

Admissions Policy

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1. Introduction

Collège Français Bilingue de Londres (the "School", "CFBL" or "we") is an independent school which teaches the curriculum set by the French Ministry of Education (Ministère de l'Éducation nationale) and is accredited by the French Ministry of Education as an école homologuée. The School offers a French bilingual curriculum taught in French and English from Petite Section de Maternelle (PSM) to Cours Moyen Deuxième Année (CM2) (Nursery to Year 6) and a French secondary curriculum with multilingual and enhanced English provision from Sixième to Troisième (Years 7 to 10). The School works in partnership with the Enseignement Français à l'Étranger (EFE) network.

The School's mission is to provide a demanding, outward-looking bilingual education in a multicultural setting. The School encourages applications from families with a wide range of backgrounds and profiles, consistent with that mission. The School aims to build balanced, educationally sustainable cohorts and a vibrant bilingual community across the School.

The School is committed to equal treatment for all applicants and will not unlawfully discriminate on the basis of any protected characteristic under the Equality Act 2010. The School will also take account of its legal duties in relation to disabled pupils, including the duty to consider reasonable adjustments.

Admission to the School can be competitive in oversubscribed year groups. The School may therefore be unable to admit every child who could benefit from a place if there is insufficient capacity in the relevant year group.

This policy also applies to the Early Years Foundation Stage (EYFS).

2. Applications for the current and following school year

CFBL only accepts applications for entry in the current school year or the following school year. The admissions calendar, including application opening dates, deadlines and decision rounds, is published annually on the School's website.

An application is made by completing the School's online application form and paying the non-refundable application fee. Parents must provide complete, accurate and up-to-date information about their child. The School reserves the right to decline to process an application, withdraw a formal offer of a place, or terminate the parent contract and cancel a pupil's registration at any time if material information was withheld, misleading, incomplete or factually inaccurate.

During the application period, the School may contact parents to confirm whether they wish to maintain an application.

Parents must promptly inform the School of any change of contact details or any material change in their child's circumstances. The School reserves the right to close an application if it cannot obtain the information reasonably required to process it.

Age of entry and allocation to year groups:

Contrarily to the British system, which constitutes year groups with pupils born from 1 September to 31 August, the French system (including the School) constitutes year groups by calendar year, which is to say with pupils born from 1 January to 31 December. Parents whose child(ren) are born between 1 September and 31 December transferring from the British system should bear this in mind, and check our website or ask the Admissions team for guidance.

- A child must have their 3rd birthday during the calendar year (1 January to 31 December) of entry into Petite Section de Maternelle and must be three years old before they are allowed to start in Petite Section de Maternelle. A child born between 1 September and 31 December will normally start on the first day of school following their third birthday. However, they will need to pay for the full school year, as per our Terms & Conditions, with school lunches charged pro rata.
- A child must have their 4th birthday during the calendar year of entry into Moyenne Section de Maternelle, their 5th birthday during the calendar year of entry into Grande Section de Maternelle, and their 6th birthday during the calendar year of entry into Cours Préparatoire, and so on for higher year groups, except where a pupil transferring from a school certified by the French Ministry of Education is placed differently on the advice of the relevant school council (conseil de cycle / conseil de classe).
- For pupils not transferring from the French Ministry of Education system, the School will allocate a proposed year group taking into account the child's age, current year group and most recent school reports. If parents are unsure which year group to apply for, they are encouraged to contact the Admissions Department before applying.

The Headteacher or the Deputy to the Headteacher may require that an applicant undertake a French language assessment or attend another admissions activity described in section 5 below.

3. Admissions principles and considerations

3.1 Core criteria for entry

CFBL is not academically selective in the general sense: all application forms are processed, regardless of the child's background or of their academic record to date. However, the School must be satisfied that an applicant can reasonably access the curriculum of the relevant year group, taking into account the bilingual nature of the School and the educational provision available in that year group. This requirement applies equally to all applicants, including those admitted in priority.

In considering an application, the School will take into account, among other things:

- the applicant's age, educational history and school reports;
- the applicant's level of spoken and written French and, where relevant, English;
- the applicant's ability to follow the School's bilingual and/or French curriculum for the year group concerned;
- information obtained through assessment, meeting or interview requested by the School;
- the extent to which the parents understand and accept the nature of the School's bilingual educational model;
- the number of children applying at the same time from a same family.

3.2 Cohort-building in oversubscribed year groups

When there are more suitable applicants than available places in a year group, the Admissions Committee will apply the priority categories in section 6 below. Within a priority category, or between applicants who are otherwise broadly equally suitable, the Admissions Committee may take account of the needs of the relevant year group and the School's mission in order to build balanced, educationally sustainable cohorts.

The weighting of the factors listed below may vary between year groups and from year to year. Meeting one or more of these factors does not guarantee the offer of a place.

In such cases, the Admissions Committee may have regard to one or more of the following objective factors:

- objective evidence that the applicant can access the curriculum of the relevant year group, taking into account the applicant's educational history, prior curriculum exposure and language profile, with any disability, special educational need, medical need or reasonable adjustment consideration addressed separately under section 3.3;
- the applicant's language profile and, where relevant, the linguistic composition of the year group, so as to maintain a viable bilingual learning environment;
- the need to maintain balanced and educationally sustainable cohorts at key entry points and across the School;
- the need to support continuity for families relocating to London who require access to a French Ministry-accredited curriculum,
- the extent to which the family's current or planned location makes regular attendance and punctuality realistically sustainable.

For the avoidance of doubt, the School will not give or withhold preference on the basis of a protected characteristic except where expressly permitted by law.

3.3 Special educational needs, disability and medical needs

The School does not unlawfully discriminate in relation to applicants with disabilities, special educational needs, special medical needs or long-term illness. Each application is reviewed on an individual basis. The School asks parents to disclose fully and at the earliest opportunity any information that may be relevant to the child's educational, behavioural, pastoral, medical or access needs.

The School may request further information, including copies of professional reports (for example educational psychologist, speech and language therapist, occupational therapist, paediatrician or other medical practitioner), so that it can assess properly whether it can reasonably meet the child's needs.

In deciding whether to offer a place, the School will consider the child's needs, any reasonable adjustments that may be required, and the School's current capacity to make suitable provision in the relevant year group. Because specialist resources are finite, the School may conclude in some cases that it cannot reasonably meet a child's needs in the year group applied for, or at all. Where this is the School's conclusion, it will be based solely on an assessment of the School's ability to meet the individual child's needs – not on any comparison with, or impact on, other applicants.

A child's disability or special educational need will not be used as a negative balancing factor in oversubscription decisions.

4. Processing of applications and admissions rounds

An Admissions Committee (*Commission d'affectation*) is constituted each year. It normally comprises the Headteacher, the Deputy Head for Primary, the Deputy Head for Secondary, the Head of Finance & Administration, the Marketing & Admissions Manager, and the Admissions Officer.

The Admissions Committee meets in accordance with the admissions calendar published on the School's website. The School will normally operate a main admissions round, a second round where places remain, and thereafter rolling consideration only where places are still available.

Only completed applications, for which the application fee has been paid and the information reasonably requested by the School has been supplied, will be considered by the Admissions Committee.

Applications cannot be deferred or extended to a later school year. Parents wishing to apply for a later year of entry must submit a new application and pay the relevant application fee.

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 section 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.

The Headteacher is responsible for decisions relating to the admission of pupils to the School. All offers of a place at the School will be made in writing by the Headteacher or by staff acting on the Headteacher's authority.

5. Admissions activities: assessments, meetings and interviews

All applications are considered on an individual basis. Depending on the applicant's age, educational history and the information contained in the file, the School may require one or more of the following as part of the admissions process:

- a French language assessment, and where appropriate an assessment of written French;
- a meeting or interview with the parents and, where appropriate, the applicant;
- further school reports, writing samples, exercise books or professional reports;
- a meeting with the Headteacher, one of the Deputies, the SENCo or another senior member of staff where the School considers this appropriate.

5.1 French language assessments

All pupils who wish to attend CFBL must have a sufficient level of French for their age and intended year group before starting at the School. This requirement applies to all applicants, including those who qualify for a priority category under section 6.

Applicants from CE1 upwards who were not previously attending a French school or another school in the EFE network will normally be required to undertake a French language assessment satisfactory to the School.

The School may also require a French language assessment from other applicants where the written file suggests that further clarification may be needed. A French assessment may be requested, for example, where an applicant has only recently joined the French system, where there are documented inconsistencies in school reports, where there appears to be a significant gap between oral and written French, or where further information is required in order to assess the support that may be needed and is reasonably available at the School.

The School may either defer its decision until the assessment has taken place or make a conditional offer subject to satisfactory completion of the assessment. Assessments will be organised as soon as reasonably possible after the School has determined that an assessment is required.

If the results of the assessment are satisfactory, the School may confirm or make an offer and the acceptance process in section 8 will apply. If the results are not satisfactory, the School will review the child's record and may decide that: (a) the child can nevertheless be admitted with support reasonably available at the School; (b) the child would be better placed in a different year group, subject to availability; or (c) it is not in the child's best interests, or the School is not in a position, to offer a place.

5.2 Meetings and interviews

The School may invite parents and, where appropriate, applicants to a meeting or interview. Meetings are not required in every case. They may be used, for example, where the School wishes to discuss the bilingual model, clarify the child's educational history, understand better the child's support needs, or support transition at a key point of entry.

6. Priority categories and allocation of places

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-sibling or half-sibling) registered and enrolled at CFBL at the proposed date of entry;
- Priority 3: Children of employees of companies or organisations named by the KT Educational Charitable Trust Ltd ("KTECT")¹;
- Priority 4: Pupils from an *école homologuée* established in London;
- Priority 5: Pupils transferring from a school recognised by the AEFÉ or the Mission Laïque Française (MLF) established in the UK;
- Priority 6: Pupils transferring from a school recognised by the AEFÉ or the Mission Laïque Française (MLF) 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 teaching of the CNED or equivalent;
- Priority 8: All other pupils.

Where a year group is oversubscribed, places will be allocated by first applying the above order of priority.

If, within a priority category, the number of suitable applicants exceeds the number of places available, the Admissions Committee will apply the admissions considerations in section 3.2 above. Where applicants are otherwise similarly suitable, the Admissions Committee will give preference to families applying for places for more than one child at the same time. In case all applications are from families applying for more than one child at the same time, the Admissions Committee will allocate the place based on the application date (first come first served).

The same approach will apply if a place becomes available during the course of the year.

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 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. Parents who wish to apply under this category should inform the Admissions Department of the name of the relevant employer so that eligibility can be checked. The Admissions Department will contact the employer to confirm a parent is still its employee.

7. Exit certificates and previous school records

As a condition of admission, children transferring from another school in the EFE network must supply an Exit Certificate (certificat de radiation) issued by the transferring school, together with their school reports. Admission of a child transferring from another EFE school is conditional on CFBL having received the Exit Certificate before the child starts.

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

After registration, CFBL may contact the previous school to obtain a digital transfer or copy of the child's records. If this is not possible, parents must provide a copy of the previous two school reports showing progression to the next school level before the child starts at CFBL.

8. Offer of places, waiting lists and acceptance process

If a place is offered, the School will send an offer by email and explain the registration procedure. Parents must accept the offer within the deadline specified in the offer. Places cannot be reserved indefinitely. If a place is not accepted within the stated deadline, the School may withdraw the offer and allocate the place to another applicant.

On completion of the School's acceptance documentation and payment of the sums specified in the offer, and once any conditions have been met, the applicant will be registered for entry. If parents accept a place and all conditions set out in the offer are met, the School's Terms and Conditions will form the contract between the parents and the School.

A waiting list will be maintained and parents who did not receive an offer will be asked whether they want to remain on the waiting list and be reconsidered at the next meeting of the Admissions Committee. Where the School reconsiders applicants at a later round or when a place becomes available, the same process as set out in section 6. will apply. In such a case, the applicant's level of priority will remain unchanged but the number of places remaining available, the composition of the year group and the competing applications may have changed. Therefore a position on the waiting list does not guarantee that a place will become available or that an offer will be made.

9. Information and documentation required on acceptance

If a place is offered and accepted, parents/guardians will need to supply the following information as a minimum:

- Full name of the pupil;
- Name the pupil uses at school (if different);
- Pupil's gender;
- The full name and address of each person holding parental responsibility for the pupil, including at least one UK address. For families moving to the UK from abroad, the UK address may be provided later if unknown when an offer is made, but must be supplied before the pupil is allowed to start at School;
- Which parent(s)/guardian(s) the pupil normally lives with and at least one emergency telephone number for each parent/guardian with whom the pupil normally lives;
- Where reasonably practicable, an emergency contact number for more than one person for the pupil;
- Day, month and year of birth of the pupil;
- Day, month and year of the pupil's proposed start date at the School;
- Name and address of the school last attended, if any;
- Pupil's health information (fiche santé);
- School trips and activities consent (or lack of consent);
- Any additional school pick-up/drop-off contact information (if applicable);
- Consent (or lack of consent) to share the family's email address with 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 for the child / guardian;
- A copy of the pupil's passport;
- For non-UK citizens, evidence of the child's right to study in the UK (for example evidence of settled/pre-settled status or a valid visa issued by the 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 EFE network, the Exit Certificate (certificat de radiation) issued by the previous school. This may be provided at the end of the school year but must be supplied before the child's start date;
- The child's last two school reports;
- Proof of a UK address for each parent/guardian, which may be a current tenancy agreement, current council tax bill, utility bill dated within the last 3 months, or bank statement dated within the last 3 months.

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

10. Right to study in the United Kingdom

All pupils must have the right to live and study in the United Kingdom. The School may request evidence of the child's immigration or residence status during the admissions and registration process.

By accepting a place, parents confirm that their child has the right to enter, live and study in the United Kingdom by the proposed start date, or that they are in the process of obtaining the necessary documentation and will supply it before the child starts at the School.

11. Fees, bursaries and scholarships

The School's Terms and Conditions, fees, and any bursary or scholarship schemes available for the relevant school year are published on the School's website. Where a bursary or scholarship application is permitted, it must be made in accordance with the published procedure and deadlines.

12. Complaints and data protection

We hope that applicants and their parents/guardians will not have cause to complain about the admissions process. However, a copy of the School's Complaints Policy is available on request and/or on the School's website.

All personal data processed for the purposes of admissions is processed in accordance with UK data protection law. Further information can be found in the School's Privacy Policy on the School's website.

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Document Owner and Approval

The Marketing Communications & Admissions Manager is the owner of this document and is responsible for ensuring that it is reviewed in line with the School's policy review schedule.