

LYCÉE INTERNATIONAL DE LONDRES WINSTON CHURCHILL

("the School")

Admissions Policy (#1)

Our Mission

Through a rigorous, bilingual programme and innovative methods, we educate students to become responsible, creative, and principled global citizens. We teach them to think critically and act ethically, to form and express their own opinions and respect those of others, to define their own life goals, and to make sense of and embrace change.

Our values are: Excellence, Creativity, Integrity, Awareness and Community.

In support of these aims and values we are committed to ensuring the following:

Introduction

we are committed to treating all our students with respect and dignity.

Privacy Notice (GDPR)

This notice is to explain how information about students and families is used.

Categories of student and family information that we process

- personal identifiers and contacts (such as name, contact details and address)
- characteristics (such as nationality, language)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

This list is not exhaustive, to access the current list of categories of information we process please see your school Eduka account.

Who we share pupil information with

As per the Department for Education (DfE) requirements and the Independent Schools Inspectorate (ISI) framework, the school has a legal obligation to report all new joiners and all leavers to the Children and Young People Department of Brent Council. The information that we transfer is:

- Child's surname
- Child's forename
- Date and place of birth
- Country of origin
- Year group
- Dates of enrolment
- Residential address including postcode
- Parent(s)/carer(s)
- Contact telephone
- Contact email
- Previous School (new joiners)/Next school (leavers)

Should the family not provide the leaver information, the school has a legal obligation to inform Brent Council and share with them the family data such as parent phone numbers, email and postal addresses.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the DfE directly for the purpose of those data collections.

If you would like to discuss anything in this privacy notice, please contact gdprcompliance@lyceeinternational.london. Please see the school's website for the full [student](#) and [parent privacy](#) policies.

Introduction

This Admissions Policy applies to families residing in London while their child will be attending the School. If the student's family is not in this position, please contact the Admissions department to discuss your situation..

The Lycée International de Londres Winston Churchill (the "School") is an independent, co-educational, non-denominational international school, where no form of discrimination will be tolerated. The school offers a bilingual environment from its Early Years programme (3-5 years old) and Reception class (5-6 years old), through primary years (6 to 11 years old) to secondary school in which Year 7 students may choose to

follow the curriculum leading to the French Baccalauréat (with the possibility to add the OIB) or the English International Programme leading to the International Baccalaureate Diploma (IBDP):

- In the *Bac Français Bilingue* Programme, we teach the curriculum set by the French Ministère de l'Éducation nationale, de l'Enfance et de la Jeunesse. The aim is to offer a French bilingual curriculum taught mostly in French, with additional English language options for its secondary classes of Sixième to Terminale (Years 7 to 13). The programme leads to the French *Baccalauréat* (the French end of secondary studies national examination), which is externally assessed and grants students the right to pursue higher education in France as well as internationally. This programme is open to all students with a good command of the French language.
- In the English International Programme, we teach a global curriculum in English, which prepares students for the *International Baccalaureate Diploma Programme** (IBDP). The Lycée International de Londres Winston Churchill is an IB World School. IB World Schools share a common philosophy - a commitment to high-quality, challenging, international education. For further information about the IB organisation and its programmes, visit www.ibo.org. This programme is open to all students with a good command of the English language. See Appendix for IBDP Admissions Policy.

* Only schools authorised by the IB organisation can offer any of its four academic programmes: the Primary Years Programme, the Middle Years Programme, the Diploma Programme, and the Career-related Programme.

1. Pre-registration

Pre-registration for the following school year requires completion of an online application available via the school's website. A non-refundable fee of £100 is payable to pre-register and review any application.

Parents / carers are asked to complete the pre-registration application form with truthful documentation 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 / carers for confirmation that they wish to continue their application. Parents / carers must inform the School of any change in personal details (contact email in particular) and reply as requested. A lack of response from parents / carers entitles the School to cancel the application.

In compliance with French educational practice (Exemption granted by the DfE), children must turn 3 before 31 December in the calendar year of entry into Pre-Reception, and so on for subsequent year groups.

- For students applying to CE2 (Y4), CM1 (Y5) and CM2 (Y6) in the Primary section, the school requires a proficiency test in the French and English languages before they can be registered.
- For students transferring from an *école homologuée*, the School complies with any decision made by the *Conseil de Classe* or *de Cycle*.
- For students not transferring from an *école homologuée*, the School will take into account the age of the student, as well as the previous school's profile and curriculum, in order to assess their class assignment in the best interest of the student. Due to the bilingual nature of the programmes, the Head of School may require that the student takes a proficiency language test in the French and/or English language before they can be registered.
- The school can only accept students who are able to learn independently.

2. Processing of application

The Admissions Committee meets on a weekly basis to review the latest applications and decide on the offers of place. The committee aims to make this decision in the best interest of the applicant, given the challenging bilingual nature of the programmes offered. The Admissions Committee comprises the Head of Admissions or their nominated deputy and members of the Senior Leadership Team representing the Head of School. The deliberations are based on the documentation submitted and may when necessary require further discussion with the family/carers and supporting professionals. The Admissions Committee's deliberations are confidential; the decisions of the committee are final.

The Admissions Committee offers places when available and determines 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 are valid and remain unchanged until the next Committee meeting. The Committee will not consider incomplete applications such as:

- The application was not finalised or £100 application fee has not been paid
- The last three school report cards have not been provided
- Medical reports are missing

The school may rescind the offer of place if it later appears that the documentation provided by the family was not truthful (See Terms and Conditions)

If parents / carers do not accept an offer for a place prior to a specified deadline (8 calendar days), the place will be allocated to the next applicant on the waiting list: places cannot be “reserved”. However, parents / carers 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 reserves the right to review the previous school’s reports of all applicants. The admission of new students in *Première* and *Terminale* will be subject to a careful analysis of their performance and results while in their previous school.

The school’s Terms & Conditions, fees, and conditions for qualifying for bursaries (*bourses scolaires*) are published on the school’s website. Different fees apply to each Programme. The fees set out for each year group apply equally to all students for their relevant course of study (*Bac Français* or *English International Programme*).

3. Available places

The number of places available in each school year is limited. The quality of teaching which the school seeks to deliver, as well as health and safety considerations, determine the number of students the school can accept in each year level.

The maximum permitted capacity of the School is 1200 students.

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

4. Aptitude test

- All students who wish to enrol in the *Bac Français Bilingue* Programme in the Secondary section must demonstrate mastery of the French language, which includes a good knowledge of written academic French. A French language aptitude test may be required for students not coming from an *école homologuée* before they can be registered. This requirement applies equally to all applicants regardless of their priority status.

- All students who wish to enrol in the English International Programme or the International Baccalaureate Diploma Programme in the Secondary section must demonstrate mastery of the English language, which includes a good knowledge of written English. An English language aptitude test may be required before the child can be registered. This requirement applies equally to all applicants regardless of their priority status.

Two members of the Admissions Committee will interview the student (in person or on zoom) on academic subjects such as Maths, English and Humanities.

5. Priorities for admitting applicants to the *Bac Français Bilingue* Programme

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

Priority 1:

- a. Entering Sixième (Y7) and Seconde (Y11), students from an *école homologuée* in London, at the end of the key stages offered by that school;
- b. Entering any other year, students who have a sibling already registered at the Lycée International de Londres Winston Churchill at the time of application;

Priority 2:

Children of employees of companies or organisations named by the Wembley Educational Charitable Trust Ltd (WECT) *;

Priority 3: Students from an *école homologuée* (accredited by the French Ministère de l'Éducation Nationale et de la Jeunesse) established in London, transferring at the end of any level;

Priority 4:

Students transferring from a school recognised by the Agence pour l'Enseignement Français à l'Étranger (AEFE) or the Mission Laïque Française (MLF) established in or outside the UK;

Priority 5:

Students transferring from a school accredited by the French Ministère de l'Éducation Nationale et de la Jeunesse, or students who have followed the distance learning programme *Formule Scolarité Complète* of the Centre National d'Enseignement à Distance (CNED).

In the event of oversubscription for a particular year group within a priority category, places will be allocated by first applying the above order of priority, and then, if required, by drawing lots. If a place becomes available during the course of the year, it will be allocated according to the above order of priority.

6. “Exeat certificate” (*certificat de radiation*)

As a condition to their admission, children transferring from a French school (public, private under contract with the French government, or belonging to the AEFE or MLF

networks) must provide an Deregistration Certificate (*Exeat/certificat de radiation*) issued by the transferring school, as well as their school reports.

After registration, the Lycée International de Londres Winston Churchill will contact the previous school to obtain an electronic transfer, or a copy, of the child's *dossier scolaire*. If this is not possible, a copy of most recent school reports must be provided by parents / carers.

7. Offer of places

If an applicant is offered a place, the School will contact the parents / carers by email to explain the registration procedure. The parents / carers must reply within the deadline specified in the offer. If a place is accepted, the School's Terms & Conditions will form the binding contract between the parents / carers and the School.

The Admissions Committee will signify its decision, whether positive or negative, by email to the family as soon as possible.

8. Special needs

The school can only accept students who are able to learn independently.

An appointment with the Head of Pastoral Care is required in the case of a child with special needs or long-term illness. The purpose of such a meeting is for them to assess the child's needs and the School's ability to meet those needs.

** WECT has provided the Lycée International de Londres Winston Churchill with its land and buildings, to be occupied by the School on non-profit terms. Under the terms of an agreement with WECT, the School is required to give priority of admission to a pool of students, not exceeding 30% of the total school roll, to children of companies or organisations named by WECT, who have otherwise met the School's admissions criteria. The nominated children are likely to be children of employees of companies who have assisted WECT financially in the funding of this project. A list of said companies and organisations is supplied by WECT to the School each year in January.*

Terms & Conditions

2022-2023

<https://resources.finalsite.net/images/v1639564300/lyceelondres/af2bbeh5nyq2ztqbaucb/TermsandConditions2022-2023.pdf>

2023-2024

https://resources.finalsite.net/images/v1674038030/lyceelondres/clakltg81ouszv02rxr5/TC2023_2024.pdf

Policy created in February 2015

Reviewed in:

- June 2023
- March 2023
- January 2022
- September 2020
- November 2018
- November 2017

Policy #1 Appendix

English International Programme:

Y12-13: International Baccalaureate Diploma Programme Admissions Policy

The Lycée International de Londres Winston Churchill (the School) is an inclusive school and encourages all students to realise their full potential through one of the two academically rigorous programmes that we offer.

The Lycée International de Londres Winston Churchill is an IB World school, offering the IBDP. IB World Schools share a common philosophy - a commitment to high-quality, challenging, international education - that we believe is important to our students. For further information about the IB and its programmes, visit www.ibo.org

* Only schools authorised by the IB organisation can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), or the Career-related Programme (CP).

While we believe the *International Baccalaureate Diploma Programme* (IBDP) is a beneficial programme to students of different cultural and educational backgrounds, the School adheres to the IB statement that “the Diploma Programme is academically demanding and may not be the best educational choice for all students in a school.” Therefore, certain criteria will need to be met before admission to the IBDP.

The Lycée International de Londres Winston Churchill welcomes students who consider themselves, and aim to become, internationally-minded global citizens and identify with the IB Learner Profile. In order to succeed in the programme, students need to be motivated learners with the ability to work both independently and collaboratively.

The Lycée International de Londres Winston Churchill anticipates that all students entering the programme in IBDP1 (Year 12) will pursue the full International Baccalaureate Diploma. In special circumstances, and in consultation with parents / carers and the IBDP Coordinator, individual students may be allowed to register for stand alone IBDP courses.

Candidates from the English International Programme (EIP)

Admission to candidates who enrol from our English International Programme will be reviewed based on the following criteria:

- A minimum of a grade 4 (or equivalent) in the chosen SL (Standard Level) Diploma Programme subjects.
- A minimum of a grade 5 (or equivalent) in the chosen HL (Higher Level) Diploma Programme subjects.
- Students who have not attained a level 6 / 7 for Mathematics Analysis & Approaches (HL) and/or a 7/9 in the IGCSE Mathematics Extended exam will not be allowed to register for that course at a Higher Level.
- A satisfactory attendance and behaviour record for Years 10 and 11.

1. Candidates from the *Bac Français Bilingue* Programme

Admission to candidates who enrol from our *Bac Français Bilingue* Programme will be reviewed based on the following criteria:

- An average of 14/20 in the chosen SL Diploma Programme subjects.
- An average of 16/20 in the chosen HL Diploma Programme subjects.
- IGCSE with the minimum mark of C (mark 4-5) in English or a sufficient level of English demonstrated to ensure success in the IBDP.
- A satisfactory attendance and behaviour record for Years 10 and 11.

2. External Candidates

For candidates who enrol from outside of the School community, admission will be based on the procedure below conducted by the Admissions Committee.

1. Assessment of academic records from previous schools (for the preceding three years).
2. Reference from their current school for students applying to enter Year 10 and above
3. Interview with the IBDP Coordinator and the Head of Secondary

4. Aptitude test in both Mathematics and English

The Head of School, through the Admissions Committee, will confirm admission to each family.

3. Admission Under Advice

Admission Under Advice will be granted to those students who demonstrate exceptional motivation to pursue an IB Diploma but do not have the required minimum grade in the HL subjects selected for the IBDP. In this case, the following procedures will apply:

- Students are closely monitored during the first half semester and are required to attend any support sessions on offer.
- Should students be unable to cope with the demands of the IBDP they may be advised to pursue stand alone IBDP courses rather than the full IB Diploma. Parents will be informed.

4. Course Change and Registration

- During IBDP1 (Year 12), students will be monitored on a (mid-)semester basis.
- Students may request changes in their course selection no later than mid-October of IBDP1 (Year 12). Course changes must be approved by students, parents / carers, subject teachers, IBDP Coordinator and the Head of Secondary.
- A decision on final registration with the IB organisation for the full IB Diploma will be made at the end of IBDP11 by the IB Coordinator and the Head of Secondary in consultation with teaching staff and the Creativity, Activity and Service (CAS) Coordinator. Factors that will be considered are:
 - Level of achievement in subject choices.
 - Meeting of subject-specific requirements.
 - Meeting of requirements in CAS.
 - Meeting of requirements in attendance and punctuality.

5. Students with existing Special Needs

- The IB organisation states “*A special need is any permanent or temporary diagnosed need that could put a candidate at a disadvantage and prevent him or her from being able to demonstrate their skills and knowledge adequately.*” (General Regulations, Diploma Programme; March 2011)

- Candidates or their parents / carers must report special needs requirements when signing up for the IBDP. This must be accompanied by appropriate professional documentation.

6. DP1-DP2 students transferring from other schools

The School cannot guarantee subject availability for courses taken in previous schools.

Pursuing and completing courses through Pamoja online education will be at the additional expense of the student's family / carers.

7. Admission procedure and calendar

Year 11:

- September - December: Initial orientation for students during periods with Form Tutors, and for parents / carers through evening presentations to the wider community.
- January: Orientation discussion with the IB Coordinator and (Deputy) Head of Secondary.
- February: first courses request
- March: Feedback of subject teachers on student choices. Follow up discussions if necessary.
- May: Finalising subject choices and official offer letter.

8. Further Conditions

- Additional fees apply in the IB Diploma Programme to cover the cost of examination, and may apply for other requirements.
- Should students wish to pursue a course available on Pamoja (online education) this will be at the cost of the student's family / carers.

Updated:

- June 2023
- February 2023
- October 2022
- September 2022

- November 2020
- September 2020
- October 2019