



LA GARENNE
INTERNATIONAL SCHOOL

Date
02.09.2022

Location
Chesières, Suisse

> **Admissions Policy and Summary of Procedures** La Garenne International School



The admissions process at La Garenne takes an inclusive, holistic view of all candidates, rather than concentrating purely on their academic performance. However, we only accept students if we believe that the educational experience offered by La Garenne is in line with their individual needs and aspirations. The child must enjoy participating in the wide range of activities provided and being motivated to embrace school life.

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1885 Chesières,
Switzerland
+41 (0) 24 495 24 53
info@la-garenne.ch





La Garenne Non-Discrimination Policy

La Garenne admits students regardless of race, colour, sex, religion, sexual orientation, gender identity, national or ethnic origin to all rights, privileges, programmes and activities generally accorded or made available to students at the School.

It does not discriminate on the basis of race, colour, religion, sex, sexual orientation, gender identification, national or ethnic origin in administration of its educational policies, bursary, athletic and other school-administered programmes.

Admissions Overview

Admissions Office staff guide the students and their parents through each stage of the application process. The file of each applicant is compiled using iSAMS and all the documents and data are available to the Admissions Committee. Please see the [Admissions Procedure](#) below.

Once all the necessary information and documentation has been submitted, the General Director, the Head of Admissions and the relevant Academic Section Head review the application file. The Section Head refers the file to other members of the team (Boarding, Learning Support etc.) as needed. Any person who reviews the file must log comments on iSAMS. Once reviews are completed, the Director of Admissions calls a meeting of the Admissions Committee and a decision is made.

The Admissions Committee comprises the General Director, the Head of Admissions, and the appropriate Academic Head. The Admissions Committee meets regularly for an overview of the situation regarding student recruitment in order to make collaborative decisions on individual applicants, outlining any special conditions that may need to be put in place (EAL and SEN support, for example). Students are placed in the year group compatible with their age, development and previous school performance.

The parents of prospective students are required to provide reports from the applicant's previous school(s) and to inform La Garenne of any health matters, learning difficulties and general welfare issues concerning their children. Whenever possible, students and their parents are asked to visit the School for a campus tour and interview with the Head of Admissions, the General Director and members of the Academic and Boarding sections.

Primary School applicants

La Garenne accepts students who have turned five years old before September 1st of the joining academic year. Applications from children who will have their fifth birthday during the school year may be considered and a place offered on the understanding that the child will repeat Year 1.

All Primary School applicants take placement tests in English and Mathematics. The results help us to identify areas in which they might need additional support.

Middle Years Programme (MYP) Applicants

Students wishing to join the MYP programme are required to take a [CEM](#) evaluation in a range of areas including maths and reasoning skills. The evaluation provides an objective judgement of students' aptitudes and potential. These are placement tests rather than



entrance tests as we believe that the MYP should be as inclusive as possible. The data is used to determine how the students can be further supported in their learning. Applicants who do not have English as their mother tongue also take an online [Oxford Test](#).

IB and High School Diploma (HSD) Applicants

Applicants for the IB Diploma and HSD programmes are required to take a [CEM](#) evaluation to identify areas of strength and weakness. Applicants who are not native English speakers also take an online [Oxford Test](#).

With inclusivity at the forefront of everything we do, we aim to give every student the opportunity to access the full IB Diploma. The School offers guidance in terms of the expected level of attainment to ensure that a student chooses a combination of subjects which suits their strengths. We may propose entry to the High School Diploma programme on admission, or transfer to the HSD during the programme.

We recommend that for IB Standard Level subjects, students should have obtained a minimum of MYP level 4, iGCSE grade C or international equivalent. For subjects at IB Higher Level, students should have obtained a minimum of MYP level 5, iGCSE grade B or international equivalent. This is guidance only and if an applicant has not obtained these grades, this will not affect their offer of a place on the programmes.

To enable new students to access the full curriculum quickly, we will put in place any necessary learning support from the moment they arrive, particularly EAL provision. Any extra charges that may be incurred are explained to the parents before completion of the contract they sign with the School.

La Garenne Learning Support programmes have a limited number of places and access to them is managed on a case-by-case basis. If a student requires additional support such as external assessments, occupational therapy, speech therapy, a personal assistant or tutors, La Garenne outsources these services to specialists. The cost of external support is at the parents' expense.

Accessing the Application Process

Skype or Zoom interviews are required for students who are unable to visit La Garenne in person. Applicants must also send a letter or video about their interests and passions, a recommendation form from their current school and have a personal interview before being offered a place. This allows us to have a more complete picture of the student. The procedure is outlined in the [Admissions Procedure](#) below.

A key feature of our admissions process is La Garenne's unique Integration Programme. Here, students spend one or more weeks within the academic programme of their year group. This allows the student and their parents to see if La Garenne is the right setting for them and at the same time, allows the School to assess the student's suitability.

Separately, students who need EAL support are encouraged to take English lessons before joining La Garenne. Some students come for a trial day during term time or stay overnight.



Those who will benefit most from the School will have some or most of the following attributes:

- Compassionate, curious, caring, connected citizens;
- Supportive family;
- Openness for language learning;
- Passion for the outdoors and participation in physical activity.

Admissions Procedure

1. Contact La Garenne

Prospective parents submitting the online Enquiry Form are contacted by the Director of Admissions to discuss available places, schedule a video conference and answer initial questions. The Enquiry Form has the following fields: name, email, phone number, and age of the prospective student.

2. Visit us

We strongly advise parents to accompany their child on a school visit. This enables the family to appreciate at first hand our spectacular location, and unique learning spaces and methods. They have the opportunity to meet the staff who will care for and teach their child. Depending on the stage they are at in the admissions process when they visit, the child may be interviewed, sit tests, and have the opportunity to meet La Garenne students with similar interests and aspirations.

3. Documentation

- Complete the online [Admission Form](#).
- Send copies of graded reports for the last two years to admissions@la-garenne.ch. These must include the annual report for the previous academic year and the most recent report.
- Send scanned copies of the student's passport and vaccination records.
- Provide a short reference letter in English or French from the current School Principal, Class Teacher or Head of Academics.
- Parents should provide a short letter explaining to us what they like to share as a family.
- The candidate's current school must complete the [Recommendation Form](#).
- "Express yourself": The candidate must provide a short presentation, video or photos and/or a letter demonstrating his/her passion in life.
- Placement tests must be completed for children applying from Year 3 and above (age 8 and older). The Admissions Office will organise testing at La Garenne. Alternatively, the tests may be sent to the current school, or under certain circumstances, to the parents. Tests conducted outside La Garenne must take place under exam conditions.
- Candidates for the Senior School will be interviewed in person or via video conference by a member of the Academic staff, Head of Admissions, and/or the General Director. This is obligatory for Senior School candidates (14 to 18 years old).



4. Application Fee

Due to the number of applications we receive and the administrative work involved in the admissions process, we require a non-refundable fee of CHF 800 for each application. This fee can be paid online by credit card or bank transfer.* When submitting the payment, please include the student name, date of birth, and year applying for.

5. Decision of the Admission Committee

The Admissions Committee will consider the completed file and make a decision. The family receives an official acceptance letter and offer via email. The Admissions Status is then tracked in iSAMS.

6. Enrolment Deposit

The Admissions Office makes an offer to the family via School email with an Acceptance Letter and initial invoice (only the enrolment deposit for acceptances before 1 June and the full Term 1 & 2 Tuition and all required fees for acceptances after 1 June). The invoice must be settled within 15 days to guarantee the student's place.

7. Bank Details

Beneficiary: La Garenne Services SA

Bank Name: Credit Suisse, CH-1884 Villars-dur-Ollon, Switzerland

Account N°: U 3755417-01

Clearing: 4835

IBAN: CH57 0483 5375 5417 0100 0

SWIFT: CRESCHZZ80A