

# HOW TO APPLY FOR A PLACE AT THE LYCÉE FRANÇAIS CHARLES DE GAULLE DE LONDRES APPLICATION & ADMISSION PROCEDURES

- Offers for places are sent after each admissions board committee meeting. There are 9 board meetings along the year. Parents are invited to submit **one file per child** on our platform before the deadline of each pre-registration campaign. **Only complete files submitted before the deadline** of the current campaign will be processed. Please find [here](#) our calendar showing the dates of the platform's closure at the end of each campaign.
- You must complete a file for each one of your children on our **online platform**. To do this, **create an account** with your first and last name by following this [link](#). Before completing your child's file, we suggest you read this guide through so as to avoid errors that could slow down the registration process or even make it invalid.
- Click on "Preregistration", then on the "School year **2024-2025**" box and finally on "New preregistration". Follow the 6 steps, making sure you complete at least all mandatory fields (boxed in red). Please check that the pre-registration file is submitted **in the child's name** (and not a parent's). Do not change the "Expected entry date" which is displayed by default. On step 4, it is **mandatory** to add the child's second legal guardian (if there is one). On Step 5, **upload all supporting documents at once** and click on Step 6 "Confirmation". An automatic email will be sent to you when your file is considered "completed" by our platform. **Please do not create two files for the same child and delete any incomplete or finished files that may be erroneous.** Duplicates require manual corrections from our department which may alter your choices.
- **Files will be reviewed by the admissions board committee following our priority criteria.** Decisions are then notified by email to families within the deadlines featured in our calendar. Please do check your "Junk Mail" around said dates. Our messages are sent via a mass mailing platform and some inboxes are set up to block these emails. Alternatively, you can add [inscription@lyceefrancais.org.uk](mailto:inscription@lyceefrancais.org.uk) to your contact list to ensure you receive all our communications. **We do not give results over the phone.**



# SUPPORTING DOCUMENTS

**IMPORTANT: TWO SIGNATURES (ONE FOR EACH LEGAL GUARDIAN) ARE REQUIRED ON DOCUMENTS 3, 4 and 5.** Electronic signatures will not be accepted and registrations cannot be processed if the documents are not signed manually. In case of a judgment assigning exclusive authority for educational decisions to a single parent – proof must be provided – , a single signature will suffice.

- 1. Copy of full Family Record Book** (page showing the identity of the parents AND page showing the names of the children) for French families / **full birth certificate** for any other nationality. Several pages may be necessary: the document must show the names of the legal guardians and of the child. In case of birth certificate issued abroad, it must be translated if references in English or French do not appear;
- 2. Photocopy of valid passports or identity cards** for parents and child. Passports are preferred. A photocopy of the front and back of the French identity card is necessary in order to verify the expiry date. The names must match those in the family book or birth certificate;
- 3. Document “Consent for registration in our school”** can be downloaded from the platform;
- 4. Document “Policies and Procedures”** can be downloaded from the platform;
- 5. Document “Notice to legal guardians”** can be downloaded from the platform;
- 6. Proof of employment in London** (payslip, work contract, employer’s letter)\*;
- 7. Proof of address in London** (utility bill, tenancy agreement)\*: This document should be in the name of at least one of the parents and less than 6 months old;
- 8. Last two years of the child’s school reports (bulletins)**: if the current school only provides an annual report which is not available at the time the preregistration is submitted, please provide a 2023-2024 school registration certificate (to be requested from the current school);
- 9. Vaccination record**: it must show the child’s name and list all the vaccines received (and not only the Covid one, if applicable);
- 10. Fiche de dialogue**: For 2nde and 1ère students coming from the French curriculum. Must be sent prior to the first day of attendance;
- 11. Residence title**: For families living in the UK, it is mandatory to provide the proof of citizenship, visa, or residence title for the application. For the other families, this document must be provided before starting at our school.

*\*ONLY if the family does not live in London yet (e.g. the transfer is planned in a few months) and there is no proof of address and/or employment in London, the certificate (attestation) downloadable from the platform can be completed and signed. If you are already working in London, proof of employment and address is mandatory.*

# REGISTERING AT THE PRIMARY LEVEL

We have 4 primary “annexes” in London:



**ÉCOLE PRIMAIRE DE SOUTH KENSINGTON** (in South Kensington) starting in Petite Section with a bilingual enhanced English stream



**ÉCOLE PRIMAIRE MARIE D'ORLIAC** (in Fulham) starting in Petite Section and with two bilingual streams from Moyenne Section: “Anglais Renforcé” (enhanced English) or “*Parité Horaire*” (50% in French and 50% in English)



**ÉCOLE PRIMAIRE DE WIX** (in Clapham) starting in Moyenne Section with two bilingual streams: “Anglais Renforcé” (enhanced English) or “*Parité Horaire*” (50% in French and 50% in English)



**ÉCOLE PRIMAIRE ANDRÉ MALRAUX** (in Ealing) starting in Petite Section with a bilingual enhanced English stream

- Please find more information about our different schools [here](#)
- Children from a non-French system (except for PS, MS and GS) will have to take a **French test** with the school’s director if a place is offered to them. This test usually consists of oral questions.
- Children who apply for “*Parité Horaire*” must have a corresponding level of English. If they come from a non-UK system, they will have to pass an **English test** before being accepted.

# ASPECTS TO CONSIDER WHEN ENROLLING AT THE PRIMARY LEVEL

- At “Preregistration”, the first section “School Requested” should be **filled with the name of the first school/stream of your choice**. If you also would like to apply for other primary schools/streams, you can add up to two more wishes in step 3 “Add wish”. **Please note you should not create a different file for each school.**
- For pupils **who have never attended school** (some PS, MS and occasionally GS levels), a mandatory field appears in the second section for the former school’s email and address. Please indicate N/A if this is the case.
- **We follow the French registration calendar** (which is different from the UK calendar). Here are the levels to consider for registrations for 2024/25. Please check carefully that you are choosing the level corresponding to your child’s birth YEAR (regardless of the month), especially if your child does not come from the French system. Registration could be cancelled if the chosen level is incorrect.

Child’s birth year	Level to be registered for a start of school in September 2024/2025
2021	PS
2020	MS
2019	GS
2018	CP
2017	CE1
2016	CE2
2015	CM1
2014	CM2

## REGISTERING AT THE SECONDARY LEVEL

- From 6<sup>ème</sup>, we offer 2 different curricula: *Plurilingue* (multilingual) and *Section Internationale* (SI- International Section). More information is available [here](#). **By default, any place offered will be in the Plurilingue section.** If registration can be finalised during the first pre-registration campaigns of the year, the child may be invited to take the SI entrance test. If registration is completed after the entrance tests are organised, the pupil will have to complete their entire 6<sup>ème</sup> in the Plurilingue section and, subject to passing a test and the availability of places at the end of the year, they will be able to join 5<sup>ème</sup> SI the following year.
- **From 5<sup>ème</sup> upwards, any offer of a place is by default in the Plurilingue section.** If your child is already enrolled in an SI Section (in France or AEFE), you must notify us only after the registration is completed and the First Registration Fees (DPI) are paid. **It will not be possible to tell you before your registration whether the registration will be in SI or in the Plurilingue section.** It is only after registration that our educational teams will be able to assess whether or not an SI class is available.

# ASPECTS TO CONSIDER WHEN ENROLLING AT THE SECONDARY LEVEL

- **Unaccompanied children:** only children with at least one legal guardian residing in London can apply for registration. **No student can enrol in our establishment if they wish to study staying with a host family, in student halls or similar** (this case is not allowed by our school rules).
- **We follow the French registration calendar** (which is different from the UK calendar). Here are the levels to consider for registrations for 2024/25. Please check carefully that you are choosing the level corresponding to your child's birth YEAR (regardless of the month), especially if your child does not come from the French system. Registration could be cancelled if the chosen level is incorrect.
- **Children from a non-French system** will have to take a **written test in French and mathematics** if a place is offered to them.
- **Offers of places are subject to a favourable report** by the previous school stating at the end of the year that the pupil can move onto the level above. In the event of failing the current year's level and being held back ("*redoublement*"), families must contact our teams to assess if the registration can be modified accordingly.
- The British course (British Section) which begins in Year 10 (equivalent to 3<sup>ème</sup>) is subject to a different registration process. More information is available [here](#).

Child's birth year	Level to be registered for a start of school in September 2024/2025
2013	6 <sup>ème</sup>
2012	5 <sup>ème</sup>
2011	4 <sup>ème</sup>
2010	3 <sup>ème</sup>
2009	2 <sup>nde</sup>
2008	1 <sup>ère</sup>
2007	Terminale

## RESULTS OF THE ADMISSIONS BOARD COMMITTEE MEETING: PLACES OFFERED OR DENIED

- **If you receive an email offering you a place**, you must follow these instructions, depending on the content of the message sent to you:
  - Confirm if your child will **take the test** if the place offer indicates it;
  - **Complete the file** if errors have been noted. You will only have a few days to make these changes before the place offer is cancelled. It is therefore very important to complete the file carefully in the first place to avoid any setbacks;
  - **Pay the First Registration Fees** (DPI- *Droits de Première Inscription*). You will have a few days to make this payment. Once the DPIs have been received, you will receive an email confirming registration for the 2024/25 school year.

The DPI are non-refundable and cannot be carried forward for a registration in another school year. Therefore make sure to complete and submit an application only when you are able to provide the requested documents and pay the DPIs. If the deadlines are not met, the offer of the place will be withdrawn.

- **If you receive an email denying a place**: in this email, we will invite you to contact us if you want your child's file to be taken into account during the next committee meeting. Please reply to this email within the dates indicated so that you do not have to submit a new file.