L'Ecole des Petits L'Ecole de Battersea

Pre-Primary and Primary Bilingual Schools

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 AEFE (France).

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

1. To ensure that admissions are objective, transparent, and fair and that prospective pupils or parents are not discriminated against on the basis of race, age, disability, gender, marital status, pregnancy/maternity, sex or sexual orientation.

2. To ensure that the responsible admissions body of the school does not victimise a person in the arrangements it makes:
   - In deciding who is offered admission
   - On what terms the school offers admission
   - By refusing admission.

3. To ensure that the admissions process promotes equality and diversity by fostering a diverse and inclusive environment and ensuring all students feel welcome and valued.

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.

Preconditions for admissions are:

- That children are of appropriate age and sufficient maturity for their proposed cohort (particularly for the EYFS)
- The School is able to provide adequately, given any reasonable adjustments, for any learning difficulties or disabilities the child may have
- That children are able to access the curriculum, allowing for reasonable adjustments, at the academic level of their chronological age group
- The child's current School (where applicable) is able to provide satisfactory reports regarding the child's attainment and behaviour, and verbal references of satisfactory attitudes and conduct on the part of the parents
- Fees (if applicable, and including fees in lieu of notice) at the child's current school have been paid in full
- At the point of application, and thereafter, prospective parents must fully disclose any learning support assessment or identified need, medical condition or disability, which could require specialist treatment, support or equipment, and any behavioural or disciplinary issues. This information is essential to assist with any interview or other pre-assessment screening. Please note that specialist, behavioural and/or disciplinary support may incur additional fees.

Applications

Prospective parents are initially guided to the school website, www.lecoledespetits.co.uk or www.lecoledebattersea.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 £100 (VAT Exempt - PS ONLY) / £120 (VAT included)
- 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 October 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 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 1st April 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 agreement.

Appeals
There is no appeal process for admission to the school. The decision of the Head and Principal are final.

False Information
Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, the offer of a place will be withdrawn

Special Educational Needs and Disability
L'Ecole des Petits and L'Ecole de Battersea Schools does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including

those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.
However, we require parents of children with special educational needs or physical disabilities to disclose and discuss their child's requirements with the school before admission. We need be confident that we will be in a position to make a reasonable provision for him/her, and that the School can ensure, for example, that he/she will be able to access the education offered and that we are able to ensure his/her health and safety, and the health and safety of others. The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that his/her health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the School.

If there are requirements for extra support that the school cannot reasonably meet within its budgetary constraints, these will be communicated to the parents, who may have the option to pay extra for them, for example for an additional AVS support assistant, (SEN Assistant).

If special educational needs or a disability become apparent after admission, the school will consult with the child's parents and other outside agencies as appropriate. There is an expectation that if the school considers it necessary to involve outside specialists, parents will be cooperative and supportive of this approach.

The School will consult with parents and their medical advisers about the adjustments which can reasonably be made for the child, subject to the School's Accessibility Plan and usual routines and budget constraints, both during the admission process and later as a pupil. Where the School agrees to support the provision of additional services for children with disability or learning difficulties, such as the use of extra staff or auxiliary aids, parents or guardians will be charged for these at a level that reasonably reflects the cost to the School of providing the service or facility.

Additional time in exams and other special arrangements deemed reasonable and necessary will be made available for pupils with learning difficulties and disabilities where:

- notice of such learning difficulties or disabilities has been given to the School;
- and the School has been provided with a copy of a specialist assessor report e.g. Educational Psychologist's report or medical report (prepared within the last two years), which must include a recommendation for such special arrangements

Complaints

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. However, please note the Complaints Procedure is not available for use by prospective parents.

Admissions Register

The admissions register is not a public document.

For each pupil our admissions register will contain:

• name in full;
• sex; this should be the birth sex unless the person has obtained a gender recognition certificate (not available under the age of 18);
• name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) – NB parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise;
• where a parent notifies a school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information;
• at least one telephone number at which the parent with whom they normally live can be contacted in an emergency and at least one more alternative second emergency number where reasonably possible. If there are two parents a number from each will be obtained;
• day, month and year of birth;
• day, month and year of admission or re-admission to the school;
• name and address of the school last attended, if any;
• an indication of boarding or day attendance (in schools which include boarders);
• the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

Schools are obliged to inform their local authority (where the school is situated) where a pupil's name is going to be deleted from the admission register on certain grounds. In summary, these are: when the child has been taken out of school to be home educated; when the family has apparently moved away; when the child has been certified as medically unfit to attend; when the child is in custody for more than four months; when the child has been permanently excluded.

Schools must also notify their 'own' local authority when they remove or add a pupil's name to the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. The lawful grounds for removing a pupil, including the original ones above, and the information to be reported to the local authority, are set out in detail in both School Attendance 2019 and Children missing education 2016. Schools are also under a duty to provide information to the local authority for standard transitions if requested.

A child must be deleted from the register as soon as grounds for deletion are met. As to non-standard admissions, notification is to be made within 5 days of the entry on the admissions register.

A school's right under the regulations to delete a pupil for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the

school and local authority have jointly made reasonable enquiries (described in the guidance) as to the pupil's whereabouts and failed. As an independent school, our right to remove a pupil will in addition be subject to the terms and conditions of their own school/parent contract.

Schools are also obliged to notify the local authority when a child or pupil fails to attend school regularly or is absent without leave for more than 10 school days (continuous).
Where children leave the school, the designated safeguarding lead will ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have support in place for when the child arrives.

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 2026