

# Admissions Policy

## Primary and Secondary School/Eurocampus

### Introduction

This admission policy was approved by the Lycée Français International Samuel Beckett (“LFI or “We”)’s Board of Management, Ecole Franco-Irlandaise Company Limited by Guarantee, on February 23<sup>rd</sup> 2021. It is published on the school’s website and on Eduka online platform and will be made available in hardcopy.

The relevant dates and timelines for Lycée Français International Samuel Beckett admission process are set out in the school’s annual admission notice which is published annually on the school’s website and on Eduka online platform at least one week before the commencement of the admission process for the secondary school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned and any other documents shared by the Lycée Français International Samuel Beckett from time to time.

### 1. Lycée Français International Samuel Beckett mission statement and ethos

The Lycée Français International Samuel Beckett is a co-educational school spanning the full educational cycle from Pre-school to Baccalaureate.

The Lycée Français International Samuel Beckett is a Franco-Irish school with a strong European and International focus. We offer a diverse, inclusive and challenging environment, enriched with a strong sense of French, Irish and European-International values and culture.

We are committed to creating a nurturing and caring environment where the individual’s dignity and integrity are affirmed and valued in a culture predicated on the core principles of tolerance and respect for difference, honesty, trust and compassion. The Lycée Français International Samuel Beckett welcomes all people regardless of culture, tradition or religious denomination, to share its community and educational experience.

We foster independence of thought, a love of learning, personal responsibility, confidence and integrity.

Our mission, as an educational community, is to support our students to reach their full potential and ambition and to achieve a level of proficiency in the French and English language which will allow them to study, to work or to live in France and worldwide as active citizens.

Our aim is to enable all our students to fulfil their potential and to take their place in an ever-changing world as confident and articulate citizens of Europe.

### 2. Admission Statement

The Lycée Français International Samuel Beckett is committed in policy, principle, and practice to maintaining an environment which prohibits discriminatory behaviour and provides equal opportunity for all persons.

The LFI affirms its commitment to provide a welcoming and respectful work and educational environment, in which all individuals within the school community may benefit from each other's experiences and foster mutual respect and appreciation of divergent views. Therefore, the Lycée Français International Samuel Beckett will not discriminate in its admission of a student on any of the following -subject to other requirements, laws or policies applicable to the LFI:

- a) the gender ground of the student or the applicant in respect of the student concerned;
- b) the civil status ground of the student or the applicant in respect of the student concerned;
- c) the family status ground of the student or the applicant in respect of the student concerned;
- d) the sexual orientation ground of the student or the applicant in respect of the student concerned;
- e) the religion ground of the student or the applicant in respect of the student concerned;
- f) the disability ground of the student or the applicant in respect of the student concerned;
- g) the ground of race of the student or the applicant in respect of the student concerned;
- h) the Traveller community ground of the student or the applicant in respect of the student concerned; or
- i) the ground that the student or the applicant in respect of the student concerned has special educational needs.

Our non discrimination policy shall apply to the prospective pupil and the parent/guardian/applicant that have submitted a complete file for admission to the LFI.

### **2.1. Admission of Students**

The LFI complies with section 62(7)(e) of the Education Act in its admission process.

The LFI shall admit each student seeking admission except where –

- a) the LFI is oversubscribed
- b) a student entering the Lycée Français d'Irlande does not have a standard of French language competence to allow him/her access to compulsory French language curriculum at the level at which he/she wishes to enter the school.
- c) a parent of a student refuses to sign the LFI's Code of Behaviour and Financial Terms and Conditions
- d) The LFI was made aware of other circumstances that based on its policies or applicable rules, allows it to refuse admission.

### **3. Decisions on Applications**

Subject to Section 2 above, all decisions on applications for admission to the Lycée Français d'Irlande will be based on the following:

- a) Our school's admission policy
- b) The LFI's annual admission notice
- c) The availability of places in the relevant year group
- d) The parents sign up to and support by so doing all LFI's policies in place (at the time of enrolment)
- e) Attendance at the Lycée Français International Samuel Beckett primary school and expected progression into its secondary school to develop French language competency in line with the school's programme from Pre-school through primary and secondary school
- f) Children transferring from France or from a French school abroad will be preferentially

treated to ensure they have access to a French language curriculum which will build on previous schooling in France or abroad and support a transition back into education in France or abroad.

g) Age requirement for Pre-school: the child must be three years old as mandated by the laws and regulations applicable to LFI from time to time and communicated by the LFI to prospective pupils and parents. Toilet training: the child must be toilet trained before starting in the infant classes.

h) The information provided by the applicant in the LFI's official application form received during the period specified in our annual admission notice for receiving applications

### **3.1 Sharing Data with other schools**

A request for personal details in respect of an offer of admission will be made to obtain a student's personal details including his/her name, address, date of birth and PPSN (within the meaning of section 262 of the Social Welfare Consolidation Act 2005). For students wishing to enter after 1st class a request to produce evidence of French language proficiency may be made in accordance with the mission and status of our school as a French School Abroad.

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 and of the regulation from the French Department of Education or the Agency for French Education Abroad ("AEFE") allow for the sharing of data between schools in order to facilitate the efficient admission of students and timely school planning. Section 66(6) allows a school to provide another patron or another board of management (through the principal) with a list of students in relation to whom-

- a) an application for admission to the school has been received,
- b) an offer of admission to the school has been made or
- c) an offer of admission to the school has been accepted

The list may include any of the following-

- • The date on which an application for admission was received by the school
- • The date on which an offer of admission was made by the school
- • The date on which an offer of admission was accepted by the applicant
- • A student's personal details including his/her name, address, date of birth and PPSN number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)
- • Proof of French language proficiency

All other factors being equal should there be more applicants than places the criteria outlined in this document will apply.

### **3.2 Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the LFI, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why the place was not offered will be communicated in writing to the applicant.

Applicants will be informed of the right to seek a review/right to appeal of the school's decision as set out further in this document.

#### **4. Enrolment Procedure for offering places**

The LFI supports the principles of inclusion within the context and parameters of the regulations and programs for French schools abroad and Irish secondary schools as prescribed by the French Department of Education and the AEFE, the Department of Education and Skills of Ireland and also taking into account the rights of the Patron as set out in Education Act 1998 and the funding and resources available.

- a) An open day is held in November of each year.
- b) The Annual Admission Notice is published on the school website and on the Eduka online platform.
- c) The application forms are available on the Eduka platform accessible through the school website.
- d) Parents complete the application forms and provide any required documentation to the school from the designated date as stated on the Annual Admission Notice.
- e) All applicants will be notified regarding the decision of their application within a 3- week period of the stated application closing date (Annual Admission Notice).
- f) Successful applicants will be informed in writing of the offer of a school place
- g) In cases where the offer of a place is not made because the LFI is oversubscribed applicants will be informed in writing of their application being added to a waiting list.
- h) Applicants who have been offered a school place must then complete the acceptance slip on the offer of place and return it to the school within 8 days of the offer date.
- i) On accepting the offer of place applicants must pay the registration fees in accordance with the financial conditions within 8 days
- j) The deposit will be deducted from the school fees.
- k) Once the offer of a place has been accepted the deposit and administration fees are non-refundable.

#### **5. Enrolment Procedure for new students**

A place in Lycée Français International Samuel Beckett will be offered only after completion of the enrolment process communicated by the LFI. As part of this process and in accordance with section 66(6) of the Education (Admission to Schools) Act 2018 information and data will be requested. In the case of students wishing to enrol in classes from 1st class and above, proof of proficiency in French may be requested.

Any refusal to enrol an applicant will be in accordance with Section 15(2)(d) of the Education Act 1998

##### **5.1. Guest Students**

Guest students are accepted into 2nde (10<sup>th</sup>), 1ere (11<sup>th</sup>) and Terminale (12<sup>th</sup> class) only. The enrolment is in accordance with the procedure outlined above. The offer of a place as a guest student is dependent on availability of places and resources. Guest student applications for periods of less than an academic year will not be considered.

##### **5.2. Allocation to Class**

Once a pupil is enrolled they will be allocated to a particular class. Requests to change class at any stage are accommodated only in the most exceptional of circumstances and are at the absolute discretion of the school management. Requests for particular teachers will not be accommodated.

## **6. Enrolment of Children with Special Educational Needs**

The Lycée Français d'Irlande welcomes applications from parents/guardians of applicants with special educational needs. While recognizing and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accommodate students with particular needs is dependent on the supply of resources suitable to the needs of the individual student.

## **7. Transfer of New Students**

Applications will only be considered if there is a vacancy in the relevant year group/class.

From 1st class, a commensurate standard of French is required to access the core curriculum in the school.

Their application form must be accompanied by all the required documents listed on Eduka by the LFI.

## **8. Acceptance of an Offer of a Place by the Applicant**

- a) Applicants who have been offered a school place must then complete the acceptance slip on the offer of place and return it to the school within 8 days of the offer date.
- b) On accepting the offer of place applicants must pay the registration fees in accordance with the financial conditions within 8 days
- c) The deposit will be deducted from the school fees.
- d) Once the offer of a place has been accepted the deposit and administration fees are non-refundable.

An offer of admission may not be made or may be withdrawn by the Lycée Français International Samuel Beckett where -

- a) It is established that information contained in the application is false or misleading
- b) An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school
- c) The parent of a student, when required by the principal in accordance with section 23(4) of the Education Welfare Act 2000, fails to confirm in writing that the code of behavior of the school is acceptable to him/her and that he/she shall make all reasonable efforts to ensure compliance with such a code by the student
- d) An applicant has failed to comply with the requirements of "Acceptance of an Offer" as set out in 8. Above.

## **9. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's Admission Policy, the Education (Admissions to Schools) Act 2018 and any regulations made under the Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available the name of the applicant will be added to the waiting list.

## 10. Review/Appeals

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29(C) of the Education Act 1998 and in accordance with the requirements by the French Department of Education or AEFE whichever is applicable.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998 and according to the act/decreet/BO n° Ministry of Education of France or AEFE whenever applicable.

Where an applicant has been refused admission due to the LFI being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998 and in accordance with the act/decreet/BO n° of the French Department of Education or AEFE.

Where an applicant has been refused admission due to a reason other than the LFI being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under Section 29 of the Education Act 1998.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out under section 29B of the Education Act 1998 and under relevant decree by the French Department of Education or AEFE which are published on the website of the Department of Education and Skills. In the case of inconsistency between the timelines, the LFI will abide by the timeline that is more favourable to the appellant.

The Admissions Policy is reviewed yearly and amended as the need arises.

*(Ratified by the Board of Management and the Lycée Français International Samuel Beckett, Ecole Franco-Irish Limited 2020)*

Signed: \_\_\_\_\_