

ADMISSIONS POLICY

1 INTRODUCTION

Jeannine Manuel School (“the School”) is a co-educational school for pupils from Nursery to Year 13. The School shares the same vision, educational philosophy and academic standards as the École Jeannine Manuel in Paris—one of France’s most respected independent schools.

The school was founded in 1954 with the mission **to promote international understanding through the bilingual education of an international community of pupils.**

The School’s aim is to admit a balance of boys and girls and to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for tomorrow’s world. The School is committed to equal treatment for all, regardless of an applicant’s gender, race, ethnicity, religion, disability, sexual orientation or social background. Additionally, the School is committed to encourage socio-economic diversity and bursaries are offered in order to make it possible for those who meet the School’s admission criteria to attend the school.

Deciding on the right school is very important, and we believe that a personal visit is invaluable. We hold a number of campus tours and school presentations that give a general introduction to the School.

Admission to the School is competitive and the Admissions Committee may deny admission to many bright, talented applicants whom the School would very much like to welcome if it had the space to do so.

This policy is also applicable to the Early Years Foundation Stage (EYFS).

2 ADMISSIONS CONSIDERATIONS

2.1 Nurturing Multicultural Diversity

The first part of the School’s mission statement is “To promote international understanding through the bilingual education of a multicultural community of students.” Accordingly, the Admissions Committee is sensitive to the need to foster the cultural diversity of the student body which exemplifies a core value of the School.

2.2 Criteria for Entry

Applicants will be accepted on the basis of their academic profile, their ability to cope with the academic challenge of an enriched bilingual curriculum and their contribution to the School's cultural diversity.

Successful applicants will have met our academic entry requirements. They will also, depending on their level of entry, have demonstrated ability and/or interest in co-curricular areas, and excellence of character. Our admissions process is designed to identify pupils who are able to benefit from our education and to make a positive contribution towards the life of the School.

The parents of successful candidates will be internationally minded families who embrace the School's mission statement and are deeply invested in the education and wellbeing of their children.

2.3 Admission to Sixth Form

Pupils already enrolled in the School in Year 11 will be automatically admitted to their chosen track (the IB Diploma Programme or the French BFI).

For new pupils seeking Sixth Form admission to the IB Diploma Programme or French BFI specifically, the School has procedures in place to assess candidates on the basis of school transcripts, interviews and short placement tests. New students will only be admitted if, in the School's judgment, they can successfully meet the challenge of their chosen track.

2.4 Admission criteria

In the event of there being more applications from equally qualified applicants than places available, places will be offered in accordance with the following criteria (weighting of these criteria may vary and meeting one or more of these criteria does not guarantee entrance):

- Current and former students of Jeannine Manuel School's sister schools and their siblings (a full or half-brother or sister, an adoptive brother or sister, or a child of the same household);
- Children of alumni and staff;
- Extra-curricular interests and other talents;
- Other factors.

For example, we also make every effort to reserve space for international applicants (e.g. university faculty on sabbatical or research fellows) whose families expect to remain in London for a limited period of time and wish to combine a cultural immersion in a bilingual education with the ability to re-enter their own school systems and excel.

2.5 Special Educational Needs (SEN) and Disability

We do not discriminate in any way regarding entry, but we are an academically selective school. Providing that we can support pupils according to their needs, we will do what we can to accommodate them. We welcome pupils with physical disabilities provided that we can make the site suitable. The School may require a copy of a medical report or psychologist's report to support any request for special arrangements. The number of pupils with special educational needs / specific learning difficulties is necessarily limited.

2.6 Admission Decisions

The Head of the School is responsible for decisions relating to the admission of pupils to the School. All offers of a place at the School will be made in writing by the Head or by colleagues on the authority of the Head.

On completion of the contract acceptance form and payment of the initial registration fee, applicants will be registered for entry. A waiting list will be kept until the closing date for receipt of acceptances and places will be offered as places become available.

3 BURSARIES

A bursary is a means-tested financial support for school fees. The School's bursary programme is designed to make it possible for those able students who meet our entry criteria to take up a place at the School, irrespective of parental income. Funds available for the bursary programme are limited and are determined each year by the Board of Governors.

Bursaries are awarded on a sliding scale up to the value of 100% of school fees. Each application is considered on its own merits, and the level of bursary, subject to programme funding, will be determined by the family's gross income, direct outgoings, value of their property and other assets.

The online bursary application can be found on the website and must be completed in conjunction with an online admissions application. Bursary funds are limited and late

indications of financial need are unlikely to be successful. Parents/Guardians can contact bursaries@jmanuel.uk.net for assistance.

4 ADMISSIONS PROCEDURES

Admissions procedures are available on our website.

4.1 Application Requirements

The application process involves attending a presentation, scheduled at least once a month throughout the school year and filing an online admissions application.

An appointment is then scheduled for the parents and the applicant with the Head or one of the School's senior staff members.

A number of documents are required to be submitted with the application form including:

- Picture
- Non-refundable application fee payable online
- Birth certificate
- School reports for the last two years (except for Nursery & Reception) and current year school reports as soon as available
- Letter of recommendation (from family, friends, the children's school or professional relations)
- If parents are divorced or separated, a letter signed by both authorising this application

We do not have any preference with respect to the recommender; we simply would like to form a personalised picture of the family. Two recommendations are not necessary, but we understand that they might be desirable in certain circumstances, particularly when parents are separated. There is no "right" recommender or recommendation.

4.2 Applying for Future Years

Applications are only considered for entry in the following academic year or for entry in the current academic year.

4.3 Complaints

We hope that applicants or their parent(s) or guardian(s) will not have any complaints in relation to the School's admissions process; however, a copy of our Complaints Policy can be provided on request.

5 RIGHT TO STUDY POLICY

All pupils of the School must have the right to study in the UK. A child has the right to study if they meet one of the following requirements:

- British or Irish citizenship;
- Settled or Pre-settled status through the EU Settlement Scheme;
- Indefinite Leave to Enter or Remain in the UK (ILR);
- Another valid residence document.

As all pupils will be under the age of 18 at the time of admission, right to study will usually be covered by one or both parent(s) meeting the above requirements. You will be asked to provide documentation proving yours or your child's right to reside and/or study during the application process.

Please note that the School does not offer sponsorship for Student Visas.

By signing the contract acceptance form, parents are agreeing that their child has the right to enter, live and study in the United Kingdom, or that they are engaged in the process to ensure that 15 days before the first day of school, their child will have the correct Visa documentation to enter, live and study in the United Kingdom by their start date.

For all non-UK national children, we require scanned copies of ID as well as Right to Live or Right to Study documents, for example settled/pre-settled status for those on the EU Settlement Scheme, or Visa documentation.

All personal data processed for the purpose of Admissions or Bursary Applications is processed according to the Data Protection Act 2018 and further information can be found in the School's Privacy Policy on our website.