

La Petite Ecole Bilingue – Stewart International School is bilingual private independent group which 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.

Below are the various steps to follow to register your child in one of our schools:

I - APPLICATION

A) Pre-application (free pre-application)

Families are required to fill in and submit pre-application form online: this form is available below and on the school's website.

[PRE APPLICATION FORM](#)

Parents are expected to fill in and send back the pre-application form prior to their visit in order for their visit to be arranged and their child to be enrolled on our waiting lists.

B) Make an appointment

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

- by phone (**0207 284 2620 for Kentish Town** and **0208 960 2725 for Oxford Gardens**)
- by email (**office@pebl-kt.com for Kentish Town** and **pebl.admissions@stewartintschool.co.uk for Oxford Gardens**)

Visits normally take place on Tuesdays and Thursdays at 10am or 2pm.

C) Admission commission

From the start of the yearly enrolment campaign, at the start of each month, both the pedagogic and administrative management teams meet to select children after examining their files.

- **Invitation to send the child's school report/for the child to come in for an interview**

Prior to the start of the yearly enrolment campaign, parents of children pre-applied in our school will receive an email requesting them to send their child's last school report. When the child is not schooled yet (children below 4yo), parents will be invited to bring their child to school for a quick interview (15min) (for families living abroad only, these interviews can be arranged through Skype).

Failing to send the school report or attend the interview is considered as a cancellation of the pre-application.

NB: Place offer criteria and priorities:

- Children with a sibling already attending one of our schools, are offered places in priority
- among the pre-applied children, the school will consider first the older children within each age range
- the capacity to speak one or the other language
- for children under 3yo and who may not speak even their mother tongue, will be assessed their level of independence and autonomy

II – PLACE OFFER

Application schedules vary according to the child's age of entry.

The offer of a place requires the previous pre-application to be filled in 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 online School Place Offer Form, and is exclusively made by email; parents are thus requested to return and submit the requested form and documents duly completed online, and proceed with the transfer of any payment requested by the school at the time of the online School Place offer and within the deadline given by the school. The online School Place Offer is valid for ten days only.

A) Registration

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

1. Administrative formalities

- Online School Place Offer form has been completed and submitted (parents are required to read the Terms & Conditions, the Financial and the Admission Policies attached to the place offer email)
- Copies of both parents/ legal responsible adults passports have been sent
- Copy of the child's passport has been sent
- In the case of a divorce/ separation : copy of the court order settling the custody arrangements has been provided ; a letter co-signed by both parents and detailing their common custody arrangement has been provided if no court order has been taken.

2. Financial formalities

- Payment of the First Application fees of £1200 has been made
- Payment of a £1000 advance on First Term fees has been made.

III - RE-ENROLMENT

A) Process

Each year parents are sent an online Re-Enrolment form which they have to fill in in order to secure their child's place for the next academic year. Failing to complete the online Re-Enrolment and/or to pay the £1000 advance on 1st Term fees by the given deadline is considered by SIS – LPEBL as a cancellation of their child's registration. The place will then be offered to the next child on the waiting list.

NB: these payments are not refundable nor transferable even though parents may cancel the application at any time during the process. Then we will need parents' consent to the school making enquiries to the pupil's previous schools for confirmation that all sums due and owing to previous schools have been paid.

Parents also consent to SIS - 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.



B) Conditions of admission

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

- Parents have to complete the whole pre-application and 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 their year of birth. (NB: Pupils entering Nursery class/PS in SIS - LPEBL – Kentish Town have to be three years old on the 1st day of the academic year in September.)
- SIS - 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 the case of multiple applications in a year group, priority will be given to the older child.
- When applying for a child with Special Needs (whether the needs are 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 School Place offer is then conditioned by the agreement of both parties on the proposed frame.
- As detailed in the Terms & Conditions: Any withholding or misrepresentation of information or facts about the family or the child is considered as a breach of contract which LPEBL will terminate consequently keeping any paid sum.