

## ADMISSIONS PROCEDURES

(Please check our [Year/level equivalency chart](#))

### Application Form

Please complete the online application on the school's Website.

For each applicant:

- Completed online application
- Picture
- Non-refundable application fee of £185 payable online (*PayPal*)
- Birth certificate
- School reports for the last two years (except for Reception) and current year school reports as soon as available
- Parents letter of recommendation (from family, friend or professional relations)
- If parents are divorced or separated, a letter signed by both authorizing the application

For Year 1, 2 and 3 applicants (France: GS, CP and CE1; US: K, 1<sup>st</sup> and 2<sup>nd</sup> grade):

- A language/speech therapist evaluation to verify that an oral and written dual-language curriculum is suitable for your child

For applicants who do not live in London, Paris or New York:

- A standardized test (please email [admissions@jmanuel.uk.net](mailto:admissions@jmanuel.uk.net) for options)

### Appointments

**Families living in London:**

- Parents are requested to attend a school presentation, which is followed by a Q&A session. Please choose a date from the presentation calendar and register at: [ecolejeanninemanuel.org.uk/admissions/school-presentation](http://ecolejeanninemanuel.org.uk/admissions/school-presentation).
- An appointment will be arranged for the parents with the Head Teacher or one of the school's senior staff once the parents have attended a school presentation.
- An appointment will be arranged for the applicant (individually or in a small group) with the Headmistress or one of the school's senior staff at school.

**Families living in Paris or New York:**

- Appointments, for parents and applicants can be arranged at École Jeannine Manuel in Paris, or in New York during the annual appointment week in February.

**Other families:**

- Telephone or Skype appointments can be arranged with the Headmistress or one of the school's senior staff.