

ADMISSION POLICY

September 2026

1. GENERAL

EIFA International School (“EIFA”, “School”, “we”, “us” or “our”) serves a diverse community of pupils from a range of nationalities, cultures, and backgrounds. We offer a bilingual education in French and English for pupils aged 2 to 14. This Admissions Policy sets out how places are allocated fairly, consistently, and in accordance with the School’s educational offer and statutory requirements.

EIFA is committed to equal treatment and welcomes applications from all pupils regardless of race, ethnicity, nationality, religion or belief, sex, disability, gender reassignment, sexual orientation, pregnancy or maternity, or other protected characteristics as defined by the Equality Act 2010.

The Head of School and Board of Directors oversee admissions arrangements to ensure fairness, consistency and compliance with statutory obligations.

This policy is applicable to all prospective pupils, including those entering the Early Years Foundation Stage (EYFS).

2. ADMISSIONS CONSIDERATIONS

As an international School, EIFA welcomes applications for in-year registration (when you apply to start outside the normal registration round). We recommend applying as early as possible, ahead of the academic year in which your child will be entering.

The number of places available in each school year is limited. The quality of teaching which the School seeks to deliver, as well as health and safety considerations determine the number of children the School can accept in each class.

Admission is also subject to the School being satisfied that appropriate safeguarding, welfare and educational provision can be made for the child and wider school community.

Admissions to the Early Years provision will also take account of the School’s ability to meet EYFS safeguarding and welfare requirements.

Junior School pupils will be placed in the year group based on the year of birth (January to December) in accordance with the French system. All other pupils are placed in the relevant year group, based on UK age ranges. There is a table of international year group equivalents in **Appendix 1**.

2.1 Admissions Criteria

Admission to EIFA is subject to the availability of places and the School’s ability to meet the educational needs of the child. In making admissions decisions, the School will consider whether the child can access the bilingual curriculum, whether appropriate support can be provided where required, and the information provided by parents and previous educational settings. Where applications exceed available places, priority will be given in accordance with the School’s published oversubscription criteria.

3. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) ADMISSIONS

EIFA welcomes applications from pupils with special educational needs and/or disabilities and will not discriminate unlawfully in relation to admissions.

The School will consider applications carefully to determine whether reasonable adjustments can be made and whether the School is able to provide appropriate support to meet the pupil's needs whilst maintaining the efficient education of other pupils and the safety and wellbeing of the wider school community.

Parents are required to disclose all known information relating to:

- special educational needs
- disabilities
- medical conditions
- behavioural needs
- safeguarding concerns
- educational psychologist reports
- EHCPs
- or other relevant professional assessments

The School may request further information and/or meet with parents and relevant professionals before making an admissions decision.

Where a pupil's needs are identified or change after admission, the School will work collaboratively with parents and, where appropriate, external professionals to review the support required and determine whether EIFA remains the most suitable placement for the child.

Admissions decisions are made on an individual basis and in accordance with the Equality Act 2010.

4. ADMISSIONS PROCESS AND PROCEDURES

Table 1 - The stages of the admissions process and procedures

All applications are reviewed against the School's admissions criteria by members of the Senior Leadership Team and approved by the Head of School. The process may include assessment of previous school reports, references, and an interview, depending on the year group applied for.

1.	Visiting the school	We encourage all families to visit the School to receive an individual tour and meet the Head of School. Please contact the School's Registrar, on 020 7637 5351 or email registrar@eifaschool.com to arrange a visit or an online meeting, if more convenient.
2.	Completing the Registration Form	The Registration Form can be accessed on our website. The form can be found at: EIFA Registration Form . Alternatively, you may obtain a copy by emailing the Registrar on registrar@eifaschool.com .
3.	Submitting the	Please submit the completed Registration Form to registrar@eifaschool.com with

	Registration Form	all the required supporting documentation, as per the requirements outlined in Table 2 below. Parents will receive an acknowledgement of the registration and will be advised of the next steps in the admission process, which depends on the age of the child. When submitting the completed Registration Form, a non-refundable registration fee of £360 is required, payable via bank transfer. Parents are responsible for ensuring that pupils hold appropriate immigration permission or visas where required for study in the United Kingdom. The School may request documentation to verify immigration status where appropriate.
4.	Further information and interviews	Where applicable, pupils may be invited to an interview. The purpose of the interview is to assess the pupil's ability to access the curriculum and to ensure that the School is able to meet their educational needs. Interviews and meetings form part of the School's process for understanding a child's educational profile, language background, wellbeing and ability to access the curriculum. The School may request safeguarding and attendance information from a pupil's current or previous school where appropriate.
5.	Formal offer of a place	All admissions decisions are made in accordance with this policy to ensure fairness, consistency, and transparency. Where places are limited, offers will be made in line with the School's oversubscription criteria.
6.	Acceptance of a place	In order to secure the place offered, the School requires a signed Acceptance Form and receipt of a £2400 entrance fee. The Acceptance Form must be signed by all individuals with parental responsibility and requires you to read and agree to the school's Terms and Conditions.
7.	Waiting List	Should a year group be oversubscribed, your child will be included on the school's waiting list.

5. ADMISSIONS DOCUMENTATION

Table 2 - Documentation requirements

Documents required for all applications	• One passport-size photograph of the child. • Copy of the child's passport (photograph page and visa details, if relevant) or Birth certificate. • An Administration Fee of £360 is required for every child. This non-refundable fee covers all administrative work involved in processing the registration. • A non-refundable entrance fee of £2400 must be made before a child's place is secured. • Confirmation of the child's visa immigration status, where applicable
Junior School	In addition to the above: • The most recent school report or any other assessments that will help us judge the suitability of your child. • Reference from your child's current school, if relevant.

Middle School	In addition to the above: • A reference from your child's current school.
Special Educational Needs and Disabilities (SEND)	Please provide the following information with the Registration Form, if available: • Educational psychologist's report • Medical report • EHCP Plan • Any other relevant information If the pupil has an EHCP, the school will liaise with parents and, where appropriate, the local authority to consider how best to support the child.

6. OVER-SUBSCRIPTION

Where applications exceed available places, priority may be given to:

- siblings of current pupils
- pupils already enrolled within another section of the School
- pupils able to access the bilingual curriculum appropriately
- date of completed application
- and other factors relevant to the efficient operation of the School.

Inclusion on the waiting list does not guarantee that a place will become available. The waiting list will be reviewed regularly and places will be offered in accordance with the School's admissions and oversubscription criteria rather than the length of time spent on the waiting list.

7. SCHOLARSHIPS

EIFA acknowledges excellence through our scholarship scheme, designed to recognise and reward excellence in academic, artistic and/or sporting pursuits. All scholars are expected to demonstrate enthusiasm and commitment to school life and uphold EIFA's core values.

More information about scholarships can be requested from our Bursar, at bursar@eifaschool.com.

8. DATA PROTECTION

The School will process personal data provided during the admissions process in accordance with applicable data protection legislation and the School's Privacy Notice.

Information supplied as part of the admissions process may be used for:

- admissions administration
- safeguarding and welfare considerations
- educational assessment
- compliance with legal obligations
- and communication with parents or previous educational settings where appropriate.

Admissions records will only be retained for as long as necessary for lawful purposes, including safeguarding, legal and regulatory requirements.

For more information on Data Protection at EIFA International School, please contact our Data Protection Officer, on dpo@eifaschool.com.

9. APPEALS AND COMPLAINTS

If parents wish to query an admissions decision, they should first contact the School Registrar for clarification. Where concerns remain, parents may request a review of the decision by the Head of School.

If parents are not satisfied with the outcome, they may refer the matter to the School's formal Parent Complaint Procedure, a copy of which is available on request and on the School's website.

APPENDIX 1 - INTERNATIONAL YEAR GROUP EQUIVALENCIES

AGE	UK	FRANCE	USA
2	Pre Nursery Class	Toute Petite section	Pre-School
3	Nursery Class	Maternelle Petite section	Pre-School
4	Reception	Maternelle Moyenne section	Pre-Kindergarten
5	Year 1	Maternelle Grande section	Kindergarten
6	Year 2	C.P.	1 st Grade
7	Year 3	C.E. 1	2 nd Grade
8	Year 4	C.E. 2	3 rd Grade
9	Year 5	C.M.1	4 th Grade
10	Year 6	C.M.2	5 th Grade
11	Year 7	6 ^{ème}	6 th Grade
12	Year 8	5 ^{ème}	7 th Grade
13	Year 9	4 ^{ème}	8 th Grade