

## Admissions Policy

### 1. General

EIFA International School (“EIFA”, “School”, “we”, “us” or “our”) serves a diverse community of pupils from a range of nationalities, cultures, and backgrounds. We offer a bilingual education for pupils aged 2 to 18, with French and English as main languages of instruction. Our unique curriculum comprises the best features of both, the British and French programmes.

EIFA is committed to equal treatment and welcomes applications for admission from all pupils regardless of nationality, religion, gender, or any of the ‘protected characteristics’ in the Equality Act 2010.

This policy is applicable to all prospective pupils, including those entering the Early Years Foundation Stage (EYFS).

### 2. Admissions Considerations

As an international School, EIFA welcomes applications for in-year registration (when you apply to start outside the normal registration round). We recommend applying as early as possible, ahead of the academic year in which your child will be entering.

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 children the School can accept in each class.

Junior School pupils will be placed in the year group based on the year of birth (January to December) in accordance with the French system. All other pupils are placed in the relevant year group, based on UK age ranges. There is a table of international year group equivalents in **Appendix 1**.

### 3. Special Educational Needs and Disabilities (SEND) Admissions

EIFA welcomes pupils with disabilities and/or special educational needs, provided we can offer them the support that they require to fulfil their potential and cater for any additional needs, as well as ensure that our site can accommodate them. There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child’s special educational needs and/or disability.

Before a pupil joins EIFA, details of all information relating to health and additional needs must be disclosed, so we can consider how best to support the pupil. We will arrange a meeting with parents and our Special Educational Needs Coordinator (SENCo) to discuss any known needs relating to their child’s health, development, disabilities, and learning difficulties.

The School requires parents to be proactive in updating the School as to any significant changes which would mean that the information provided during the application process is out of date or incomplete. In exceptional circumstances, the School may need to reconsider the offer of a place if a pupil’s circumstances change materially.

Where a child’s SEND are identified or develop after the child has started at the School, we will endeavour to continue to support the child, as long as we believe it is in the best interest of the child to remain at the School.

We reserve the right to withdraw a place at the School. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

## 4. Admissions Process and procedures

Table 1 - The stages of the admissions process and procedures

|    |  |  |
|----|--|--|
| 1. | Visiting the school                            | We encourage all families to visit the School to receive an individual tour and meet the Head of School. Please contact the School's Registrar, on 020 7637 5351 or email <a href="mailto:registrar@eifaschool.com">registrar@eifaschool.com</a> to arrange a visit or an online meeting, if more convenient.  |
| 2. | Completing the Registration Form               | The Registration Forms can be found on our website. For our Nursery, which is referred to as 'Little EIFA', the form can be found at this link: <a href="#">Little EIFA Registration Form</a> . For all other year groups, the form can be found at: <a href="#">EIFA Registration Form</a> .<br><br>Alternatively you may obtain a copy by emailing the Registrar on <a href="mailto:registrar@eifaschool.com">registrar@eifaschool.com</a> .   |
| 3. | Submitting the Registration Form               | Please submit the completed Registration Form to <a href="mailto:registrar@eifaschool.com">registrar@eifaschool.com</a> with all the required supporting documentation, as per the requirements outlined in Table 2 below.<br><br>Parents will receive an acknowledgement of the registration and will be advised of the next steps in the admission process, which depends on the age of the child.<br><br>When submitting the completed Registration Form, a non-refundable registration fee of £300 is required, payable via bank transfer.   |
| 4. | References and interviews (Senior School only) | References will be requested, from the current or most recent School, for children entering the Senior School. Upon receipt of the references, an interview will be arranged with a member of the Senior Leadership Team.<br><br>The School will require every International Baccalaureate (IB) applicant to be interviewed by the International Baccalaureate Diploma Programme (IBDP) Coordinator. Applicants must demonstrate a commitment to both the School and the IB ethos.<br><br>We will consider IBDP transfer pupils who have achieved pass criteria (usually 28 points, a full draft of the Extended Essay, a substantial and validated CAS profile, as well as a complete draft of their ToK essay) at the end of the first year of the Diploma programme and where courses are compatible. |
| 5. | Formal offer of a place                        | The Head of School will review applications once all documentation has been received and the pupil's interview is completed, if relevant. A formal offer will be sent by the School Registrar.   |
| 6. | Acceptance of a place                          | In order to secure the place offered, the School requires a signed Acceptance Form and receipt of a £2,000 deposit. The Acceptance Form must be signed by all individuals with parental responsibility and requires you to read and agree to the school's <a href="#">Terms and Conditions</a> .   |
| 7. | Waiting List                                   | Should a year group be oversubscribed, your child will be included on the school's waiting list.   |

## 5. Admissions Documentation

Table 2 - Documentation requirements

|   |   |
|---|---|
| Documents required for all applications           | <ul style="list-style-type: none"> <li>• One passport-size photograph of the child.</li> <li>• Copy of the child's passport (photograph page and visa details, if relevant) or Birth certificate.</li> <li>• An Administration Fee of £300 is required for every child. This non-refundable fee covers all administrative work involved in processing the registration.</li> <li>• A refundable deposit of £2,000 must be made before a child's place is secured. This deposit is held without interest and refunded when your child leaves the School, as per our Terms and Conditions.</li> </ul> |
| Junior School                                     | <p>In addition to the above:</p> <ul style="list-style-type: none"> <li>• The most recent school report or any other assessments that will help us judge the suitability of your child.</li> <li>• Reference from your child's current school, if relevant.</li> </ul>  |
| Senior School                                     | <p>In addition to the above:</p> <ul style="list-style-type: none"> <li>• A reference from your child's current school.</li> </ul>  |
| Sixth Form  | <p>Additional documentation required for the IB Diploma Programme:</p> <ul style="list-style-type: none"> <li>• EIFA IBDP transfer form (which will be provided by EIFA once an offer is made).</li> </ul>  |
| Special Educational Needs and Disabilities (SEND) | <p>Please provide the following information with the Registration Form, if available:</p> <ul style="list-style-type: none"> <li>• Educational psychologist's report</li> <li>• Medical report</li> <li>• EHCP Plan</li> <li>• Any other relevant information</li> </ul> <p>If the pupil has an EHCP, the school will liaise with parents and, where appropriate, the local authority to consider how best to support the child.</p>  |

## 6. Bursaries

Bursaries are available to Senior School pupils who would benefit significantly from an education at EIFA and whose parents could not otherwise afford to send them to EIFA School.

The Board, together with the Head of School, will consider a number of factors when making the determination as to the justification for financial support and the extent of such support. In the main, the pupils' suitability for the School is the first consideration in granting support.

The School is aware that family circumstances may change significantly during a pupil's School life. Therefore, requests for applications at other times will be considered sympathetically if funds are available.

Parents or guardians are encouraged to contact the Bursar as soon as they anticipate a change in their financial position. Staged payments may be available to help in some circumstances.

## 7. Scholarships

EIFA acknowledges excellence through our scholarship scheme, designed to recognise and reward excellence in academic, artistic and/or sporting pursuits. All scholars are expected to demonstrate enthusiasm and commitment to school life and uphold EIFA's core values.

Scholarships are not available to Little EIFA or Junior School pupils.

More information about bursaries and scholarships can be requested from our Bursar, at [bursar@eifaschool.com](mailto:bursar@eifaschool.com).

## 8. Data protection

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice. The School will not hold your personal data or that of your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following the application. Reasons to retain such data for longer periods might include cases where parents express an interest in their child re-applying for any reason, or at a later date.

For more information on Data Protection at EIFA International School, please contact our Data Protection Officer, on [dpo@eifaschool.com](mailto:dpo@eifaschool.com).

## Appendix 1 - International year group equivalencies

| AGE | UK            | FRANCE                     | USA              |
|-----|---------------|----------------------------|------------------|
| 2   | Nursery       | TPS                        | Nursery          |
| 3   | Nursery Class | Maternelle Petite section  | Pre-School       |
| 4   | Reception     | Maternelle Moyenne section | Pre-Kindergarten |
| 5   | Year 1        | Maternelle Grande section  | Kindergarten     |
| 6   | Year 2        | C.P.                       | 1st Grade        |
| 7   | Year 3        | C.E. 1                     | 2nd Grade        |
| 8   | Year 4        | C.E. 2                     | 3rd Grade        |
| 9   | Year 5        | C.M.1                      | 4th Grade        |
| 10  | Year 6        | C.M.2                      | 5th Grade        |
| 11  | Year 7        | 6ème                       | 6th Grade        |
| 12  | Year 8        | 5ème                       | 7th Grade        |
| 13  | Year 9        | 4ème                       | 8th Grade        |
| 14  | Year 10       | 3ème                       | 9th Grade        |
| 15  | Year 11       | 2nde                       | 10th Grade       |
| 16  | Year 12       | 1ère                       | 11th Grade       |
| 17  | Year 13       | Terminale                  | 12th Grade       |