STEWART INTERNATIONAL SCHOOL

LA PETITE ECOLE BILINGUE

ADMISSIONS POLICY
STEWART INTERNATIONAL SCHOOL – LPEBL
KENTISH TOWN AND KENSINGTON SCHOOLS
SCHOOL YEAR 2026/2027

La Petite Ecole Bilingue - Stewart International School is an independent nursery and primary school for boys and girls aged 2 to 11 years old (Kensington campus) and 3 to 11 years old (Kentish Town campus). Detailed information about the School can be found on the website. The admissions process is described below. We strongly encourage all prospective parents to visit the school prior to the proposed entry date. Places are allocated in order of application and admission to the school is at the School's discretion. The School is not academically selective, but we reserve the right to offer places to children who have the academic ability that will allow them to benefit from our bi-curricular education and to make a positive contribution towards the life of the School.

I – ENTRY PROCEDURE

A) Pre-application

Parents are required to complete an online pre-application form: PRE APPLICATION FORM

On receipt of the completed form, children will be placed on the waiting list and parents sent written confirmation of the registration. The pre-application procedure is free of charge.

B) School Visit

Parents are encouraged to visit the school prior to the proposed entry date. To visit the school, please make an appointment:

- by phone **(0207 284 2620 for Kentish Town** and **0208 960 2725 for Kensington)**
- by email (**office@lpebl-kt.com for Kentish Town** and **admin@stewartbilingualschool.com for Kensington**)

C) Admissions Procedure

In the Autumn term preceding the year of entry, parents of children on the School's waiting list will be asked to send their child's last school report. Children may be invited to an informal interview with the Headteacher (which may be arranged via skype for children living abroad).

1. The main points of entry are in Nursery and Reception. Basic language skills are required to be
2. Basic academic standards are required to be met for late entry (from Year 1 and above), to ensure that new pupils will be able to access the curriculum and to ensure that they can assimilate easily into the established year group.

Equality & Diversity

The School is committed to equal treatment for all and welcomes applications from girls and boys with a range of backgrounds, regardless of race, ethnicity, religion, disability or social background. This enriches our community and prepares our children for today's world.

Special Education Needs & Disabilities

The School welcomes pupils with disabilities and/or special educational needs, providing that the Learning Support Department can offer the support that is needed and that the school site can accommodate them. We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their children's requirements with the school to determine if the school can make adequate provision for him/ her. It is crucial that parents provide a copy of an educational psychologist's or medical report if they have one. The school will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/ she becomes a pupil at the school. Parents should contact the School as soon as possible if they or their child require reasonable adjustments to be made during the admissions process.

Sibling Policy

We give priority to children who have a sibling in the School or who have a family connection to the School.

II – FORMAL OFFER OF A PLACE

In the Autumn term preceding the year of entry, the School will make formal offers by email to all candidates on the firm entry list. The online Place Acceptance Form will be valid for ten days.

Parents will be asked to:

- Complete the Place Acceptance Form (parents are required to read the School's Terms & Conditions, Financial Policy and Admission Policy).
- Pay a registration fee of £1,200 to confirm their acceptance of a place. This registration fee is non-refundable and non deductible from the child's tuition fees.
- Provide a copy of both parents' passports.
- Provide a copy of their child's passport.
- In case of divorce or separation, provide a copy of the court order settling the custody arrangements or a letter signed by both parents detailing the agreed custody arrangements.

In May preceding the year of entry, parents will be asked to pay a £1000 advance on First Term fees. This advance is non refundable and will be deducted from the tuition fees for the Autumn term of the child's year of entry.

III - RE-ENROLMENT

Every year in the Spring term, parents of existing pupils will be sent a Re-Enrolment form, which they will be asked to complete in order to secure their child's place for the next academic year.

In May, parents who have previously confirmed their child's place will be asked to pay a £1,000 advance on First Term fees. This advance is non refundable and will be deducted from the tuition fees for the Autumn term of the child's year of entry.

IV - MISCELLANEOUS

Complaints

In the unusual event of parents having a complaint about our admissions process, we would hope to address them informally, but a more formal procedure for considering it may be necessary, if a complaint remains unresolved.

Records and Review

Information on applicants to the school will be held securely on file in line with applicable data protection law. The School will not hold the personal data of prospective parents and children for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include where a sibling may apply or to deal with any ongoing matters or queries arising from the application. Personal data in successful applications will be transferred to the pupil file to the extent that it is required to provide an education to your child.

Reviewed July 2026