

Admission at Lycée Français Charles de Gaulle (First registration)

ENTRY GUIDE

You are about to apply online, please follow the instructions carefully.

Once connected please select pre-enrolment online and choose « new registration ».

You must read and agree to our registration terms and conditions:

You will start with the following:

- First person in charge
- Second person charge
- Child (2 pages)
- School history (2 pages)

At the end of each you will need to save your details by clicking on the disk icon.
Please fill in all the required fields.

Details for legal guardians: (in most cases this concerns both parents regardless of their living arrangements)

- The first person in charge represents the legal guardian and, generally, the person with who the child lives. When the parents live together or have joint custody there is now priority but the person paying the fees tends to be the first person in charge
- The second person in charge tends to be the other parent if the first person in charge is not a single parent.

Entry of fields for « person in charge » and « child »:

- All last names should be in capital letters as written on the ID documents but with no accents.
- All first names must be in lower case as written on the ID documents and with accents.
- For those with dual nationalities or more, all nationalities must be given. If the child is a French national this should be entered as the main nationality.
- All phone numbers from outside the UK must be preceded by 00 and the area code.
- Where possible you have the option to use the first person in charge's details for the second person in charge as well as the child. You will need to select the icon next to every field for data insertion.

Field data entry « school history »:

- Please find below the equivalent levels in the French and British school systems:

French system	British system	Age
P.S. (child born in 2016)	Nursery	3
M.S. (child born in 2015)	Reception	4
G.S. (child born in 2014)	Year 1	5
C.P. (child born in 2013)	Year 2	6
C.E.1 (child born in 2012)	Year 3	7
C.E.2 (child born in 2011)	Year 4	8
C.M.1 (child born in 2010)	Year 5	9
C.M.2 (child born in 2009)	Year 6	10
6 ème (child born in 2008)	Year 7	11
5 ème (child born in 2007)	Year 8	12
4 ème (child born in 2006)	Year 9	13
3 ème (child born in 2005)	Year 10	14
Seconde (child born in 2004)	Year 11	15
Première (child born in 2003)	Year 12	16
Terminale (child born in 2002)	Year 13	17

Pre-registration form confirmation:

After filling all required fields you will be asked to save your file. To do so you will need to click on the disk icon at the end of the page.

Then you will be asked to enter an anti-spam code. You will be given a file number and the possibility to print your application. Please print off your pre-registration sheet as you will need it in case we are able to offer your child a place in one of our schools

If and when you receive an offer for your child and only on request, you will need to send us all necessary documents in **PDF format by email only.**

Once your file is confirmed, in order to secure the offered place you will be asked to pay a registration fee of £1200. If the payment is not received before the deadline your place will automatically be cancelled. This fee is not refundable.

ACCES OUR ENROLLMENT PLATFORM:

[Pre-enrolment platform](#)