordance with the priority criteria set out under paragraph 5.

The Committee will not consider applications for which the application 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, if so, their application will be considered again at the next meeting of the admissions committee, and the same process as set out in paragraph 5 below will apply. In such a case, their level of priority will remain unchanged but the number of places remaining available and the number of applications per priority group will evolve; parents are hereby informed that they are not guaranteed to be offered a place at the following meeting of the admissions committee.

Applications cannot be deferred or extended to the subsequent school year; parents must fill out a new application form (and pay the relevant fee).

The School will process applications regardless of the origin or previous school results of the child, provided their level of spoken and written French is sufficient to follow the curriculum (see paragraph 4. below).

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 740 pupils.

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

## 4. French aptitude test and interview

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

All pupils who wish to attend CFBL should have a sufficient knowledge of the French language for their age, before starting school. Depending on the class applied for, this may include a good knowledge of written French. This requirement applies equally to all applicants, including those admitted in priority.

Applicants who were not previously attending a French school or another school of the AEFÉ network, to satisfactorily undertake a test of their aptitude in French. In such case, You will be informed by email that your child is temporarily reserved a place and must satisfactorily take a test of aptitude in French as a condition to an offer. The School will organise the test as soon as possible. If the results of the test are satisfactory to the School, the School will issue an acceptance form and the acceptance process set out in the paragraph above will apply. In the event that, based on the results of the test, the School decides that it is not in the best interest of the child to join the School, the School will not issue an acceptance form and any conditional offer will lapse. If the results of the test are not satisfactory to the School, the School may also recommend that your child enters another year group and, subject to availability, may offer a place in the revised year group

Applicants who were not previously attending a French school or another school of the AEFÉ network will be requested to satisfactorily undertake a test of their aptitude in French before being issued an offer. In the event that an applicant does not pass the test, the applicant and their parents will be invited for an interview with the Headteacher or his Deputies, to discuss the applicant's academic record and their needs. Following this interview, the school may decide that:

- CFBL is in a position to provide support; or
- It is not in the applicant's best interest to attend CFBL, or
- It is in the applicant's best interest to be offered a place in a different year group to that which he/she applied for, depending on availability of places in the offered year group.

Aptitude tests will be organised as soon as possible following the meeting of the admissions committee.

## 5. Priorities for admitting applicants

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

**Priority 1:** Children with a parent employed at CFBL at the time of the application;

**Priority 2:** Children who have a sibling (including step brother or step sister) registered at CFBL;

**Priority 3:** Children of employees of companies or organisations named by the KT Educational Charitable Trust Ltd ("KTECT")<sup>1</sup>;

**Priority 4:** Pupils from an "*école homologuée*" (accredited by the French Ministry for Education) established in London transferring at the end of the schooling offered by the said school;

**Priority 5:** Pupils transferring from a school recognised by the AEFÉ or the MLF (*Mission Laïque Française*) established in the UK;

**Priority 6:** Pupils transferring from a school recognised by the AEFÉ or the MLF (*Mission Laïque Française*) established outside the UK;

**Priority 7:** Pupils transferring from a school accredited by the French 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.

**Priority 8:** All other pupils.

In case of oversubscription for a particular year group, places will be allocated at each meeting of the Admissions Committee by first applying the above order of priority and then, if required within a priority category, by the date of application (first come first served).

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

## 6. "Exit certificates"

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

CFBL may request confirmation from the transferring school that all sums due and owing to it in respect of the child have been paid.

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<sup>1</sup> 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 KTECT, 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. If you wish to apply as an employee of a company or organisation listed by KTECT, please inform the School's admissions department of the name of your employer and the admissions department will check if your employer belongs to the list supplied by KTECT and contact your employer to confirm you still are its employee.

After registration, CFBL will contact the previous school to obtain a digital transfer or copy of the child's records. If this is not possible, a copy of the previous two 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. Special needs

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

## 8. Offer of places

If a place is offered, the School will contact parents by email to explain the registration procedure. Parents must reply within the deadline specified in the offer.

Parents/guardians will need to supply the following information as a minimum:

- Full name of the pupil;
- Pupil's gender;
- The full name and address of each of the holders of parental responsibility for the pupil, including at least one UK address. For families moving to the UK from abroad, the UK address can be provided later if unknown when an offer is made, but must be sent before the pupil is allowed to start at School;
- Which of the pupil's parents/guardians the pupil normally lives with and at least one telephone number by which each parent/guardian who the pupil normally lives with can be contacted in an emergency;
- Where reasonably practicable, an emergency contact number for more than one person for each pupil;
- Day, month and year of birth of the pupil;
- Requested day, month and year of admission or re-admission to the School (where this is different to the first day of the school year);
- Name and address of the school last attended, if any;
- Pupil's health information (fiche santé);
- School trips consent (or lack thereof);
- Any additional school pick-up/drop-off contact information (if applicable);
- GDPR consent (or lack thereof);
- Consent (or lack thereof) to share your email contact with class representatives of your child's class and/or the parents' association.

Parents/guardians will need to provide the following documentation as a minimum:

- A copy of the passport of each person with parental responsibility on the child/guardian;
- A copy of the pupil's passport;
- For non-UK citizens, evidence of parents'/guardians' and child's right to live in the UK (document evidencing settled/pre-settled status, or visa issued by UK authorities);
- A copy of the pupil's birth certificate or "Livret de Famille" (Parents + children pages)
- If transferring to CFBL from a school, which is a member of the AEFÉ network, the exit certificate ("certificat de radiation") issued by the school of provenance. (This must be sent before the start date of your child.);
- Proof of a UK address, which can be one of the following:
  - current year tenancy
  - current year council tax
  - utility bill (dated within the last 3 months)
  - bank statement (dated within the last 3 months)

Families moving from abroad who do not yet have a UK address can provide this at a later point, but must provide proof before the pupil's proposed start date. Pupils will not be allowed to attend CFBL without a proof of a current UK address.

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<sup>2</sup> 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.

If Parents accept a place and all conditions set in the offer are met, the School's Terms and Conditions will form the contract between parents and the School.

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