

# Mougins School Admissions Policy



## Aim and Objectives of Admissions

The aims of the Admissions Policy are to ensure that:

- A set of guidelines for the admission process is provided to support families.
- Applicants are treated fairly and with respect at all times during the admissions process.
- Mougins School is committed to the principle of equal opportunity in education and employment. The school does not discriminate against individuals on the basis of race, colour, sex, sexual orientation, religion, disability, age, or national or ethnic origin in the administration of its educational, admissions or employment policies, but may take into account factors including an applicant's prior educational and linguistic background for purposes of admission in order to fulfil the school's mission of providing an education of quality in the English language to the international community.

## Admissions Procedure – Making it Easy for Parents.

- Enquiries are made by phone, Internet, or by “dropping in”
- A brochure is sent or given
- Parents make an appointment to visit the School – preferably with their child(ren) and during working hours, to ensure they capture the atmosphere and ensure the School meets their own requirements .
- Visits are generally conducted by the Admissions Secretary – Mrs Elisabeth Ward, or the Headmaster.
- The waiting list is explained to parents and if they would like to enrol, they are asked to fill in:
  - a) an enrolment form for each child
  - b) the contract in French (a translation in English is available). Regulations for fees and admission come under French law.
  - c) an application fee (1,200€ for the first child, 900€ for the second and 600€ for each child after).

These documents are attached - the contract, calendar and fees structure are in both English and French.

- Parents are asked to supply their child(ren)’s previous school records.



## **Dealing with Admissions**

- Most enquiries are for the September that follows the enquiry. Where classes are full we may not be able to confirm places immediately.
- The School writes to all its current families in March and asks them to confirm their place(s) for the following year by Easter (a term's notice). Parents are contractually bound to give a term's notice of leaving or pay a term's fees in lieu of notice.

## **Criteria for Entry**

Mougins School operates an Open Entry policy.

However, the following criteria is carefully considered:

- Students' previous school records. It is important that we do not accept a student whose educational needs are beyond our capabilities. Applicants with learning difficulties or other special needs are referred to our learning support staff for evaluation. Admissions decisions are made based on the recommendation of the learning support staff. If we determine that we are unable to accommodate a candidate's special needs, we will endeavour to direct parents to more suitable options.
- Whether there are siblings already in the School. All efforts are made to accommodate families, however if classes are full we may not always be able to offer all siblings a place in school at the same time.
- The level of English. EAL is provided in KS2 (12 periods a week). We currently have no EAL provision in Foundation and KS1. Students without English are accepted into the Primary School. There is also an EAL provision in the Secondary School, but as a general rule, we do not accept students after Year 9 without a good level of English. The exception to this general rule is the enrolment of a student who wishes to spend one year perfecting their English.
- In the event that we do not have previous school records, the School may use diagnostic tests for English, Maths and Science for each year from Year 1 to 13.

## **Students Applying for Examination Classes.**

Students applying for Years 10 to 13 are always interviewed by the Headmaster or the Head of Secondary School. The School discourages families who are trying to enter Year 11 and 13, unless they have absolutely no choice, or they are moving from the GCSE, AS and Level system, and their subjects match.

The School provides Student Guides for secondary students. In addition, there are Course Study Guides for GCSE, AS and A level, listing all the subjects available at each level, the content of the course and how it will be examined. The Guide contains details



of the option system. A Sixth Form Handbook is also available to students wishing to enter Year 12.

### **Acceptance of Students**

Once the number of available places in each class is established the School will contact the families to whom we are able to offer a place(s), initially by phone and then by sending a full package of information to include:

- A letter of acceptance
- A medical form for completion by the parents and certified by a doctor
- Details of school supplies required by their child
- Details of the self-service lunch system operated at the School.

It is at this point that application fees become non-refundable.

### **Payment of Fees**

The School has a fee structure divided into different sections – see document attached

B.G.H. September 2015