

Dear Prospective Family,

Applications for the 2024-2025 school year should be received **between January 8<sup>th</sup> and February 26<sup>th</sup>, 2024**. Applications received past this date will be reviewed depending on availability.

The following documents should be submitted with your application:

- Application form
- 2 last school reports for children entering Year 1 to Year 6 (born in 2019 or earlier)
- Teacher evaluation form from current class teacher for children entering Year 1 to Year 6.
- Sample of applicant's in-class writing for children entering Year 3 to Year 6 (CE1 to CM2).
- We do not have any admission requirements for children entering at the pre-primary level (born between 2022 and 2020).

For primary school applicants living locally, a short assessment of the child's level in English and Mathematics may be requested.

You may expect a response to your application submission shortly after receiving the required documents, usually within a maximum of two weeks.

*Special educational needs:*

Decisions about the admission of children with special educational needs are taken by the Principal based on the extent to which the school is able to meet the student's needs. Individual assessments are required for these students and the school will request a recent Educational Psychologist's report to ensure that the school can meet the student's needs.

**REGISTRATION**

Once a space has been confirmed for your child, you should return the following in order to secure your child's space in our school:

- For self-funded families: entry fee payment along with a 2000€ down-payment on tuition fees (payable by check or bank transfer to SARL E.I.M., bank details attached )
- Copy of your child's passport, birth certificate or ID card

For any further questions, you may contact our Principal:

Ms Anne Claire Malherbe

E-mail : [principal@malherbe-school.com](mailto:principal@malherbe-school.com)

Phone number: +33 (0)1 39 76 47 37

			
<b>RELEVÉ D'IDENTITÉ BANCAIRE</b>			
Titulaire SARL E.I.M.			
Domiciliation SG ST GERMAIN LAYE ENTR (01867) 2 RUE DE LA REPUBLIQUE 78105 SAINT-GERMAIN-EN-LAYE			
Référence bancaire			
Code banque	Code guichet	N° compte	Clé RIB
30003	01867	00027000474	54
IBAN : FR76 3000 3018 6700 0270 0047 454 BIC-ADRESSE SWIFT : SOGEFRPP			