

# 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 school opened in September 2015 after being registered with the Department for Education ("DfE").

Lycée International de Londres Winston Churchill (the "School") is an independent, co-educational, non-denominational international school and it does not tolerate any form of discrimination. The School offers two alternative programmes, one in French and the other in English:

In the Bac Français Bilingual Programme we teach the curriculum set by the French Ministry of Education ("Ministère de l'Éducation Nationale, de l'Enseignement supérieur et de la Recherche"). The aim of the School is to offer a French bilingual curriculum taught mostly in French adding more classes taught in English as the pupils progress from Grande Section de Maternelle to Cours Moyen 2 (years 1 to 6) and to teach a French curriculum with additional English language options for its secondary classes, Sixième to Terminale (years 7 to 13). The programme culminates in the French exam, the "Baccalauréat", which is externally assessed and grants students the right to pursue higher education in France and apply for colleges and universities in most countries of the world. 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 (IB) Diploma Programme* for which Lycée International de Londres Winston Churchill is a candidate school\* and pursuing authorisation as an IB World School. IB World Schools share a common philosophy - a commitment to high-quality, challenging, international education - that we believe is important to all our students. For further information about the IB and its programmes, visit [www.ibo.org](http://www.ibo.org)

This Programme is open to all students with a good command of the English language.

\* Only schools authorised by the IB Organization can offer any of its four academic programmes: the Primary Years Programme, the Middle Years Programme, the Diploma Programme, or the Career-related Programme. Candidate status gives no guarantee that authorisation will be granted.

## 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 register any application.

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

In compliance with French Educational practice, a child must have his or her fifth birthday during the calendar year of entry into the Grande Section de Maternelle and his or her sixth birthday in the calendar year of entry into Cours Préparatoire, and so on for other classes.

- For pupils transferring from an “*école homologuée*”, the School complies with any decision made by the Conseil de Classe or de Cycle.
- For pupils not transferring from an “*école homologuée*”, Lycée International de Londres will take into account the age of the pupil and the previous school's profile and curriculum in order to assess the class assignment in the best interest of the pupil. The Head of School may require that the pupil take an aptitude test in the French language before the child can be registered.

## 2. Processing of application

An Admissions Committee (“Commission d’Affectation des places”) is put in place each year. It comprises the Head of School, the COO and the Admissions Officer. The Admissions Committee meets on dates set at the start of the year to update and determine 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 applications for which the £100 fee has not been paid.

Places cannot be “reserved”. If parents do not accept an offer for a place prior to the specified deadline, 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 defer their application to a later stage of the school year.

The School reserves the right to review the school reports of all applicants. The admission of new students in Premiere and Terminale will be subject to careful review of their performance and results in their previous school.

The School’s Terms and 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 pupils 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 and health and safety considerations determine the number of pupils the School can accept.

The maximum permitted capacity of the School is 1300 pupils.

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

## 4. Aptitude test

- All pupils who wish to enrol in the **Bac Français Bilingual Programme** at Lycée International de Londres Winston Churchill must demonstrate mastery of the French language, which might include a good knowledge of written French. An aptitude test in the French language may be requested from students not coming from an “*école homologuée*” before the child can be registered. This requirement applies equally to all applicants regardless of their priority status.
- All pupils who wish to enrol in the **English International Programme** at Lycée International de Londres Winston Churchill must demonstrate mastery of the English language, which includes a good knowledge of written English. An aptitude test in the English language may be requested from students before the child can be registered. This requirement applies equally to all applicants regardless of their priority status.

## 5. Priorities for admitting applicants

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

### Priority 1:

- a. Entering 6e (y7) and Seconde (y11), pupils from an “*école homologuée*” established in London, at the end of the schooling offered by that school;
- b. Entering any other year, pupils who have a sibling registered at Lycée International de Londres at the time of the application;

Priority 2: Children of employees of companies or organisations named by the Wembley Educational Charitable Trust Ltd (“WECT”) \*;

Priority 3: Pupils from an “*école homologuée*” (accredited by the French Ministry of Education) established in London, transferring at the end of the schooling offered by the said school;

Priority 4: Pupils transferring from a school recognised by the AEFÉ or the MLF (Mission Laïque Française) established in or outside the UK;

Priority 5: Pupils transferring from a school accredited by the Ministry of Education established in France or pupils 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. The date of application will not be taken into account when offering a place, subject to the deadline for

## 6. “Exit certificates”

As a condition to their admission, children transferring from a French school (public, private under contract with the French government or belonging to the AEFÉ or MLF network) must provide an Exit Certificate (“certificat de radiation”) issued by the transferring school as well as their school reports.

After registration, the Lycée International de Londres 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 past school reports must be provided by parents.

## 7. Offer of places

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

## 8. Special needs

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

\* WECT has provided to Lycée International de Londres the land and buildings 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 pupils not exceeding 30% of the total school roll to children of companies or organisations named by WECT who have otherwise satisfied 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 the said companies and organisations is supplied by WECT to the School each year in January.