

LYCÉE FRANÇAIS CHARLES DE GAULLE DE LONDRES

ADMISSIONS POLICY

Date of Review: May 2024, December 2024

Next Review: September 2025

This policy is publicly available on the School website and is available in hard copy on request.

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This is the Admission policy of Lycée Français Charles de Gaulle de Londres (the “School”).

Our website’s [Admissions page](#) outlines the application process as detailed in this policy and contains links to the relevant website and supporting documents (including forms to be completed) needed to apply for a place at the School.

Introduction

The Lycée Français Charles de Gaulle de Londres is a fee-paying, fully co-educational day school for pupils from age 3 (more specifically, children turning 3 during the school year) to 19, that is placed under the direct management of l’*Agence pour l’Enseignement Français à l’Étranger* (« Agency for French Education Abroad », otherwise called « AEFE »), a government institution supervised by the French Ministry of Foreign Affairs.

Mission statement:

First Class Education

- Over a century-old institution offering French, Bilingual and British curricula to about 3450 pupils
- Personalised support offered by a dedicated international teaching team to ensure success for all pupils
- A friendly and welcoming environment to promote self-development and well-being

Open to the World

- Multilingual: teaching of French, English, Russian, German, Spanish, Italian, Arabic, Latin and Greek
- Multicultural: around 41 nationalities, international school trips and exchanges, educational outings
- Multidisciplinary: sports, theatre, cinema, arts, music, voluntary work, journalism, programming, ecology...

Exceptional Guidance

Many of our pupils are accepted at some of the best universities and higher education institutions: Oxford, Cambridge, Imperial College, King’s College, London School of Economics, HEC, Sciences Po, Polytechnique, Henri IV, McGill, Columbia, Yale, Harvard...

School organisation:

The School has about 3450 pupils, on the School’s main site (South Kensington) and its three other sites:

- **South Kensington** (Royal borough of Kensington and Chelsea)
35 Cromwell Road

London SW7 2DG

- **École de Wix** (borough of Wandsworth)
Wix's Lane
London SW4 0AJ
- **École Marie d'Orliac** (borough of Hammersmith and Fulham)
60 Clancarty Road,
London SW6 3AA
- **École André Malraux** (borough of Ealing)
44 Laurie Road, London W7 1BL

You can find more information about the School's different schools [here](#).

The School is required to implement the principles and educational programmes of the French education system, defined by the French Department of Education.

This means the French national curriculum is compulsory for pupils other than those in the British Section, from *Petite Section* (nursery) to *Terminale* (equivalent Y13).

All pupils follow the French national curriculum, predominantly in the French language, except pupils who are in the British Section from Y10, who study a traditional academic programme of GCSEs and A-Levels, which are delivered in English as per an English school.

Pupils enrolled in *filière bilingue parité horaire* (50/50 bilingual stream) at Marie d'Orliac and école de Wix follow the French national curriculum and the British curriculum on alternative weeks.

The following education is available on each site:

	South Kensington	Ecole de Wix	Ecole Marie d'Orliac	Ecole André Malraux
<i>Petite section</i> (nursery) <i>filière bilingue anglais renforcé</i> (English intensive bilingual stream)	✓		✓	✓
<i>Moyenne Section & Grande Section</i> (pre-primary) <i>filière bilingue anglais renforcé</i> (English intensive bilingual stream)	✓	✓	✓	✓
<i>Moyenne Section & Grande Section</i> (pre-primary) <i>filière bilingue parité horaire</i> (50/50 bilingual stream)		✓	✓	

<i>Ecole Élémentaire</i> (primary) (CP to CM2, equivalent Y2 to Y6) <i>filière bilingue anglais renforcé</i> (English intensive bilingual stream)	✓	✓	✓	✓
<i>Ecole Élémentaire</i> (primary) (CP to CM2, equivalent Y2 to Y6) <i>filière bilingue parité horaire</i> (50/50 bilingual stream)		✓	✓	
<i>Collège</i> (lower secondary education) (6 ^{ème} to 3 ^{ème} , equivalent Y7 to Y 10)	✓			
<i>Lycée</i> (upper secondary education) (<i>seconde</i> to <i>terminale</i> , equivalent Y11 to Y 13)	✓			
British Section Y10 to Y13	✓			

This policy applies to admissions to the four sites of the School, and to all year groups at the School, including the Early Years Foundation Stage (EYFS) (*maternelle*).

This policy should be read in conjunction with the School Rules as well as the School's other related policies, including (without limitation) the School's Financial Rules and curriculum policy.

Pupils enrolled at the School and their parents/legal guardians must familiarise themselves with and adhere to all [School rules, policies and procedures that are published on the School's website](#), as revised from time to time.

1. Open Events and Information about our curriculum

Deciding on the right school for your child is very important and we very much hope that you and your child will attend an Open Event. Details of these are published on our website along with extensive information about the School.

[Our website](#) contains comprehensive information about our curriculum as well as information about how to contact the school.

2. The School is a French school

As Lycée Français Charles de Gaulle de Londres is a school placed under the direct management of AEFE, a government institution supervised by the French Ministry of Foreign Affairs,

- the School's proprietor is represented by the Embassy of France in London via the Conseiller(e) Culturel(le)
- the School's structure, organisation and general operation is in accordance with the French education system (including for its British section),
- in accordance with the School's Curriculum Policy, all pupils follow the French national curriculum, except pupils who are in the British Section,
- the School promotes Fundamental British Values, and also Fundamental French Values
- the French language is taught in all year groups (including the British Section)

Accordingly, applicants to the School, and in particular parents/legal guardians of children who come from non a non-French system, are informed of the following:

2.1 Year groups / school year allocations

In the French educational system the academic school age is determined by reference to the 1st January, unlike the United Kingdom which is 1st September.

This means that at the School, it is the calendar year of a child's birth that determines their year group (or grade), and places at the School will be offered accordingly. In other words, children born in months of the same calendar year will be in the same school year group.

The School retains full discretion to allocate a child's placement in the School according to the French educational system and the pedagogical interest of the child.

2.2 School committees relating to individual pupils' progress and wellbeing - pupils' and parents/legal guardians' representation

There are a number of committees at the School, where individual pupils' academic progress and wellbeing are discussed in the presence of elected pupils representatives and elected parents/legal guardians representatives:

a. *Conseils de classe*

In the secondary school, *conseils de classe* (class councils) are responsible for analysing and discussing the academic achievements and situation of each pupil in a class. These councils also address pedagogical questions concerning the class. Each class council meets at least three times a year, and is composed of members of the School staff, pupils and parents/legal guardians representatives. It makes proposals concerning pupils' course guidance.

- #### b. *Conseils de discipline* (secondary school only) deal with serious disciplinary cases, involving the possible temporary or permanent exclusion of a pupil from the School (please refer to the pupil behaviour and discipline policy (secondary)). They are attended by pupils representatives and parents/legal guardians representatives.

- c. pupils and parents/legal guardians' representation
Pupils representatives are elected annually by an anonymous ballot from amongst the pupils attending the School.
Parents/legal guardians representatives are elected annually by an anonymous ballot from amongst the parents/legal guardians of pupils attending the school.

3. Religious and political beliefs

The principles of secularism in French education (political, ideological and religious neutrality) are upheld at our School.

The School is not faith aligned. It welcomes applications from pupils of all faiths and none.

In the School, exterior signs or clothing by which pupils conspicuously manifest a religious affiliation is prohibited.

Pupils must not wear any emblems or clothing which give a clear reference to politics or religion.

4. Immigration / admission of pupils who are non-UK nationals

It is the parents/legal guardians' responsibility at all times to ensure that their child has the appropriate immigration permission to live in the UK and to study at the School.

The School does not act as a child student sponsor, and therefore does not issue CAS numbers, to prospective pupils (other than to identified *boursiers de mobilité* selected by the French government, where applicable).

Parents/legal guardians of applicants will be asked to confirm the pupil's immigration status. Any offer of a place at the School is dependent on the candidate satisfying the appropriate UK government visa requirements in place at the time and for the duration of their studies at the School.

5. Pupils residing with a parent/legal guardian within a reasonable distance of the School

Only children who will be residing with at least one parent or legal guardian at all times, in London or within a reasonable distance of the School with a valid address can be offered a place at the School.

No pupil can be enrolled in our School if they wish to study at the School while staying with a host family, in student halls or similar.

6. Equal Opportunities / equal treatment

The School is committed to creating a diverse school community that appreciates and respects differences. This enriches our community and is vital in preparing our pupils for today's world.

The School is committed to equal treatment for all, regardless of a pupil's race, ethnicity, religion, sexual orientation or social background.

The School is committed to the promotion of justice, equality of opportunity and fair treatment for all members of its multi-cultural school community, in compliance with the protected characteristics of

the Equality Act 2010 and the preceding legislation including the Special Educational Needs and Disability Act 2001 (SENDA).

7. Special Educational Needs, Disabilities, medical and/or dietary requirements

Our School does not discriminate in any way regarding entry, and we welcome pupils with special educational needs and disabilities, provided that our teaching team in collaboration with our Wellbeing team, with reasonable adjustments, can offer them the support that they require to thrive and make educational progress.

Our School also welcomes pupils with medical and dietary requirements or physical disabilities, provided that our site can make provision for them. The physical layout of the site and buildings may restrict the movement of individuals who have particular difficulties with mobility. Some of these restrictions may be insurmountable.

It is the responsibility of parents to make the School aware, at registration, of any known special educational needs, Medical and dietary requirement or physical disabilities which may affect an applicant's ability to take full advantage of the educational resources provided at the School, so that we can determine whether a place can be offered and make appropriate adjustments for them.

Prospective parents are also asked to inform the School if any reasonable adjustments need to be made to enable a child to access the learning and assessment process, including educational plans (PAP, PAI and PPS).

Parents should provide a copy of an Educational Psychologist's report, EHCP (Education, Health, Care Plan), MDPH (*maison départementale des personnes handicapées*) notification, or a medical report to support their request for a place and alert the School to any request for an educational plan or other special arrangements to the admission team.

The School defines a reasonable adjustment as one which can reasonably be undertaken within its normal staffing, facilities and resources, given the context of the School.

Where the School believes that a child's particular needs can be met by drawing on a limited range of additional expertise or resources, but nevertheless beyond the criterion for reasonable adjustment, the School may decide to offer a place on condition that the additional cost will be passed on to parents.

The School reserves the right not to offer a place where it is believed that any necessary adjustments exceed the criterion for reasonable adjustment. For example, the School may not be able to offer a place if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to

access the education offered, or that we are not going to be able to ensure their health and safety or those of other pupils.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and them starting at the School. The School requires parents to be proactive in updating us as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School, however, we may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances. If special educational needs or a disability becomes apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Whilst the School always seeks to make reasonable adjustments for pupils, it is not a special school. In rare instances, the School may determine that after a pupil's admission (whether during the first year at the School or during subsequent school years), despite reasonable adjustments, it cannot offer a pupil the support that they require to thrive and make educational progress anymore. In such instances, and after consideration by the School's teaching team in collaboration with the Wellbeing team, the School will contact the pupil's parents to discuss other options such as alternative provision with more specialised expertise. Where agreement cannot be reached, the School may take the difficult decision to end the School place.

8. Selection and Assessments

8.1 Requirements for pupils applying for a place in a French curriculum year group.

Except as otherwise stated below, the School is not academically selective for entries in a French curriculum year group.

a. Primary level

- **French language requirements**

The School is required to implement the principles and educational programmes of the French education system, defined by the French Department of Education.

As a large proportion of the school day is taught in French, children from a non-French system (except for children applying for a place in *maternelle*: PS (*petite section*), MS (*Moyenne Section*) and GS (*Grande Section*)) will have to take a French assessment with the relevant primary school's director if a place is offered to them. This test usually consists of oral questions.

The School reserves the right not to offer a place where it is believed that there are significant barriers for the child to access the curriculum.

- **English language requirements**

Only children who apply for *Parité Horaire* (50/50 bilingual stream) must have a required level of English according to their age group. If they come from a non-UK system, they will have to take an English assessment before being accepted.

The School reserves the right not to offer a place where it is believed that there are significant barriers for the child to access the curriculum.

b. Secondary level

Offers of a place at the School are conditional.

- When a child comes from a non-French system, the School will review the child's academic performance, and the child will have to take at least a written test in French and mathematics before being accepted if a place is offered to them. Where a child fails these tests, the School reserves the right to cancel the place at the School, or to offer a place in a year group that is below their normal year group.
- When children come from the French system, offers of a place in their normal year group are subject to the receipt of an *avis de passage dans la classe supérieure* (a favourable report by the previous school stating at the end of the year that the pupil can move onto the next year group). In case of *redoublement* (when a child is not admitted to the next year group), it is the parents/legal guardians' responsibility to contact the Admissions team to assess if the School has space in the relevant year group, and registration can be modified accordingly. Failure to contact the School to notify the School of a *redoublement* may result in the place at the School being cancelled.
- [Section internationale](#): as the number of places in Section internationale exceeds the number of places available, offer of a place in section internationale is subject to passing an entrance test, as indicated in our application and admission procedures, on our website's [Admission page](#).

8.2 Requirements for pupils applying for a place in the British Section

The School welcomes pupils both from within the Lycée Français Charles de Gaulle and from other schools. Pupils coming from English schools, whilst not needing to be fluent in French, will have demonstrated an interest and proficiency in the language as it forms a compulsory part of the curriculum for all pupils.

Admission to the British Section of the School (both in Y10 and Y12) is academically selective. Admission criteria and entrance tests are further described [here](#).

9. Entry points, in year school admission, and place availability

9.1 French curriculum entry points

The School's French curriculum is open to pupils from *Petite Section* (nursery) to *terminale* (equivalent Y13)

There is no specific entry point for the French curriculum at our School. While pupils may join the School in maternelle (petite section, moyenne section or grande Section), and study at the School until the equivalent of Y13, others may join later (for example CE1, equivalent Y3), and leave before the equivalent of Y13.

9.2 British Section entry points

The British Section is open to pupils from Y10 to Y13.

Entry points are in Y10 and Y12 only.

9.3 In-year School admission

Parents/legal guardians are expected to apply for a place at the School for an entry in September.

Parents/legal guardians may from time to time, following a house move or work transfer, need a place during the school year for their child, and apply for in-year school admission. These applications are processed separately.

Parents/legal guardians will be asked to produce a valid residence permit, proof of address and proof of employment when applying for in-year admission. When these documents are readily available, parents/legal guardians should contact the Admissions department 1 or 2 months prior to their arrival at the following email address to get information about this specific registration process: inscription@lyceefrançais.org.uk.

9.4 Place availability

As an international school, a percentage of our pupils leave the school each year. This means places are usually available in all year groups (for the French curriculum) and all entry point year groups (for the British Section) every year.

The number of applicants for places at our School may exceed the number of places available; a place at the School is not guaranteed.

10. The Entry Procedure / application process

Our website's [Admissions page](#) outlines our application and admission procedures and contains links to the relevant online platform and supporting documents (including forms to be completed) needed to apply for a place at the School.

Pre-registrations are made via an online platform, available from our website's Admissions page. Parents are invited to submit **one file per child** on our platform before the deadline of the pre-registration campaign at the time they have decided to apply.

Before completing their child's file, we suggest parents read this policy and our application and admission procedures through so as to avoid errors that could slow down the registration process or even make it invalid.

Only complete files submitted before the applicable deadline will be processed.

- Applications to the French curriculum grades are reviewed by an admissions board committee (there are multiple board meetings per year), following the School's priority criteria, available on the School's website, [here](#).
- Applications to the British Section are reviewed by the British Section admission committee, following the School's admission criteria and reviewing entrance tests' results.

11. Offers and Admissions

Conditional place offers are sent after each admissions board committee meeting (French curriculum) and each admission committee (British Section).

11.1 Unsuccessful applicants

Unsuccessful applicants will receive an email from the School informing them that the School was not able to offer them a place.

This email will invite unsuccessful applicants to contact the admission team (inscription@lyceefrançais.org.uk) within the dates indicated if they want their child's application to be taken into account during the next committee meeting. Applicants who fail to respond to his email will have to submit a new application if they want to be considered at another admissions board committee.

11.2 Successful applicants: conditional offer

Parents/legal guardians who receive an email from the School offering their child a place:

- a. Must read the offer carefully, as there may be instances where the offer indicates that the School
 - could not offer a place for the requested primary school, but is able to offer a place at a different primary school of the School;
 - could not offer a place for the requested stream, but is able to offer a place for a different stream (for instance a place is offered in the *filiale bilingue anglais renforcé* (English intensive bilingual stream) in lieu of the *filiale bilingue parité horaire* (50/50 bilingual stream) .
- b. Must follow the instructions contained in the email, and understand that the offer is conditional:
 - on the provision of missing information and/or documents listed by the admission team; Parents/legal guardians will only have a few days to provide the missing information and documents before the place offer is cancelled. It is therefore very important to complete the file carefully to avoid any setbacks;
 - on their child taking and passing an assessment or a test, where indicated on the offer email
 - on their child meeting the admission criteria
 - on the payment of the initial registration fee (*Droits de première inscription*) before the applicable deadline (see 12.1 below).

11.3 Admission

Once the conditions of the offer (other than the provision of missing information and/or documents) have been met, parents/legal guardians will receive an email confirming registration for the coming academic year.

If all the mandatory information/documents that were not available to parents at the time of registration are not provided before the September start of term, the child will not be able to start school and the registration may be cancelled without a refund of the initial registration fees (*droits de première inscription*).

Where applicable, parents/legal guardians will be contacted by the School to confirm their child's subjects and languages.

Your child will be assigned to a class that corresponds to the year group for which a place has been offered. No changes will be accepted after the start of the school year.

12. School Fees

12.1 Initial registration fee /DPI

In accordance with the School's Financial Regulations, the initial registration fee (*Droits de première inscription*) is a one-off fee charged to all pupils when they first register at the Lycée Français Charles de Gaulle de Londres.

The DPI :

- is due by the deadline specified in each offer of a place
- Is strictly non-refundable and non-deductible (even if the pupil cannot be present at the School, no matter the circumstances)
- Will only guarantee the place so long as the child joins the School on the starting date proposed by the School. Beyond that date, the offer of a place will be cancelled, the pupil will lose his/her place at the School. The DPI is due again in the event of a new registration request.

12.2 Tuition fees and other school fees

School Fees information can be found in the School's Financial Regulations and on our website.

12.3 Fee Assistance (scholarships and bursaries)

Fee assistance in the form of scholarships or bursary awards is not available at the School. However your children may be eligible for a bursary award from the *Consulat Général de France* provided that:

- They are French citizens;
- They are registered with the *Registre des Français établis hors de France*;
- They reside with their family (father and/or mother) in the United Kingdom;
- They are at least 3 years old by 31 December (for children starting nursery school);

In addition to these eligibility conditions, the award of a bursary award from *the Consulat Général de France* also depends on the composition and resources of your household, as well as your financial situation (see here for more information).

13. Fraudulent or misleading data or information

The School reserves the right to withdraw any offer made, or place given, on the basis of an application containing fraudulent or misleading data or information.

14. Complaints and appeals

Our School's Concerns and Complaints Policy applies to concerns and complaints raised by parents and legal guardians of pupils of the School. This Concerns and Complaints Policy does not apply to:

- Prospective pupils and parents
- Admissions

There is no recourse to an appeal against the decision of the School with regards to the offer of a place.

15. Safeguarding

Our School is an environment where children feel safe, happy, healthy, have better relationships and are actively participating in the school and wider world. We are committed to the welfare of our pupils.

Our Safeguarding and Child Protection Policy forms part of the School's whole school approach to promoting child safeguarding and wellbeing, which seeks to involve everyone at the School to ensure that the best interests of pupils underpins and is at the heart of all decisions, systems, processes and policies.

As part of its admissions' process, the school has a duty to contact a pupil's previous school to request safeguarding information. When a pupil leaves the School, the School has a duty to contact the pupil's future school to pass on safeguarding information.