

Admissions Policy

IB Middle Years Programme (MYP) at the Gymnase

I. International Offer at the Gymnase

The Gymnase is a school located in the center of Strasbourg. It welcomes students on two sites: Lucie Berger for children from nursery (3 years old) to *Cinquième* (12-13 years old) and Jean Sturm for students from *Quatrième* (13-14 years old) to *Terminale* (17-18 years old).

The Gymnase offers two types of education:

- **Private education under contract with the state**, from nursery (3 classes) to Terminale (8 classes), with over 1,900 students. As with any private school under contract, the teaching and pedagogical organization fully comply with the programs of the *Éducation nationale*. The diplomas offered (*Brevet des collèges* and *Baccalauréat*) are prepared in the same way as in a public establishment. In addition to this, enrollment in a public establishment is possible at any time during the course without assessing any given student's level.
- **Private education outside contract in the IB MYP section**, comprising of a bilingual French-English teaching program delivered in a single class per level equivalent to *Sixième* (grade 6, USA) to *Troisième* (grade 9). Overall, the pedagogical content respects that of the national education program.

II. Admission to MYP

This policy outlines the expectations for students intending to follow the Middle Years Programme at the Gymnase and their families.

To thrive and succeed in our establishment, they must fully adhere to the IB mission and philosophy, as well as the school's vision. Students and their families will have read and signed the school's policies.

Admission of students is done via Open Apply according to the following steps:

1. Admission request (December) with the following documents:

- A copy of the family record book or the child's birth certificate with parentage;
- Student ID;
- A motivation letter (in French or English) stating the reasons for requesting admission to the bilingual section;
- Report card from the 1st period of the current year (or transcript);
- Report cards from N-1 and N-2;
- Signatures of both legal guardians on the bilingual section commitment letter;
- A recent piece of work done by the student in their current English class (preferably a corrected written assignment);

- A spontaneous handwritten text by the student corresponding to the prompt in the admission request (5 keywords to use in the text, changes every year);
- €100 administrative fee;
- Additional document if needed.

2. File review and verdict (response maximum three weeks after submission of the complete file)

- Pre-selection by administrative services ;
- File review by the MYP director;
- Opinion of the MYP Coordinator;
- English language test.

A candidate who does not sufficiently demonstrate competence in English cannot be accepted into the section. This is due to the fact that this cohort aims to allow students who already demonstrate the required competence in English. The tuition does not encompass language learning in itself.

The language test is not mandatory if the head of establishment considers the file clear enough on the language mastery level.

3. Enrollment confirmation (following the school's response)

Documents to sign/complete to validate the final enrollment:

- €500 deposit fee ;
- Medical form ;
- Financial commitment ;
- Image rights ;
- Enrollment contract ;
- Educational Pole charter ;
- Internal regulations ;
- RGPD (règlement général sur la protection des données, or *data protection measures*).

Enrollment confirmation must be made with full knowledge by **both legal guardians**.

If one of the two refuses to confirm the enrolment, or does not respond (beyond legal proceedings), the establishment has the right to not proceed with finalizing the enrollment process.

The establishment reserves the right to make decisions on admissions which take into account additional criteria.

The admissions committee seeks students who can best benefit from the bilingual section at the Gymnase and identifies the following criteria as favourable to student success in this context:

- Willingness to follow teaching aligned with the philosophy and framework of the International Baccalaureate programs;
- Desire to follow teaching including national program elements in an international framework;
- Acceptance of the specifics of International Baccalaureate programs, particularly regarding assessment and grading;
- Sufficient mastery of the languages of instruction. The required fluency standard depends on the student's entry level;
- Willingness to acquire a level of French allowing the student to follow the proposed teaching comfortably.

4. Re-enrollment

a) If re-enrollment, or secondary/renewed enrollment is announced

Parents are informed that a new enrollment must be requested each year from the Gymnase, which is not obliged to conclude a new enrollment contract with the family for the coming school year.

Enrollment at the Gymnase for the coming school year is not a right, so non-re-enrollment is not subject to any appeal or recourse.

- Parents declare they have read the various regulations and apply them without reservation;
- Parents accept the educational choices of the establishment and commit to respecting the staff who implement them;
- Parents commit to supporting the establishment in its educational action, not to denigrate the establishment or the educational community, and not to use violence in any form;
- Parents commit to favourably responding to requests from teachers and/or the head of establishment for any meeting;
- Parents commit to respecting the pedagogical choices made at enrollment (or re-enrollment) for their child until the end of the school year.

b) If re-enrollment is not announced:

At the family's initiative

Parents inform the establishment in writing of the non-re-enrollment of their child during the second semester and no later than June 1 of the current school year. Termination by parents of the contract at the end of the school year and issuance of a withdrawal certificate will require settling all outstanding invoices.

At the head of establishment's initiative

The head of establishment may decide not to renew a student's enrollment contract for the next school year, particularly for the following reasons:

- Loss of trust between legal guardians and the establishment;
- Noted disagreement of legal guardians with the educational project;
- Denigration or defamation towards members of the educational community and the establishment, aggressive comments;
- Disciplinary reasons, absenteeism, lack of engagement in work;
- Unpaid fees;
- Non-compliance with internal regulations and/or enrollment contract.

The notification of non-renewal of the contract, referencing the facts, is communicated to the legal guardians and must be sent in writing no later than June 1 of the current school year.

5. Mid-year admission

The establishment's policy is to be able to admit a student to the MYP mid-year depending on class sizes and the family's situation (generally, professional transfer, error in school path after relocation to France).

Tuition fees are prorated, but fixed fees are payable in full by the family.

6. Mid-year withdrawal

At the family's initiative

In case of relocation or for any other legitimate reason expressly accepted by the establishment, families are liable for tuition fees up to the student's departure. Otherwise, these fees are due for the full school year.

On decision of the head of establishment

In case of definitive expulsion pronounced by the head of establishment, families are liable for tuition fees up to the effective date of the student's expulsion.

III. Exercise of Parental Authority

For everyday decisions concerning a child, parents are expected to act in agreement with each other. A possible separation has no incidence on this point in principle.

At enrollment and on any change in family situation, it is up to the parents to provide the head of establishment with the addresses where documents should be sent, as well as a copy of an excerpt from the judgment setting the exercise of parental authority and the child's usual residence.

The head of establishment ensures respect for rights relating to the exercise of parental authority. When one parent is deprived of parental authority by judicial decision, they may in no case claim a right of visit within the school premises or during school time.

IV. Rights of Access to Collected Information

The information collected under this contract and its annexes is mandatory for enrollment in the establishment. It is subject to computer processing by the secretariat and management. The collected data is kept for a duration of two years.

In accordance with the provisions of Regulation (EU) 2016-679, you have the right of access, rectification, as well as the right to object and the right to erasure of your data (right to be forgotten).

You may exercise this right by writing:

- to the Gymnase's data protection officer: rgpd@legymnase.eu
- you may also file a complaint with the CNIL (Commission Nationale de l'Informatique et des Libertés, or *National Commission on Informatics and Liberty*).

V. Links with the Inclusive Education Policy

In accordance with the access and inclusion policy, legal representatives of students must, at admission and during schooling, inform the educational community of diagnosed learning obstacles, whether physical, psychological or emotional, and their evolution so that appropriate adaptations can be put in place. Educators can direct them to specialists available in the educational community who can help address the concerns of the student for whom they are responsible.

VI. Revision of the Admission Policy

The Admission Policy is reviewed each year during working sessions of the educational community and submitted to the establishment's management before implementation.

This Admission Policy was revised on November 14, 2025.