

COMMUNICATION OF THE EUROPEAN SCHOOLS OF LUXEMBOURG

Concerning the enrolment for the school year 2018-2019

Terms & Definitions

Pupils of the European schools (ES) are divided into 3 categories as follows (summary):

Category I: Pupils whose parents are members of the staff of or seconded to a European Institution or an assimilated organization. The employer must certify that the duration of the contract lasts for a minimum period of one year. These pupils are exempted from school fees.

Category II: Pupils whose parents are members of the staff of a company or an organization which has concluded a special agreement with the European schools and certifies that it will pay the school fees for the enrolled pupil.

Category III: Pupils whose parents do not belong to categories I or II and pay the requested school fee themselves. These pupils can be admitted if places are available and if they fulfil other conditions as defined by the school.

New enrolment

Submission of the enrolment file

The enrolment **file** of the pupil has to be **given in person** to the school, at the places, dates and hours mentioned below. We advise parents of pupils of category I who are enrolled at the day nursery ("garderie") from the *OIL (Office for Infrastructure and Logistics)* - the so-called *CPE* - that their enrolment at the nursery school has to be done via an enrolment file. An answer concerning the allocation of pupils to the DE, EN or FR sections of the ES Luxembourg I or Luxembourg II will be given at the latest at the date indicated in the document « *Enrolment policy at the European Schools of Luxembourg* ». We kindly ask the parents not to call the secretariat of either school before this date, in order not to delay the processing of the files.

The enrolment will only be taken into consideration **WHEN ALL THE DOCUMENTS REQUIRED HAVE BEEN SUPPLIED. PLEASE NOTE THAT FAXED, PHOTOCOPIED ARE SCANNED APPLICATION FORMS WILL NOT BE ACCEPTED. INCOMPLETE APPLICATIONS WILL BE RETURNED.**

If you need more information concerning the general inscription rules for pupils in the DE, EN or FR sections of both ES of Luxembourg, please refer to the document « *Enrolment policy at the European Schools of Luxembourg* », published on the websites of both schools: www.eel2.eu and www.euroschool.lu .

Places, dates and opening hours for new enrolment:

Please respect these enrolment periods (dates and hours)!

Nursery, primary and secondary cycles
From April 9th to May 18th 2018 (excepted from 9th until 11th May)

European School Luxembourg I

Language sections or countries:

Enrolment requests for the following sections/mother tongues BG, ES, ET, FI, LT, LV, NL, PL, PT, SV should be sent to the European School Luxembourg I :

- **Nursery and Primary School LUX1 :**

A dedicated inscriptions office for the nursery and primary school will be operate from 9th April to 18th May 2018 (excepted from 9th until 11th May) in the secretariat of the primary school. It will be open from Mondays to Fridays between 13.30 and 16.30.

- Mrs Virginie DOPPAGNE; European School Luxembourg I, Primary building, 1st Floor , 23, Bd Konrad Adenauer, L-1115 Luxembourg-Kirchberg, Tel. : 432082-468;
- Mrs Maria STATHAKI, European School Luxembourg I, Primary building, 1st Floor , 23, Bd Konrad Adenauer, L-1115 Luxembourg-Kirchberg, Tel. : 432082-270;
e-mail: list-lux-enrolment-nursery-and-primary-cycle@eursc.eu

- **Secondary School LUX1 :**

A dedicated inscriptions office will be operate from April 9^h to 18th May 2018 in the Administration building of the school. It will be open from Mondays to Fridays between 13.30 and 16.30.

- Mrs Alicia IGLESIAS, Administration building, European School Luxembourg I, 23 Bd Konrad Adenauer, L-1115 Luxembourg-Kirchberg, Tél. : 432082-224;
- Mrs Marina DARROSA, Administration building, European School Luxembourg I, 23 Bd Konrad Adenauer, L-1115 Luxembourg-Kirchberg, Tél. : 432082-222;
e-mail: list-lux-enrolment-secondary-cycle@eursc.eu

European School Luxembourg II

A dedicated inscriptions office will be operate from April 9^h to May 18th 2018 (excepted from 9th until 11th May) in the Administration building of the school. It will be open from Mondays to Fridays between 13.30 and 16.30.

Language sections or countries:

Enrolment requests for the following sections/mother tongues CS, DA, EL, HR, HU, IT, MT, RO, SK, SL should be sent to the European School Luxembourg II:

- **Nursery and Primary School LUX2:**

- Mrs. Yolande MICHAUD, European School Luxembourg II, Primary building, 6 rue Gaston Thorn, L-8268 Bertrange, Tél. : 273 224-3002 e-mail : yolande.michaud@eursc.eu
- Mrs. Mélanie FISCHER, European School Luxembourg II, Primary building, 6 rue Gaston Thorn, L-8268 Bertrange, Tél. : 273 224 – 3239 – e-mail : melanie.fischer@eursc.eu

- **Secondary School LUX2:**

- Mrs. Blandine THISSERANT, European School Luxembourg II, Secondary building, 6, rue Gaston Thorn, L-8268 Bertrange, Tél. : 273 224-4002 e-mail blandine.thisserant@eursc.eu
- Mrs.Valentine GILLOT European School Luxembourg II, Secondary building, 6 rue Gaston Thorn, L-8268 Bertrange, Tél. : 273 224 – 4010– e-mail : valentine.gillot@eursc.eu

Documents to be attached to the enrolment file
(NB: Photocopies will have to be prepared by the parents)

The school can certify the authenticity of photocopied documents if the original is presented.

- Two recent passport size photos of the child
- A birth certificate or civil status certificate (original or certified copy of original)
- From the 2nd year primary school : School reports for the 2016-2017 school year and the interim report for 2017-2018. If the school does not issue an interim report, an attendance certificate should be produced. At the end of the current school year, the school report for 2017-2018 indicating whether or not the child has been promoted to the year above.
- **In the case of separation or divorce of the parents, to attach the legal decision concerning custody of the child.**
 - For category I: An attestation (form to be found in the enrolment file), to be completed by the personnel department of the Institution the parent(s) work for .
 - For category II: A special attestation form is available at the secretariat.
 - For category III: An attestation of the employer the parent(s) work for.
- Certificate of residence ("*certificat de résidence élargi*")
- The medical service form, as well as a copy of the vaccination card.
The medical service form is available on the web-site
- For category III: The proof of payment of the first part of the advance of the school fees for the school year 2018-2019 i.e. 500 €. must be imperatively attached to the application file.

WARNING: Indeed, applications for admission to category III will only be considered if this payment has been done by the parents. This amount is non-refundable except in the event that the application for enrolment should be refused by the school for a reason relating to the regulations of the European Schools (e.g. no space available ...).

Registration

Admission of pupils of the nursery school to the first year primary school, and of pupils of the primary school to the first year secondary school

For pupils **already** enrolled in the **nursery** cycle of the European school during the school year 2017/2018, forms for the admission to the primary cycle will be handed out in class, and should be returned to the teacher.

Pupils **already** enrolled in **5th year** of the **primary** cycle of the European school during the school year 2017/2018 will be automatically transferred to the 1st secondary level. No registration is required. Czech and Hungarian pupils of the 5th year primary school will be allocated to a DE, EN or FR class, depending on their Language II.