

La Petite Ecole Bilingue – Stewart International School is bilingual private independent school welcomes pupils from 2.5 yo until 10 yo (NB: The Kentish Town school only welcomes pupils from 3yo until 10 yo). We wish to welcome any child whatever her/his language, cultural, nationalities are, as we aim to promote French and English education to all pupils.

To subscribe your child in our school, the following procedure is employed:

### 1. Make an appointment

To visit the school, you need to make an appointment:

- by phone (**0207 284 2620 for Kentish Town school and 0208 960 2725 for Oxford Gardens**)
- by mailing (**education.kt@lpebl.com for Kentish Town school and education.og@gmail.com for Oxford Gardens**)

Visits will normally take place on Tuesday and Thursday at 10am or 2pm. However, other times can be arranged in case of special circumstances.

A preapplication email is sent to all enquiring families; parents can fill in and send back the preapplication form attached prior to their visit in order for their child to be already enrolled on our waiting lists.

### 2. Application process

#### FIRST APPLICATION

##### **Stage 1: Preapplication**

Families are required to return the completed and signed preapplication form by email only: this form is available on the school's website or upon request by email at [education.kt@lpebl.com](mailto:education.kt@lpebl.com)/[education.og@lpebl.com](mailto:education.og@lpebl.com).

##### **Stage 2: Place offer**

Application schedules vary according to the child's age of entry but are available on the school's website. The offer of a place requires the previous preapplication by parents of the child, and abides by the criteria detailed in our Admission Policy (available on the school's website). The offer consists of an Acceptance letter and an Application Form, and is exclusively made by email; parents are thus requested to return these two documents duly completed and signed by email. The offer of a place is only valid for ten days.

##### **Stage 3: Registration**

**The application is final when the formalities detailed below have been completed (in due time):**

- Administrative formalities
  - Acceptance letter has to be completed, signed and returned (parents are required to read the Terms and Conditions attached to the place offer email)
  - Application form has to be completed, signed and returned
  - Copies of both parents/ legal responsible adults passports have to be sent
  - Copy of the child's passport has to be sent
  - In the case of a divorce/ separation : copy of the court order settling the custody arrangements has to be provided ; a letter cosigned by both parents and detailing their common custody arrangement is required if no court order has been taken
- Financial formalities
  - Payment of the First Application fees of £1200
  - Payment of a £1000 advance on First Term fees (in May preceding the child's intake)

*NB: these payments are not refundable even though parents may cancel the application at any time during the process. Parents consent to the school making enquiries of the pupil's previous schools for confirmation that all sums due and owing to such schools have been paid.*

*Parents also consent to LPEBL informing any other school to which the pupil is to be transferred if any fees of LPEBL are unpaid. A School registration termination certificate will be issued only if all fees due have been paid. In addition, parents consent to provide the school with their child school report of the previous school before the intake of their child*

### **3. Conditions of admission**

In order to be offered a place for their child in our school:

- Parents have to complete the whole application process in full and in due time. Any missing document or payment will incur a cancellation of the application in our files.
- Pupils are enrolled in each year group based on the birth year. Pupils entering Nursery class/PS in LPEBL – Kentish Town have to be three years old on the 1<sup>st</sup> day of the school in September.
- LPEBL will offer a school place depending on the availability in each year group on the date of the child's intake.
- Priority will be given to a child who already has a sibling registered in our school.
- In some cases, LPEBL may wish to assess the child's levels in French and/or English before registering her/him.
- When applying for a child with Special Needs ( whether the needs be regarding learning, physical abilities or health issues), parents need to confer directly to the Head Teacher who will determine the frame which LPEBL is able to set up to welcome the child and ensure her/his progress and safety. The place offer is then conditioned by the agreement of both parties on the proposed frame.