



## Admissions Policy

Reviewed by the Proprietor, September 2018

## **Introduction**

Le Hérisson School is a non-selective and co-educational independent pre-school for 2-6 year olds. Children of all nationalities, religions and ethnic backgrounds are welcome from 2 years of age.

Le Hérisson School teaches the curriculum set by the French Ministry of Education and the Early Years Foundation Stage which is statutory for the age range up to five years of age.

Le Hérisson School's aim is to provide a high quality non-religious education. Children learn a second language in a natural way with all the attention, care, encouragement and motivation they need. The best of both French and English teaching methods are used. Many qualities can be developed through the learning of another language: multiculturalism, communication skills, respect of differences, curiosity, and eagerness to learn. Parents should ensure that they can support their child with the use of French language at home (Baby sitter, nanny, music or art classes).

## **Available Places**

The number of places available in each school year is limited. The maximum permitted capacity of the School is 76 pupils.

Priorities for admitting pupils are listed by the date of their application at the school.

Registration is based upon a first come first served basis.

Being registered later, or lower down, on our waiting list does not necessarily preclude you from being offered a place. In the period between registration and offer, some families may relocate or accept offers from other schools which will make other places available.

## **Registration & Entry Procedure**

1. Return the registration form duly completed with the registration fee in order for the school to register the child.
2. The School will process applications regardless of the origin. A confirmation of receipt of an application form will be sent by post. Any misleading application will be treated as an incomplete application and will not be processed.
3. Families are contacted from February before the start of the school in September when a place is available.
4. Acceptance of an available place requires parents to sign an acceptance form and to pay a deposit. The form must be returned to the school within 7 days of receipt of the letter. The deposit is non-refundable should the place not be taken up (please see our Terms and Conditions). It is refunded without

interest at the end of the school year if the school receives a written notice a term in advance.

5. Prior to the child starting, we will contact previous school or Nursery for reports or references.
6. We will ask you to supply us with all other relevant documentation for your child prior to entry including any relating to a recognised Special Educational Need or medical or dietary need/requirement.
7. We will ask for payment of the first term fees in advance by the end of May before the school year begins.

### **Transfer of Pupils**

Le Hérisson School is an institution approved by the French Department for Education and partner of the AEFÉ. In London this ensures the continuity of education in the French primary system at the end of the schooling with us.

However this also means that whilst parents are free to choose the school of their choice, children need to finish their schooling in the establishment of first registration.

Transfers between "école homologuées" will be accepted only under exceptional circumstances.

**Review Date : August 2019**