Admission Policy

Review Schedule	
Date	**Review Team**
Dec. 2022	IBDP Coordinator and Directors
Nov. 2024	Sara Hammoutene - IB DP Coordinator
Oct. 2025	Directors
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Document Manager: School Directors and IBDP Coordinator
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Admission Policy

1. Introduction

Lab School Paris aims to develop responsible, autonomous and empathetic learners through evidence-based, inclusive and bilingual education. We believe, in accordance with the *United Nations Convention on the Rights of the Child*, that every child has the right to an education. We also believe we can best meet our aims by making admission choices that foster diversity at all levels of the school.

The Admission Policy outlines the following and is addressed to all future applicants and their families:

- Conditions that must be met by families wishing to enroll their child at Lab School Paris or in the International Baccalaureate Diploma Programme (IBDP) at Lab School Paris.
- Student requirements in order to meet admission expectations.
- The application, enrollment and financial aid application procedures.

Families and students are strongly encouraged to review the Lab School Vision, Mission and Values, as a commitment to these is essential for admission. Applications are reviewed by school directors and the financial director, and final admission decisions are made by the director of the section for which the family has submitted an application (primary, middle or high school). Lab School reserves the right to refuse admission should it be determined during the application process that a student's needs will not be adequately supported throughout their time at the school.

Applications can be submitted at any time (rolling admissions) for the current or upcoming school year. Families will receive a response within 72 hours about the availability of space and financial aid in the requested class.

1. Language Proficiency

Lab School Paris is a bilingual school (English and French). The curriculum is delivered in both languages in different percentages depending on the stage. Language requirements vary by stage:

Primary School (Grades 1–5 / Maternelle & Élémentaire):

- Co-teaching, with curriculum delivered half in French and half in English by speakers of each language.
- No formal language requirement is needed for admission.
- The school may recommend that families enroll their child in external language lessons if necessary for their integration and wellbeing.

Middle School (Grades 6–8 / Collège up to 4ème):

- Curriculum delivered in English or in French, depending on the native language of the specialist teacher.
- Students must have sufficient proficiency in both languages to access the curriculum.
- Beginner lessons in English and French are offered for students whose level does not yet allow full access to the curriculum. These lessons will be scheduled during the school day, at the same time as normal English and French lessons.
- The school may recommend that families enroll their child in external language lessons if necessary for their integration and wellbeing.

High School (Grades 9–10 / 3ème–2nde):

- Curriculum delivered in English or in French, depending on the native language of the specialist teacher. Students receive additional support in French in 3ème in order to prepare for the *brevet*; they receive additional support in English in 2nde in order to prepare for admission to the IBDP.
- Beginner lessons in English and French are offered for students whose level does not yet allow full access to the curriculum. These lessons will be scheduled during the school day, at the same time as normal English and French lessons.
- The school strongly recommends that families enroll their child in external language lessons for their integration and wellbeing.

High School IB Diploma Programme (Grades 11–12 / 1ère–Terminale):

- Students must have sufficient proficiency in English to fully engage with the curriculum and complete IB assessments.
- Support in English and French may be provided when possible, though students are expected to work autonomously to improve their language skills.
- The school will notify families if a student's language level is considered insufficient to meet programme requirements.

2. Special Educational Needs

Inclusion is a core value of Lab School Paris, and support for students with special educational needs and disability (SEND) is provided at all school stages. Students with learning or physical disabilities will always be considered for admission if they can participate successfully in the school's programmes with appropriate support; in some cases, additional assistance may be required, which must be arranged and funded by the family.

Families are required to inform the school of any known specific learning needs at the outset of the admission process. Failure to disclose such information may result in the withdrawal of an offer of admission.

Students with SEND receive individualised support, developed in close partnership with families and, where appropriate, with the health professionals involved in their care.

- In cases where a student requires a higher level of individualized support, admission may be offered contingent upon the presence of a learning assistant (part-time or full-time). This support must be arranged and funded by the family. If the family fails to provide the agreed support, the student will no longer be able to attend lessons, as the contract is not being respected, and the two-month safety deposit will not be refunded.
- To ensure that every student receives adequate attention from the teacher, the number of SEND students in each class is generally limited. The proportion of SEND learners in a group may vary according to the specific learning needs of the class, at the school's discretion.

3. Academic Level

Lab School Paris values diversity and inclusion, and admission does not involve entrance testing. However, for any new enrollment, the school will request previous school report card and/or transcript and/or teacher recommendation letter to better understand the student's academic background and needs.

From Grades 1 to 5 (CP to CM2), students learn at their own pace. The school's double-level structure allows flexible progression:

- **Fast learners** may complete two grade levels within a single school year.
- **Students requiring additional support** may take three years to complete two grade levels, with an individualised support plan.

This approach ensures that students remain engaged and motivated, avoiding both boredom and anxiety linked to an unsuitable learning pace.

4. Number of Students

In Primary, a maximum of 16 students may be enrolled per year group.

In Secondary School, a maximum of 20 students may be enrolled per class.

In the IB Diploma Programme, a maximum of 20 students may be enrolled in each subject class.

5. Application, Enrollment and Financial Aid Procedures

The Heads of Primary and Secondary will exercise discretion in admitting a student, taking into account the child's individual needs and the capacity of the school to provide appropriate support. Admission will also take into consideration the family's ability to meet the obligations set out in the *règlement intérieur* (school contract), including timely payment of fees and adherence to school policies. By enrolling their child, families undertake to respect these payment obligations throughout the child's time at the school, ensuring a stable and supportive learning environment for all students.

5.1. Internal Students

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5.1.1 Admission is based on:

- School report
- Attitude toward learning and social engagement
- Recommendation of the pedagogical team
- Language proficiency
- In Secondary, additional requirements may include respect for the Academic Honesty Policy and attendance at orientation meetings with the student and their family.

The **final decision** is made at the end-of-year pedagogical meeting. The outcome is recorded on the report card as the official orientation decision.

5.1.2. Specificity of the Diploma programme - promotion to DP2

Promotion to DP2 is based on:

- Predicted grades and progress toward meeting IB requirements.
- Completion of core components (EE, TOK, CAS).
- Consistent alignment with Lab School Paris and IB values.

Promotion decisions:

- Students meeting all requirements progress automatically to DP2.
- Students missing one requirement may continue with appropriate support (e.g., tutoring).
- Students missing two or more requirements may repeat the year.
- Students failing to uphold school or IB values may be dismissed from the programme at the discretion of the academic committee.

The final decision is confirmed at the end-of-year pedagogical meeting, led by the High School Director and Deputy Director.

5.2. External Students

The admission process for external applicants is as follows. :

In addition to their research on the Lab School and International Baccalaureate websites, families are encouraged to attend an online information meeting. At least two meetings take place in November for those applying for either the current or upcoming academic year. The school also hosts open door events on each campus so that families can discover school facilities and meet the staff. The leadership team remains available by email to respond to questions from families. .

Families can pre-enroll at any time via the LabCompanion platform, an online admissions management tool that allows applicants to upload documentation and track enrollment progress. In order to submit pre-enrollment documentation, families must pay the 100 euro application fee/per child. This fee covers application review, an online interview with school leadership and a trial day at school for the student.

Pre-enrollment documentation includes student data (such as birthdate, birth certificate and current or last class attended, SEND diagnoses and accommodations), parent data (including address and contact information) and the student's last report card. Both of the student's legal guardians must create a LabCompanion account and ensure it includes up-to-date contact information.
Once the pre-enrollment phase has been validated, families will be contacted to schedule a 30-minute online meeting with school leadership. Students in grades 5 (CM2) and above must be present during the online meeting. If possible, this meeting can also occur in person. This step, although not an interview, does help both parties determine fit - whether or not the school can provide the support the student needs to achieve wellbeing and academic success and whether or not the family adheres to the school's Mission, Vision and Values.

After the meeting, an optional trial day at the school to meet teachers and future classmates can be organised (recommended for students residing near Paris). After the trial day, the admissions committee reviews pre-enrollment documents and feedback from the online meeting and trial day. The family is informed of the school's admission decision via email within two working days.
For submission to the IBDP, the school reserves the right to request two recommendation letters confirming the student's ability to meet IB programme requirements.
Additional documents may be requested, including:

- additional report cards or transcripts;
- additional teacher or headteacher recommendations
- certificate of academic honesty conduct from the previous school;
- language proficiency test results (English, for admission into the IBDP).

5.3. Financial Aid Applications

Lab School Paris strives to remain accessible to families from a wide range of socio-economic backgrounds. Families with less than 200 000 euros of income per year may apply for financial aid following the pre-registration phase on LabCompanion. Applications are reviewed confidentially by the Finance Director, who then accords financial aid based on available funds and eligibility criteria. Applications are reviewed on a first come, first served basis, so families are encouraged to complete the financial aid application quickly after receiving an admissions decision from the Admissions Committee.

Once financial aid has been accorded, families have two weeks to accept their financial aid package, pay the enrollment fee, submit deposit checks and sign the contract. This guarantees the student's spot in the requested class and the continued availability of the financial aid package. After this two-week period, the school can no longer guarantee the availability of the financial aid package and the student's spot in the class may be jeopardised.

To finalise enrollment, families will be asked to submit additional paperwork including vaccinations and health reports, school insurance, health insurance, identification, authorisations and a photo. All information submitted to the school during the enrollment and financial aid application process is used only internally and for the daily operations of the

school. Student and family data is not shared with third parties for commercial exploitation, in accordance with GDPR.

6. Contacts

Primary school
Deirdre - deirdre@labschool.fr
Philippine - philippine@labschool.fr

Secondary school
Laure Chambert - laure@labschool.fr
Stephine Corso – stephine@labschool.fr

Administration Office
Victorine Meyers – gestion@labschool.fr

7. Classes guide

Academic Year 2025-2026

Class	Year of Birth	Age in 2025
CP	2019	6
CE1	2018	7
CE2	2017	8
CM1	2016	9
CM2	2015	10
6ème	2014	11
5ème	2013	12
4ème	2012	13
3ème	2011	14
2nde	2010	15
1ère	2009	16
Terminale	2008	17

Academic Year 2026-2027

Class	Year of Birth	Age in 2026

CP	2020	6
CE1	2019	7
CE2	2018	8
CM1	2017	9
CM2	2016	10
6ème	2015	11
5ème	2014	12
4ème	2013	13
3ème	2012	14
2nde	2011	15
1ère	2010	16
Terminale	2009	17

Academic Year 2027-2028

Class	Year of Birth	Age in 2027
CP	2021	6
CE1	2020	7
CE2	2019	8
CM1	2018	9
CM2	2017	10
6ème	2016	11
5ème	2015	12
4ème	2014	13
3ème	2013	14
2nde	2012	15
1ère	2011	16
Terminale	2010	17

Academic Year 2028-2029

Class	Year of Birth	Age in 2028
CP	2022	6
CE1	2021	7
CE2	2020	8
CM1	2019	9
CM2	2018	10
6ème	2017	11
5ème	2016	12
4ème	2015	13
3ème	2014	14
2nde	2013	15
1ère	2012	16
Terminale	2011	17

*Previous grade levels will be considered.