

## ADMISSIONS POLICY

### 1 INTRODUCTION

École Jeannine Manuel (“the School”) is an independent co-educational school for pre-K-12 students with campuses in Paris and in Lille. The School is consubstantially a bilingual French school and an international school. As a French school, it is accredited and subsidized by the Ministry of Education. As an international school, it is a UNESCO “associated” school, and an IB World School also accredited by the New England Association of Schools and Colleges (NEASC) and by the Council of International Schools (CIS).

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

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 students 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 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.

### 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 students 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 the International Baccalaureate Diploma Programme (DP)

Students already enrolled in the School in *seconde* (10<sup>th</sup> grade|Year11) will be automatically admitted to the Diploma Programme if they so choose. They will be expected to attempt the full diploma and not only individual diploma courses.

For new students seeking admission to the DP, the School has procedures in place to assess candidates on the basis of school transcripts, teacher and school recommendations, interviews and short placement tests. New students will only be admitted if, in the School's judgment, they can successfully meet the challenge of a full diploma curriculum.

IB World Schools share a common philosophy – a commitment to high-quality, challenging, international education – that we believe is important for our pupils.

### 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):

- Former students of École Jeannine Manuel and current or former students of its London sister school 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 France 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 students according to their needs, we will do what we can to accommodate them. We welcome students 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 students 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 students 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 FINANCIAL AID

Financial aid is means-tested financial support for school fees. The School's financial aid program 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 financial aid program are limited and are determined each year by the Board of Trustees.

Financial aid is 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 financial aid, subject to program funding, will be determined by the family's gross income, direct outgoings, value of their property and other assets.

- 3.1 Financial aid funds are limited and parents are asked to contact [bourses@fondationjeanninemanuel.org](mailto:bourses@fondationjeanninemanuel.org) promptly upon completion of their online application and request a financial aid application if they wish to apply for financial aid. Late indications of financial need are unlikely to be successful.

### 4 ADMISSIONS PROCEDURES

Information: <https://ecolejeanninemanuel.org/en/admissions-procedures/>

#### 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 application.

An appointment is then scheduled for the parents and the applicant with one of the School's senior staff. Depending on age at the time of application, applicant interviews are with the parents or separately with a small group of other children.

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 *Moyenne Section* (Pre-K|Reception) and current year school reports as soon as available
- Parents letter of recommendation (from family, friends or professional relations)
- If parents are divorced or separated, a letter signed by both authorizing this application

We do not have any preference with respect to the recommender; we simply would like to form a personalized 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 immediate following academic year or for entry in the current academic year.

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