

OFFICE USE

Visit by	
Date of visit	
Registration fee	
Deposit	

36 Portland Place  
London W1B 1LS

+44 20 7637 5351  
www.eifaschool.com

## REGISTRATION AND ACCEPTANCE FORM

submissions by email to: registrar@eifaschool.com

### Checklist

The following checklist is provided to help ensure that all necessary documents are received by EIFA in a timely manner.

*Please feel free to contact the School's Registrar at any time, for further information.*

1.  Completed and signed Registration and Acceptance Form (one per child).
2.  Records and official transcripts from the last school (in French or English).
3.  One passport-size photograph of the child.
4.  Copy of child's passport (photograph page and visa details, if relevant) or Virth certificate.
5.  An Administration Fee of £300 is required for every child. This non-refundable fee covers all administrative work involved in processing the registration. Payments are via bank transfer.
6.  A refundable deposit of £2,000 must accompany each registration, to secure your child's place. (Please refer to our Terms & Conditions for further details).

### Child Information

<p>Family name: <input style="width: 90%;" type="text"/></p> <p>First name: <input style="width: 90%;" type="text"/></p> <p>Preferred name: <input style="width: 90%;" type="text"/></p> <p>Place of birth: <input style="width: 90%;" type="text"/></p> <p>D.O.B: Day <input style="width: 20px;" type="text"/> Month <input style="width: 20px;" type="text"/> Year <input style="width: 20px;" type="text"/></p> <p>Gender: Boy <input type="checkbox"/> Girl <input type="checkbox"/></p> <p>Nationality: <input style="width: 90%;" type="text"/></p> <p>Home address in UK: <input style="width: 90%; height: 40px;" type="text"/></p>	<div style="border: 1px solid #ccc; width: 100%; height: 100%; background-color: #f0f0f0; display: flex; align-items: center; justify-content: center;"> <p>Picture</p> </div>
	<p>School Year: 20 __ / 20 __</p> <p>Term of Entry: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/></p> <p>Entry year group: <input style="width: 90%;" type="text"/></p>

## Legal Parent/Guardian Information

### First Legal Parent/Guardian

<p>Title: Dr / Mr / Mrs / Ms / Miss</p> <p>Last name:</p> <p>First name:</p> <p>Relationship to the child:</p> <p>Nationality:</p> <p>Languages spoken:</p> <p>Home telephone:</p> <p>Mobile telephone:</p>	<p>Home address: (If different than child)</p> <p>Work telephone:</p> <p>E-mail:</p>
---	--

### Second Legal Parent/Guardian

<p>Title: Dr / Mr / Mrs / Ms / Miss</p> <p>Last name:</p> <p>First name:</p> <p>Relationship to the child:</p> <p>Nationality:</p> <p>Languages spoken:</p> <p>Home telephone:</p> <p>Mobile telephone:</p>	<p>Home address: (If different than child)</p> <p>Work telephone:</p> <p>E-mail:</p>
---	--

Will anyone other than the person(s) listed above pay the School Fees? If yes, please give details: No  Yes

### If Yes,

Payer's full name:

Relationship:

Address:

E-mail:

## Education History

Current school attended

Address

Country

How did you first hear of EIFA School? Please be specific:

Have you applied to other schools? If yes, please list them below:

## Special Educational Needs or Disabilities

*We make every effort to be a fully inclusive school and are happy to discuss particular provisions for children with special needs*

Does your child have any Special Educational Needs or Disabilities?      No      Yes

If Yes please specify:

## Language

Which language do you consider to be your child's native language?

Which languages are spoken at home?

## Siblings Information

Are any other members of the family attending the school or registered for entry?      No      Yes

If yes, please specify their full names and year group:

## Parent/Guardian Acceptance

Please read carefully and sign

I/We, the undersigned legal parent(s)/guardian(s) of

request that he/she be registered as a prospective pupil at EIFA School, starting in

Month

/

Year

I/We certify that the information provided in this Registration and Acceptance Form is complete and accurate in all respects and I/we authorise EIFA to request any further information from teachers, counsellors, administrators and specialists, as may be required.

I/We understand that the registration will only be processed on receipt of the signed Registration and Acceptance Form as well as the non-refundable Administration Fee and refundable Deposit.

I/We acknowledge and agree that the Terms and Conditions attached to this Registration and Acceptance Form, as varied from time to time, form part of the contract between me/us and EIFA School.

Signed by:  
Parent/Guardian

Date:

Signed by:  
Parent/Guardian

Date:

NB: Each person with parental responsibility for the child is required to sign this Registration and Acceptance Form.

## Terms and Conditions

### 1. Introduction

EIFA International School (The “School” or “EIFA”) is an independent, international, secular school which teaches the curriculum set by the French Ministry of Education (“Ministère de l’Education Nationale” or “MEN”) and is accredited by the MEN with the status of “homologué” school (Please refer to Clause 9 below). The aim of the school is to offer a French/English bilingual curriculum taught equally in French and in English for classes from Nursery to Terminale/Y13.

The School works in partnership with the Mission Laïque Française (“MLF”).

The School aims to welcome all pupils and does not practice or tolerate any form of discrimination.

### 2. Standard Terms and Conditions

We believe that these standard Terms and Conditions reflect the customs and practice of independent schools in the UK. The rules about change and about notice and Fees in lieu of notice and the other rules set out below are provided in good faith. They are intended to promote stability and enable forward planning by, and the proper resourcing and development of, the School. They also help to protect Parents/Guardians from increases in Fees and liabilities caused by the defaults of others. Any waiver is effective only if given in writing in advance by the Head of School personally. Nothing in these Terms and Conditions affects the statutory rights of Parents/Guardians. The School may make changes to these Terms and Conditions from time to time and amended Terms and Conditions will be published on the School Website.

### 3. Definitions

(a) In these terms and Conditions:

“Capital Development Fund” means the sum set out in the Tuition Fees page on the School Website as amended from time to time.

“Child” means a child of whatever age admitted by the School to be educated.

“Deposit” means the sum set out in the Tuition Fees page on the School Website as amended from time to time.

“Fees” means the fees set out in the Tuition Fees page on the School Website as amended from time to time.

“Full term’s notice” means written notice given no later than the final day of the term immediately preceding the full term before the withdrawal of a Child from the School. For example, if a Parent/Guardian wishes to withdraw his/her Child at the start of the academic year in September, the parent/guardian must give written notice of this by 29 March being the last day of the Easter Term.

“Head of School” means the person appointed to be responsible for the day-to-day management of the School, including anyone to whom such duties have been duly delegated.

“Grievance Procedure” is the School’s procedure for handling complaints from Parents/Guardians, as amended from time to time for legal or other substantive reasons or in order to assist the proper administration of the School.

“Registration and Acceptance Form” means the form provided by the School for Parents/Guardians to complete when registering their Child at the School.

“School day” means any part or whole of a day when the School is in session.

“School Rules” means the rules of the School (or Règlement Intérieur) as published on the School Website, and as may be amended from time to time for legal, safety or other substantive reasons or in order to assist the proper administration of the School.

“School Website” means the website whose URL is <http://www.eifaschool.com/>.

“Term” means a marking period of the School as notified to Parents/Guardians from time to time.

“Terms and Conditions” means these terms and conditions as amended from time to time.

“We”, “Our”, “Us” or the “School” means the legal entity carrying on as the School as identified in Clause 1(b) below, or its duly authorised representative, as the context requires.

“You” or the “Parents/Guardians” means any person who has signed the Registration and Acceptance Form and/or who has accepted responsibility for a Child’s attendance at the School, as parent or guardian of a Child or a person who with the School’s written consent replaces a person who has signed the Registration and Acceptance Form and “Your” shall be construed accordingly. Parents/Guardians are legally responsible, individually and jointly, for complying with their obligations under these Terms and Conditions.

- (b) The Registration and Acceptance Form, the Tuition Fees, the School Rules, the Complaints Procedure are expressly incorporated into, and together with these Terms and Conditions, form the terms of a binding contract between You and EIFA International School (company registration number 07302928). It is not intended that the terms of this contract shall be enforceable by your Child or by any other third party who is not a party to it.

#### **4. Acceptance and Deposit**

- (a) An offer of a place for your Child at the School is accepted by you when you submit the signed Registration and Acceptance Form and pay the non-refundable Administration Fee and the refundable Deposit.
- (b) The Deposit is held and refunded without interest when a Child leaves the School provided that a Full term’s written notice of withdrawal (as defined in 1(a) above) has been given to the Head of School.

#### **5. Available places**

- (a) The number of places available in each school year is limited. The quality of teaching which the School seeks to deliver and health and safety considerations determine the numbers of children the School can accept.
- (b) For places in the School’s Nursery, Little EIFA, a Child must have his or her 2nd birthday during the calendar year of entry.
- (c) In the case of a Child who is not transferring from the French “Education Nationale” system, the School will allocate a class taking into account the age before his or her transfer to the School and considering his or her most recent school report, which we will request.

#### **6. School Fees**

- (a) All the costs incurred in the usual course of the education by the School of your Child, including lunch and the provision of any necessary educational materials and as outlined in the Fees, shall be included in the Fees unless otherwise specified by the School.
- (b) Any activities outside the core curriculum, such as after-school clubs, private music lessons, sports and field, residential trips and visits in which You agree in advance your Child may participate shall be deemed to be supplemental to items included in the Fees and charged for accordingly (see also para.6(h) below).
- (c) Each person who has signed the Registration and Acceptance Form is liable for the whole of the Fees due and any supplemental charges due, unless the School has agreed in advance to look exclusively to any other person or entity for payment of the Fees. Where two Parents/Guardians have signed the Registration and Acceptance Form, one of them may withdraw from the contract with the School provided they have obtained the prior written consent of both the School and the remaining Parent/Guardian. The remaining Parent/Guardian will be required to sign a new contract with the school as defined in Clause 1(b) above. The School reserves the right to refuse a payment from a third party. All such payments are accepted in good faith.
- (d) Each invoice must be paid in full in accordance with the terms of the invoice.

- (e) We reserve the right to refuse your Child to attend the School and/or to withhold any references and/or school reports and/or exeat while Fees remain unpaid. We may charge interest at the rate of 5 per cent above the base rate for the time being of the School's bank on any sum overdue from the date that sum became due and owing to the School until repayment in full or judgment whichever is the earlier. You hereby consent to us informing any other school or educational establishment to which you propose to send your Child of any outstanding fees. The School will levy an administration charge of £75 for dishonoured cheques. The School reserves the right to recover from you in full its reasonable legal fees and associated costs and expenses incurred by it in the recovery (or attempted recovery) from you of any late or non-payment by you of Fees or additional charges.
- (f) The Fees will be reviewed annually and may be increased by such amount as the School considers reasonable.
- (g) Fees and any prepaid supplemental charges will not be reduced as a result of absence due to long illness or otherwise. In the event that your Child takes study leave at home before or during public examinations, as the case may be, or stays at home following those examinations, no reduction of Fees will be made in respect of such periods spent at home.
- (h) All extra-curricular activities including the garderie and homework clubs are optional and will be charged separately. We reserve the right to refuse any Child attending such clubs whilst the club and/or garderie fees remain due.
- (i) If You wish to register your Child for a place at the School during the School year, you will be asked to pay the non-refundable Administration Fee, the refundable Deposit, the Capital Development Fee and the full-term tuition Fees immediately on acceptance of a place. Only once you have paid the Deposit, all Fees and any other fees and costs specified in this paragraph will your Child's place at the School be secured following which they shall be permitted to attend School.

## **7. Notice Requirements**

- (a) If You wish to withdraw your Child from the School, you shall either give a Full term's written notice to the School to that effect or shall pay to the School one entire term's Fees in lieu of notice at the same rate as would have been charged for the entire term, and whether or not the place can be filled or the reason for withdrawing your Child.
- (b) In the case of (a) above, where notice is not given, the appropriate sum in lieu of notice will immediately become due and owing to the School as a debt on which interest is chargeable pursuant to paragraph 6(e) above.
- (c) Parents/Guardians whose children are registered with the School will be requested to confirm whether they wish their Child to remain for the next academic year. Re-registration of your Child will take place in January/February each year by replying through return email to the Registrar when invited to do so.

## **8. School Rules**

- (a) It is a condition of remaining at the School that your Child complies with the School Rules as amended from time to time. In particular you undertake to ensure that your Child attends School punctually and that your Child conforms to such rules of appearance, dress and behaviour as shall be issued by the School from time to time.

## **9. "La Charte" relating to Student Transfers between the French "Homologués" London Schools**

- (a) La Charte (the charter) is an agreement between the French schools in London which are accredited by the Éducation Nationale ("Homologué"). It regulates the transfer of students between such schools and guarantees students the possibility to continue their French education in London until the end of their school studies (end of Terminale). This means that any London homologué school, must give priority over other students, to those who transfer from another London homologué school at the end of the schooling offered by the transferring school (subject to the recipient school's admission criteria and availability of places).
- (b) However, it also means that whilst Parents/Guardians are free to choose the first school that their Child will attend, Parents/Guardians cannot transfer their Child from one homologué school to another for the duration of the schooling offer of the first school, without the prior consent of the head teachers of both schools concerned.

## **10. Disciplinary Procedures**

- (a) The Head of School may at his/her discretion require you to remove or suspend or, in serious or persistent cases, expel your Child from the School if he/she considers that your Child's attendance, progress or behaviour (including behaviour outside the School) is unsatisfactory and in the reasonable opinion of the Head of School, such removal or suspension is in the School's best interests and/or those of your Child or other Children.
- (b) The Head of School may at his/her discretion exclude you from the School premises or require you to remove or may suspend or, in serious or persistent cases, expel your Child if Your behaviour is, in the opinion of the Head of School, unreasonable and affects or is likely to affect adversely the Child's or other children's progress at the School or the well-being of School staff or to bring the School into disrepute.
- (c) Should the Head of School exercise his/ her rights under Clause 10(a) or 10(b) above you will not be entitled to any refund or remission of Fees or supplemental charges due (whether paid or payable). However, in such circumstances Fees in lieu of notice will not be payable and any balance of prepaid fees, as the case may be, will be refunded.
- (d) The School will act in a way which is fair in all the circumstances when taking decisions under this Clause 10. The review of serious disciplinary matters is governed by the Complaints Procedure.

## **11. The School's Obligations**

- (a) While your Child remains a student of the School, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your Child is participating in activities organised by the School.
- (b) In order to fulfil our obligations, we need your cooperation, in particular by: fulfilling your own obligations under these Terms and Conditions; encouraging your Child in his or her studies, and giving appropriate support at home; keeping the School informed of matters which may affect your Child; maintaining a courteous and constructive relationship with School staff; and attending meetings and otherwise keeping in touch with the School where your Child's interests so require or necessitate.
- (c) The Parents/Guardians give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to the Child in distress or to maintain safety and good order, or in connection with the Child's health and welfare. The Parents/Guardians also consent to the Child participating in contact and non-contact sports and other activities as part of the normal School programme or extracurricular programme. The Parents/Guardians acknowledge that while the School will provide appropriate supervision the risk of injury cannot be eliminated.
- (d) Our School Rules and Policies describe the broad principles on which the School is presently run. However, from time to time it may be necessary to make changes to any aspects of the School, including the curriculum, and we reserve the right to do so. For this reason, please notify the School if there is anything of particular concern to you contained in the School Rules or a Policy.
- (e) We shall monitor your Child's progress at the School and produce regular written reports. We shall advise you if we have any concern about your Child's progress but we do not undertake to diagnose special educational needs, for example, dyslexia or other specific conditions.

## **12. The Parents' /Guardian's Obligations**

- (a) It is a condition of your Child joining the School that you complete and submit to the School a medical questionnaire in respect of your Child. You undertake to inform the School of any known health or medical condition, disability or allergy, that your Child has or subsequently develops, whether long- term or short-term, including any infections. If the School so requires due to a health risk either presented by your Child to others or presented to your Child by others or by reason of a virus, pandemic, epidemic or other health risk, You undertake to keep your Child at home for at least 48 hours from their first symptoms and not permit him/her to return to the School until such time as the health risk has been averted.



- (b) You undertake to inform the School immediately of any family circumstances or court order which might affect your Child's welfare or happiness, or any concerns about your Child's safety and/or of any situations where special arrangements may be needed in relation to your Child.
- (c) The School is entitled to treat any instruction, authority, request or prohibition received from any person who has signed the Registration and Acceptance Form as having been given on behalf of both or all such persons.
- (d) The Head of School must be informed in writing of any reason for your Child's absence from School. Wherever possible the School's prior written consent should be sought for absence from the School. By law, Parents/Guardians whose children are of compulsory school age (5 to 16) and registered at school are responsible for ensuring that their children attend school regularly. If they fail to do so they may be guilty of an offence and can be given a penalty notice or prosecuted under section 444 of the Education Act 1996.
- (e) The School is required in some cases under the Education (Penalty Notices) (England) Regulations 2007, as amended, to report unauthorised absences to Westminster Council's Children Service. Parents/Guardians may be fined and required to pay Westminster Council a penalty.
- (f) In addition, no leave of absence will be granted by the Head of School in cases in which Parents/Guardians take their Child on holiday in term time.
- (g) If you have cause for concern as to a matter of safety, care, discipline or progress of your Child You must inform the School without delay. Complaints should be made in accordance with the School's Complaints Procedure.

### **13. Insurance**

- (a) Unless negligent, the School does not accept responsibility or liability for accidental injury or other loss caused to a Child or any Parents/Guardians or for loss or damage to property. The School undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of Parents/Guardians including insurance of a Child's personal property whilst at the School or on the way to or from School or on any School sponsored activity away from the School. The School is not the agent of the Parents/Guardians for any purposes related to insurance.
- (b) Children are responsible for the security and safe use of all personal property (including without limitation any sports or other kit or equipment used whilst on School premises) and they or their Parents/Guardians are responsible for ensuring that all such property is clearly marked with the owner's name.

### **14. Confidentiality and References**

- (a) Should you formally request us to supply information and/or a reference in respect of your Child to any educational institution we will take care to ensure that all information that is supplied relating to your Child is confidential and accurate and any opinion given on his/her ability, aptitude for certain courses and character is fair. However, we cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given or correct statements of fact contained in any reference or report given by us.
- (b) You consent to us providing references that may contain information relating to the reason for your Child leaving the School in the case of expulsion, exclusion or suspension. Any reference supplied by us shall be confidential.

### **15. Intellectual Property Rights**

We shall recognise any intellectual property rights vested in your Child. The School reserves all rights and interest in any copyright, design right, registered design, patent or trademark ("Intellectual Property Rights") arising as a result of the actions or work of the Child in conjunction with the School or any member of staff of the School or other Child for a purpose associated with the School. The School will acknowledge the Child's role in the creation and/or development of any Intellectual Property Rights.

**16. Changes in Ownership**

For the purposes of constitutional changes to the School or amalgamation we reserve the right to transfer the undertaking of the School to any other natural or legal person, and to assign or transfer the benefit of this contract in connection with any such transfer, and/or to amalgamate the School with any other educational institution. Where appropriate we will inform all Parents/Guardians in relation to such changes.

**17. Termination**

- (a) The School shall be entitled to terminate this agreement forthwith by notice in writing without prejudice to its other remedies and without any obligation to return any deposit or Fees paid to You if You are in breach of any of your obligations, including for the avoidance of doubt persistent non-payment or material default under these Terms and Conditions.
- (b) Either party may terminate this agreement forthwith by notice in writing without prejudice to its other remedies if the other party: (i) in your case is unable to pay its debts or is declared bankrupt; or (ii) in the School's case becomes insolvent or goes into liquidation or receivership or administrative receivership or is wound-up for any reason.
- (c) For the avoidance of doubt, this agreement shall terminate at the end of your Child's schooling at the School.

**18. Force Majeure**

- (a) In this agreement "force majeure" shall mean any cause beyond a party's control (including for the avoidance of doubt any strikes, other industrial disputes, act of God including volcano eruption and ash clouds, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority), accident, fire, flood, storm, snowstorm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination.
- (b) In the event of a force majeure arising which prevents or delays the School's performance of any of its obligations under this agreement, the School shall forthwith give You notice in writing specifying the nature and extent of the circumstances giving rise to the force majeure. Provided that the School has acted reasonably and prudently to prevent and minimise the effect of the force majeure, the School will have no liability in respect of the performance of such of its obligations as are prevented by the force majeure while it continues. The School shall use its best endeavours during the continuance of the force majeure to provide educational services.
- (c) If the School is prevented from performance of its obligations for a continuous period greater than four months, the School shall notify You of the steps it shall take to ensure performance of the agreement.

**19. Communications**

- (a) All notices required to be given under these Terms and Conditions must be given in writing. You undertake immediately to notify the School of any change of address or home telephone number of any person who has signed the Registration and Acceptance Form or of any change to the emergency telephone number provided to the School. Communications (including notices) will be sent by the School to the address shown in its records. Notices that You are required to give under these Terms and Conditions must be addressed to the Head of School and sent to the School's address. If sent by first class post, notice shall be deemed to have been given on the second day after posting.

**20. Interpretation**

Headings in these Terms and Conditions are for ease of reference only and do not form part of these Terms and Conditions.

**21. Entire Agreement**

- (a) The contract between You and the School constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.
- (b) Each party agrees that it shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in the contract as aforesaid. Each party agrees that it shall have no claim for innocent or negligent misrepresentation based on any statement in the contract.

**22. Jurisdiction and Governing Law**

The contract between you and the School is governed by English Law and subject to the courts of England. The contract and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

**23. Variations**

We reserve the right to change or add to these Terms and Conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the School.