



**APPLICATION FOR ENROLMENT
EUROPEAN SCHOOLS LUXEMBOURG
CATEGORY I**

2019/2020

Enrolment Period: from April 29th to May 24th 2019

Beginning of the school year: Tuesday, September 3rd 2019

The members of the Directorates of the European Schools Luxembourg are at your service should you require any additional information.

SCHOOL	DIRECTORATE	LANGUAGE SECTIONS / SWALS*	CONTACTS FOR ENROLMENTS RECEPTION 13.30 P.M – 16.30 PM												
<p>LUXEMBOURG I</p> <p>23, boulevard Konrad Adenauer L-1115 Luxembourg</p> <p>Fax +352 43 20 82 -344 www.euroschool.lu</p>	<p>Deputy Director Nursery and Primary Cycles Ms. Sandra RIBIC</p> <p>Deputy Director Secondary Cycle Mr. Marco ALBERICI</p>	<p>English-speaking, Spanish, French-speaking, German-speaking, Finnish, Dutch-speaking, Polish, Portuguese and Swedish, and Lithuanian (M1/M2 + P1).</p> <p>Maltese students are compulsorily enrolled in the English-speaking section at Luxembourg II.</p> <p>SWALS* = Bulgarian, Estonian, Lithuanian, Latvian.</p>	<p>Nursery/Primary</p> <table border="1" data-bbox="1260 362 1955 553"> <tr> <td>Mrs Maria STATHAKI</td> <td>Mrs Vera MIRIZZI</td> </tr> <tr> <td>Tel. : +352 43 20 82 270</td> <td>Tel. : +352 43 20 82 270</td> </tr> <tr> <td colspan="2" style="text-align: center;">list-lux-enrolment-nursery-and-primary-cycle@eursc.eu</td> </tr> </table> <p>Secondary</p> <table border="1" data-bbox="1260 638 1955 829"> <tr> <td>Mrs Marina DARROSA</td> <td>Mrs. Alicia IGLESIAS</td> </tr> <tr> <td>Tel : +352 43 20 82 222</td> <td>Tel. : +352 43 20 82 223</td> </tr> <tr> <td colspan="2" style="text-align: center;">list-lux-enrolment-secondary-cycle@eursc.eu</td> </tr> </table>	Mrs Maria STATHAKI	Mrs Vera MIRIZZI	Tel. : +352 43 20 82 270	Tel. : +352 43 20 82 270	list-lux-enrolment-nursery-and-primary-cycle@eursc.eu		Mrs Marina DARROSA	Mrs. Alicia IGLESIAS	Tel : +352 43 20 82 222	Tel. : +352 43 20 82 223	list-lux-enrolment-secondary-cycle@eursc.eu	
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<p>LUXEMBOURG II</p> <p>6, rue Gaston Thorn L-8268 Bertrange</p> <p>www.eel2.eu</p>	<p>Deputy Director Nursery and Primary Cycles Mr. Philippe RICHARD</p> <p>Deputy Director Secondary Cycle Mrs. Leene SOEKOV</p>	<p>English-speaking, Danish, French-speaking, Greek, German-speaking, Hungarian, Italian, Czech.</p> <p>Croat students are compulsorily enrolled in the German-speaking, English-speaking or French-speaking section at Luxembourg II.</p> <p>SWALS* =</p> <ul style="list-style-type: none"> • Hungarian, Czech (secondary cycle only), • Croatian, Romanian, Slovak, Slovenian (nursery, primary and secondary) 	<p>Nursery/Primary</p> <table border="1" data-bbox="1260 933 1955 1125"> <tr> <td>Mrs. Yolande MICHAUD</td> <td>Mrs. Mélanie KISTIAENS</td> </tr> <tr> <td>Tel. : +352 27 32 24 3002</td> <td>Tel. : +352 27 32 24 3239</td> </tr> <tr> <td>yolande.michaud@eursc.eu</td> <td>melanie.kistiaens@eursc.eu</td> </tr> </table> <p>Secondary</p> <table border="1" data-bbox="1260 1209 1955 1401"> <tr> <td>Mrs. Blandine THISSERANT</td> <td>Mrs. Carine SOMMEN</td> </tr> <tr> <td>Tel. : +352 27 32 24 4002</td> <td>Tel. : +352 27 32 24 4001</td> </tr> <tr> <td>blandine.thisserant@eursc.eu</td> <td>carine.sommen@eursc.eu</td> </tr> </table>	Mrs. Yolande MICHAUD	Mrs. Mélanie KISTIAENS	Tel. : +352 27 32 24 3002	Tel. : +352 27 32 24 3239	yolande.michaud@eursc.eu	melanie.kistiaens@eursc.eu	Mrs. Blandine THISSERANT	Mrs. Carine SOMMEN	Tel. : +352 27 32 24 4002	Tel. : +352 27 32 24 4001	blandine.thisserant@eursc.eu	carine.sommen@eursc.eu
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*SWALS = Students Without A Language Section

RULES ON ADMISSION TO AND OPERATION FOR THE EUROPEAN SCHOOLS OF LUXEMBOURG

Location of the two schools

The European School of Luxembourg I is situated at 23, boulevard Konrad Adenauer, L-1115 Luxembourg.

The European School of Luxembourg II is situated at 6, rue Gaston Thorn, L-8268 Bertrange.

Language Sections and Academic Cycles

The European School of Luxembourg I hosts the following language sections and/or mother tongues : BG, ES, ET, FI, GA, LT, LV, NL, PL, PT, SV.¹

The European School of Luxembourg II hosts the following language sections and/or mother tongues : CS, DA, EL, HR, HU, IT, MT, RO, SK, SL.¹

The following language sections, called vehicular or working language sections, exist in both of the Luxembourg European Schools : DE, EN, FR. The teaching of Irish (GA) is also available in both schools to students of Irish nationality in the EN section.

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 as determined by themselves. These pupils can be admitted if places are available and if they fulfil other conditions as defined by the school.

¹ See tables of the different language sections of ES Lux. I & II at the end of the document. (p. 9)

Regulations for Admission to the European Schools of Luxembourg

The current policy for admission to the European Schools of Luxembourg has the following objectives :

1. To guarantee a balanced distribution of the school population, and of the language sections represented in both Luxembourg I and II (DE, EN, FR) across the two schools, and ensuring their continuity. In regard to this, numbers in the DE, EN and FR sections will be followed carefully, and the creation of new classes will be on a balanced basis in proportion to the intake capacity of each school ;
2. To maximise the use of resources available in the two schools, meeting students' needs as far as possible and ensuring pedagogical continuity ;
3. Without prejudice to Objective 1, to respect the interest of students and their families by taking into account, where necessary, their place of residence. In this regard, a distinction is made between 'old' and 'new' residents ;
4. To ensure that siblings are admitted to the same school ;
5. For students who have spent at least one academic year at either of the schools and then been away for no more than three years, to guarantee a place at the same school. Pupils whose parents have been on mission outside Luxembourg can thus reintegrate into their original European School.

To attain these objectives, all applications for enrolment will be considered according to the following regulations :

1. Pupils from all language sections except DE, EN, FR and SWALS students : Applicants whose language section exists at only one school will be automatically enrolled there, while those without a language section ('SWALS') will be enrolled in the school in which their mother tongue is taught.
2. New residents : Without prejudice to Rule 1, applicants to the language sections DE, EN, FR who are considered 'new residents' at the time of their application will be enrolled at Luxembourg II. In accordance with the current admission policy, new residents are pupils whose legal guardians do not have their principal residence in the Grand-Duchy of Luxembourg or the immediate environs when handing in the application file.
3. Old residents : Without prejudice to Rule 1, applicants to the language sections DE, EN, FR who are not considered 'new residents' as defined in Rule 2 will be enrolled at either Luxembourg I or II in function of their place of residence (as declared on the admissions application).

On the map appended to this document, the N - S line shows the division of the country and the nearby region into two zones.

- ZONE 1 (South-West) : pupils will be enrolled at Luxembourg II.
- ZONE 2 (North-East) : pupils will be enrolled at Luxembourg I.

In the event that this allocation does not allow classes balanced in number, or if there are not enough places in the requested class (see Rule 6 below p.3), the catchment zone North-East will be reduced to the lines X and Y so that only pupils residing within this limited area may be enrolled at Luxembourg I.

The city of Luxembourg is itself divided into two catchment areas.

- Pupils from the districts in the south-west of the city will go to the European School of Luxembourg II. These districts are Merl, Belair, Belair-Nord/Rollingrgrund, Hollerich, Cessange, Gasperich, Bonnevoie, Gare and Howald (considered as being attached to the city of Luxembourg).
 - Pupils from other districts will in principle go to Luxembourg I, in function of places available (see Rule 6 below).
4. Grouping/Regrouping of siblings : Rules 2 and 3 should not have the effect of sending brothers and sisters to different schools. Unless specifically requested by the parents, grouping and regrouping of siblings is guaranteed.
 - 'Grouping' means the admission of siblings to the same school when their applications have been made simultaneously for the first time.
 - 'Regrouping' means the education in the same school of siblings who were enrolled in the school during the previous academic year.
 - For category III, the "grouping and regrouping" is only possible, if places are available.
 5. Return to the original school : Pupils are permitted to return to a school they have left, provided that they previously attended this school for at least a year, and have not been away for more than three years.
 6. Criteria for a balanced distribution of student numbers across the two schools : There is balanced distribution, according to the current provisions, when the difference in student numbers in classes of the same level is less than or equal to 7. No application for enrolment can be accepted by a specific school if the class requested already has 27² pupils while the other school has fewer than 27 in a class of the same level and language section. This limit does not apply to applications for classes in sixth and seventh secondary, in which the maximum is 30.
 7. Criteria for priority in case of an insufficient number of places available in one of the schools : The two European Schools of Luxembourg will act jointly in the policy of creating new classes and allocating pupils in the DE, EN and FR language sections. The criteria taken into account for enrolment in these sections in a particular school are, in order of priority :
 - The geographic criterion defined in Rule 3 ;
 - The distance of the place of residence from the school before first enrolment.

Documentary evidence will be required.

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.

² The school has a reserve of three places in order to limit the risk of having to divide a class should SWALS pupils arrive during the school year whose registration is de facto in the school concerned by the application for enrolment.

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

Children may be admitted to the School, provided they are potty-trained.

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 « FAQ », published on the websites of both schools: www.eel2.eu and www.euroschool.lu.

Applications for admission

Applications for admission concerning the language sections/mother tongues BG, ES, ET, FI, GA, LT, LV, NL, PL, PT, SV should be addressed to the European School of Luxembourg I.

Please make an appointment via our website www.euroschool.lu before submitting your application form personally to the secretariat.

- **Nursery and Primary School Luxembourg I :**
 - Mrs Maria STATHAKI, EEL I, Primary Building, 1st Floor, 23 bd K. Adenauer, L-1115 Luxembourg. Tel. 432082-270,
 - Mrs Vera MIRIZZI, EEL I, Primary Building, 1st Floor, 23 bd K. Adenauer, L-1115 Luxembourg. Tel. 432082-270 ,
e-mail: list-lux-enrolment-nursery-and-primary-cycle@eursc.eu
- **Secondary School Luxembourg I :**
 - Mrs Marina DARROSA, EEL I, Administrative Building, 23 bd K. Adenauer, L-1115 Luxembourg. Tel. 432082-222 ,
 - Mrs Alicia IGLESIAS , EEL I, Administrative Building, 23 bd K. Adenauer, L-1115 Luxembourg. Tel. 432082-223 ,
e-mail: list-lux-enrolment-secondary-cycle@eursc.eu

To discuss subjects, languages and options, appointments can be made with the co-ordinators of the academic cycles :

- Mr. Emmanuel COUCHE (1st-4th Secondary) tel. 432082-251; e-mail : emmanuel.couche@eursc.eu
- Mr. Daniel ALCAZAR (5th-7th Secondary) tel. 432082-250; e-mail : daniel.alcazar@eursc.eu

Applications for admission concerning the language sections/mother tongues CS, DA, EL, HR, HU, IT, MT, RO, SK, SL should be addressed to the European School of Luxembourg II :

- **Nursery and Primary School, Luxembourg II :**
 - Mrs Yolande MICHAUD, EEL II, Primary Building, 6 rue Gaston Thom, L-8268 Bertrange. Tel. 273224-3002; e-mail : yolande.michaud@eursc.eu
 - Mrs Mélanie KISTIAENS, EEL II, Primary Building, 6 rue Gaston Thom, L-8268 Bertrange. Tel. : 273 224 – 3239; e-mail : melanie.kistiaens@eursc.eu

- **Secondary School, Luxembourg II :**

- Mrs Blandine THISSERANT, EEL II, Secondary Building, 6 rue Gaston Thom, L-8268 Bertrange. Tel 273224-4002; e-mail : blandise.thisserant@eursc.eu
- Mrs Carine SOMMEN, EEL II, Secondary Building, 6 rue Gaston Thom, L-8268 Bertrange. Tel. : 273 224 – 4001; e-mail : carine.sommen@eursc.eu

To discuss subjects, languages and options, appointments can be made with the co-ordinators of the academic cycles :

- Mr. Gerhard PELIKAN (1st-4th Secondary). Tel. 273224-4006; e-mail: gerhard.pelikan@eursc.eu
- Mr. Sébastien BELPAUME (5th-7th Secondary). Tel. 273224-4007; e-mail: sebastien.belpaume@eursc.eu

Applications for admission to the sections DE, EN, FR may be addressed to either of the Luxembourg European Schools. The schools' administrations, working together, will examine all applications in the light of the rules described above. The submission of an application to a particular European School does not imply the acceptance of that application by the school in question.

Dates/deadlines for applications and responses

Parents are requested to submit applications from Monday, April 29th 2019 until Friday, May 24th, 2019 (except on May 9th and 10th) at the latest. Applications will be dealt with from June 3rd, 2019 onwards, and responses will be sent to parents by 12th July 2019. 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.

Parents are required to answer precisely any questions or requests for information which may be sent by a school. Incomplete or inaccurate files may lead to a pupil's ineligibility for admission.

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 2017-2018 school year and the interim report for 2018-2019. 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 2018-2019 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.

- Employment attestation.
 - 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 website.)
- A detailed diagnosis and/or a multidisciplinary medical-psychopedagogical assessment of less than two years' duration, written in French, English or German and contact with the school management for more information if intensive support is required.

Additional rules for the admission of Category II and III pupils

Category II pupils are accepted in accordance with the terms of the convention signed with the employer, and the regulations approved by the Board of Governors of the European Schools.

Category III applications can be considered only after the directors of the schools have estimated Category I and II intake.

Each school organises its admissions independently, giving priority to undersubscribed language sections (those with the fewest pupils). No Category III student may be admitted into a class which already has 24 or more pupils. The admissions are decided case by case.

Applications for admission to category III will only be considered if the first part of the advance of the payment of the school fees for the school year 2019-2020, i.e. 500 € has been paid. Proof of payment must imperatively be attached to the application file.

Warning: 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 ...).

Category III applicants must meet these additional criteria :

- The previous educational background, type of schooling, linguistic ability and general knowledge must meet the standards of the European Schools.
- There must be a genuine need for European School admission (e.g. the absence of appropriate alternatives in Luxembourg and suburb).

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 2018/2019, 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 2018/2019 will be automatically transferred to the 1st secondary level. No registration is required. Czech and Hungarian pupils of the 5th year primary school of the European School LUX II will be allocated to a DE, EN or FR class, depending on their Language II.

Transfer requests

Unlike first-time applications, transfer requests concern students already enrolled at one EEL who wish to move to the other school at the end of the academic year.

To be considered, any transfer request must be made in writing to the Director of the student's current school by Friday, May 24th, 2019.

The school to which the request of transfer was addressed to will reply as quickly as possible, and no later than June 28th, 2019.

Transfers will be made only if places are available in the class requested, and on condition that no distributional imbalance is caused or exacerbated (in accordance with Rule 6, above). In the event of more requests than places available, the priorities of Rule 7 of the admission procedures will apply.

Only one transfer is possible during the schooling of a child in the European Schools.

Mother tongue or dominant language

In the European Schools, students are admitted to the language section which corresponds either to their mother tongue or to the language in which their competence and performance are strongest. Indeed, article 47 of the General Rules of the European Schools says the following:

“Level required for acceptance

- *A table of equivalences (Annex II), drawn up in accordance with Article 11 of the Convention defining the Statute of the European Schools, determines the level at which pupils who have successfully completed a period of study in a state/public sector school or educational establishment recognised by one of the Contracting Parties and who hold a certificate to that effect from the educational authorities of that country are accepted. The table also sets out the conditions for recognition in each of those countries, pursuant to Article 5 of the Convention, of years of study successfully completed at the European School. (2014-03-D-14-en-5 31/55)*
- *A pupil may not normally be admitted to secondary year 1 of a European School unless he/she has fulfilled the conditions for admission to the corresponding year in his/her country of origin, as shown in the table of equivalences (Annex II) drawn up in accordance with Articles 5 and 11 of the Convention.*
- *If the certificate shows that the pupil failed to reach the required standard in one or more subjects, he/she shall be required to sit the relevant promotion examinations in the school he/she has been attending if this is not more than 100 km from the European School. If it is, he/she may sit the examinations at the European School instead of at his/her former school.*
- *If a pupil's knowledge of a language required for the continuation of his/her education is poor or non-existent because his/her former school followed a different curriculum, his/her legal representatives shall undertake to send him/her to classes in that language (notwithstanding the arrangements made by the school to integrate pupils without their own language section).*

- *A fundamental principle of the European Schools is the teaching of mother tongue/dominant language as first language (L1). This principle implies the pupil's enrolment in the section of his/her mother tongue/ dominant language where such a section exists.*

This principle may be waived only where the child has been educated in a language other than his/her mother tongue/dominant language for a minimum of two years at primary or secondary level. The European Schools will presume in that case that the child will be capable of continuing his/her schooling in the language in question.

In schools where the section corresponding to a pupil's mother tongue/dominant language does not exist, he/she will generally be enrolled in one of the vehicular language sections. He/She will attend the classes in his/her mother tongue/ dominant language organised for so-called SWALS (Students Without A Language Section) as L1.

Parents will not be free to choose their child's first language (L1), its determination being the responsibility of the school's Director. L1 must correspond to the child's mother tongue or dominant language, in the case of multilingual children, the dominant language being the one of which they have the best command.

Should there be any dispute about the pupil's L1, it will be the Director's responsibility to determine which language it is, on the basis of the information provided by the pupils' legal representatives on the enrolment form and by requiring the pupil to take comparative language tests, organised and under the control of the school's teachers. The tests will be organised whatever the pupil's age and teaching level, i.e. including the nursery cycle.

Determination of L1 at the time of the child's enrolment is definitive in principle. A change of Language 1 may only be authorised by the Director for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members.

Pupils whose mother-tongue section does not exist in the European Schools are invited to apply to one of the three vehicular-language sections (DE, EN, FR).

If necessary, the school administration will organise a language test and decide which section is appropriate.

Should a new language section be created, children previously enrolled with SWALS status and who had the language of this new section as their Language 1 will automatically be admitted to the newly created language section without the need for them to be required to take comparative language tests. In that case, a change of L1 may only be authorised by the Director for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members".

For further Information please refer to the General Rules of European Schools.

General regulations for language teaching in the European School:

- L1 is taught from primary year 1 and is the language of the section in which the pupils is enrolled. For categories I and II pupils in a school with no section corresponding to their mother tongue, special regulations are applicable.
- LII is taught from primary year 1: it may only be DE or EN or FR and must be different from LI. In secondary years 3-5 a pupil's LII (DE, EN or FR) is his/her vehicular language for human sciences, history, geography, economics and religion or non-confessional ethics.

For category III: the pupils cannot be SWALS.

Pupils with special educational needs (ISA)

The European Schools of Luxembourg accept pupils with special educational needs, subject to the following procedure :

- An advisory group, on the basis of documents provided by the family and of any further professional evidence which may be required, evaluates the ability of the school to meet the pupil's needs. It

determines the framework and conditions of any individualised teaching/learning. The advisory group may recommend an observation period or provisional admission.

- The school director, on the recommendations of the advisory group, decides whether or not the school is able to provide the appropriate educational and social environment for the pupil. If the decision is favourable, the school and the parents sign a convention, valid for one academic year, which lays out the supportive measures provided by each party.

At the end of the academic year, an evaluation is made of the pupil's progress ; this also assesses the school's ability to meet the pupil's particular needs in the following year.

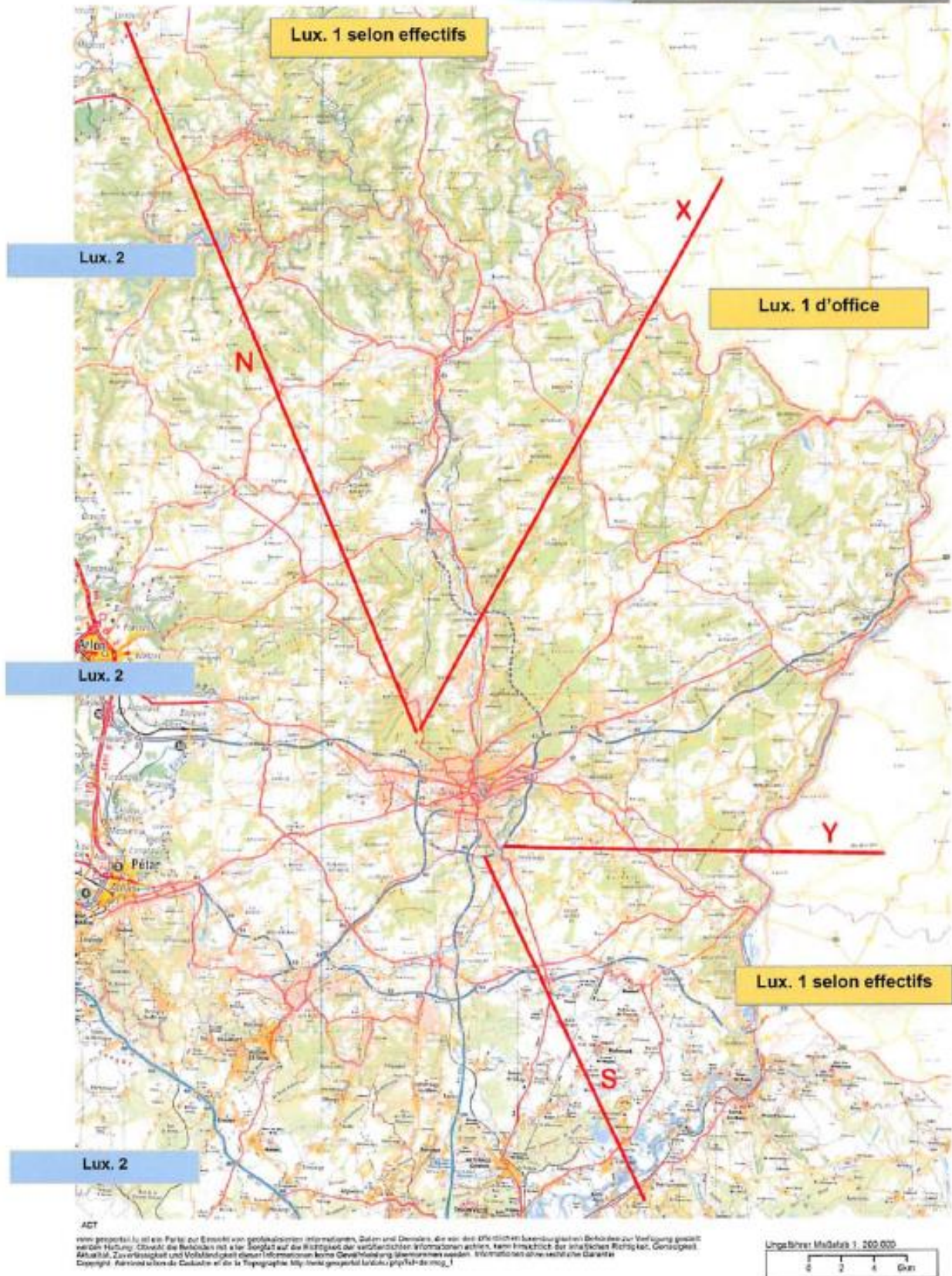
Martin WEDEL
Director of ES Luxembourg I

Per FRITHIOFSON
Director of ES Luxembourg II

Tables of the language sections of the 2 European Schools

European School Luxembourg I	
DE	German
EN	English
FR	French
BG	Bulgarian
ET	Estonian
ES	Spanish
FI	Finnish
GA	Irish
LV	Latvian
LT	Lithuanian
NL	Dutch
PL	Polish
PT	Portuguese
SV	Swedish

European School Luxembourg II	
DE	German
EN	English
FR	French
CS	Czech
DA	Danish
EL	Greek
GA	Irish
HR	Croat
HU	Hungarian
IT	Italian
MT	Maltese
RO	Romanian
SL	Slovenian
SK	Slovak



INSTRUCTIONS

ONLY ONE ENROLMENT APPLICATION PER CHILD MAY BE SUBMITTED DURING THE ENROLMENT PERIOD FOR 2019/2020

It is strongly recommended that the Policy on Enrolment in the European Schools Luxembourg for the 2019/2020 school year (referred to hereafter as the Policy), which can be consulted on the European Schools' Luxembourg website (Luxembourg I www.euroschool.lu Luxembourg II www.eel2.eu) be read **BEFORE** completing this enrolment form. In the event of discrepancy between the text of the Policy and the information contained in this form, the Enrolment Policy will take precedence.

Please complete this enrolment form with the greatest care. The mandatory information required on the form, which are printed in bold and italics, must be completed by the applicant. Should that not be the case, the school may either consider that the enrolment application is not complete and suspend its handling until the necessary information has been provided, or interpret the applicant's failure to provide the required information in the sense most favourable to application of the general enrolment rules.

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

DOCUMENTS TO BE SUPPLIED WITH THE ENROLMENT OR TRANSFER APPLICATION:

Documents to be provided	
	<ul style="list-style-type: none"> ▪ Two passport-size photos (1 for the application, 1 for the medical file)
	<ul style="list-style-type: none"> ▪ A birth certificate issued by the local authority where the child was born or a certified copy thereof.
	<ul style="list-style-type: none"> ▪ A copy of the identity card/passport related to each listed nationality.
	<ul style="list-style-type: none"> ▪ School reports for the 2017/2018 school year and the interim report for 2018/2019. If the school does not issue an interim report, an attendance certificate should be produced.
	<ul style="list-style-type: none"> ▪ At the end of the current school year, the school report for 2018/2019 indicating whether or not the child has been promoted to the year above. These documents are not necessary for admission to the nursery or primary year 1.
	<ul style="list-style-type: none"> ▪ If Intensive Support is needed, please attach a detailed diagnosis and/or a multidisciplinary medical-psycho-pedagogical check-up of less than two years, written in French, English or German and contact the school management for further information.
	<ul style="list-style-type: none"> ▪ In cases of separation/divorce, the supporting document which establishes that the person applying for enrolment has official parental authority over the child and if he/she is acting alone, that he/she has sole parental authority over the child, or that he/she is acting with the other legal representative's permission. Where appropriate, the judicial decision allowing the applicant to apply for the child's enrolment alone.
	<ul style="list-style-type: none"> ▪ Upon exercise of parental authority by a legal guardian a certified copy of the court decision awarding him/her custody has to be provided.
	<ul style="list-style-type: none"> ▪ Recent certificate of residency ("<i>certificat de résidence élargi</i>").
Attachments to be filled in and to be provided	
	<ul style="list-style-type: none"> ▪ Appendix 1: employment attestation (form to be found in the enrolment file).
	<ul style="list-style-type: none"> ▪ The document "confirmation – payment of school fees and other school costs", signed and dated in acknowledgement of the fact that this requirement has been duly noted. (form to be found in the enrolment file)
	<ul style="list-style-type: none"> ▪ The medical service form, as well as a copy of the vaccination card.

Applications for admission concerning the language sections/mother tongues BG, ES, ET, FI, LV, LT, NL, PL, PT, SV should be addressed to the European School of Luxembourg 1.

Applications for admission concerning the language sections/mother tongues CS, DA, EL, HU, HR, IT, MT, RO, SK, SL should be addressed to the European School of Luxembourg 2.

Applications for admission to the sections DE, EN, FR may be addressed to either of the Luxembourg European Schools. The schools' administrations, working together, will examine all applications in the light of the rules described above. The submission of an application to a particular European School does not imply the acceptance of that application by the school in question.

The application, accompanied by all the documents required, should be delivered to (See school's website for the opening hours of the secretariat) or sent by post (ordinary letter, registered letter or express letter) to the secretariat of your first choice school:

SCHOOL	CONTACTS FOR ENROLMENTS	WEBSITE												
<p>LUXEMBOURG I</p> <p>23, boulevard Konrad Adenauer L-1115 Luxembourg</p>	<p>Nursery/Primary</p> <table border="1" data-bbox="440 725 1238 918"> <tr> <td data-bbox="440 725 839 790">Mrs. Maria STATHAKI</td> <td data-bbox="844 725 1238 790">Mrs. Vera MIRIZZI</td> </tr> <tr> <td data-bbox="440 797 839 862">Tel. : +352 43 20 82 270</td> <td data-bbox="844 797 1238 862">Tel. : +352 43 20 82 270</td> </tr> <tr> <td colspan="2" data-bbox="440 869 1238 918" style="text-align: center;">list-lux-enrolment-nursery-and-primary-cycle@eursc.eu</td> </tr> </table> <p>Secondary</p> <table border="1" data-bbox="440 1037 1238 1229"> <tr> <td data-bbox="440 1037 839 1102">Mrs Marina DARROSA</td> <td data-bbox="844 1037 1238 1102">Mrs Alicia IGLESIAS</td> </tr> <tr> <td data-bbox="440 1108 839 1173">Tel : +352 43 20 82 222</td> <td data-bbox="844 1108 1238 1173">Tel. : +352 43 20 82 223</td> </tr> <tr> <td colspan="2" data-bbox="440 1180 1238 1229" style="text-align: center;">list-lux-enrolment-secondary-cycle@eursc.eu</td> </tr> </table>	Mrs. Maria STATHAKI	Mrs. Vera MIRIZZI	Tel. : +352 43 20 82 270	Tel. : +352 43 20 82 270	list-lux-enrolment-nursery-and-primary-cycle@eursc.eu		Mrs Marina DARROSA	Mrs Alicia IGLESIAS	Tel : +352 43 20 82 222	Tel. : +352 43 20 82 223	list-lux-enrolment-secondary-cycle@eursc.eu		<p>www.euroschool.lu</p>
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Tel : +352 43 20 82 222	Tel. : +352 43 20 82 223													
list-lux-enrolment-secondary-cycle@eursc.eu														
<p>LUXEMBOURG II</p> <p>6, rue Gaston Thorn L-8268 Bertrange</p>	<p>Nursery/Primary</p> <table border="1" data-bbox="440 1397 1238 1590"> <tr> <td data-bbox="440 1397 839 1462">Mrs. Yolande MICHAUD</td> <td data-bbox="844 1397 1238 1462">Mrs. Mélanie KISTIAENS</td> </tr> <tr> <td data-bbox="440 1469 839 1534">Tel. : +352 27 32 24 3002</td> <td data-bbox="844 1469 1238 1534">Tel. : +352 27 32 24 3239</td> </tr> <tr> <td data-bbox="440 1541 839 1590">yolande.michaud@eursc.eu</td> <td data-bbox="844 1541 1238 1590">melanie.fischer@eursc.eu</td> </tr> </table> <p>Secondary</p> <table border="1" data-bbox="440 1686 1238 1879"> <tr> <td data-bbox="440 1686 839 1751">Mrs. Blandine THISSERANT</td> <td data-bbox="844 1686 1238 1751">Mrs. Carine SOMMEN</td> </tr> <tr> <td data-bbox="440 1758 839 1823">Tel. : +352 27 32 24 4002</td> <td data-bbox="844 1758 1238 1823">Tel. : +352 27 32 24 4001</td> </tr> <tr> <td data-bbox="440 1830 839 1879">blandine.thisserant@eursc.eu</td> <td data-bbox="844 1830 1238 1879">carine.sommen@eursc.eu</td> </tr> </table>	Mrs. Yolande MICHAUD	Mrs. Mélanie KISTIAENS	Tel. : +352 27 32 24 3002	Tel. : +352 27 32 24 3239	yolande.michaud@eursc.eu	melanie.fischer@eursc.eu	Mrs. Blandine THISSERANT	Mrs. Carine SOMMEN	Tel. : +352 27 32 24 4002	Tel. : +352 27 32 24 4001	blandine.thisserant@eursc.eu	carine.sommen@eursc.eu	<p>www.eel2.eu</p>
Mrs. Yolande MICHAUD	Mrs. Mélanie KISTIAENS													
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blandine.thisserant@eursc.eu	carine.sommen@eursc.eu													

For all information on the enrolments procedure, please refer to the Policy on enrolment in the European Schools Luxembourg which can be consulted on the European Schools' website (Luxembourg I www.euroschool.lu Luxembourg II www.eel2.eu).

**APPLICATION FOR ENROLMENT – Category I
SCHOOL YEAR 2019/2020**

Photo

PUPIL SURNAME

First Name

We would like to ask you to take the greatest care in completing this application. It will only be considered **when all the documents required have been supplied and the file is complete.**

- Applications concerning a language section which exists in ONLY ONE SCHOOL and applications for pupils for whom there is no existing language section corresponding to their mother tongue (SWALS), will be accepted in one of the two European Schools Luxembourg according to the distribution of the language sections appearing on page 2.
- For all other applications for enrolment in the English-speaking , French-speaking or German-speaking section in one of the European Schools Luxembourg you are requested to indicate your choice of school in order of preference from 1 to 2 taking into account the distribution of the language sections appearing on page 2:

Luxembourg I – Kirchberg

Luxembourg II – Bertrange/Mamer

For the purposes of all notifications of the European Schools Luxembourg in connection with the enrolment, the applicant is required to give an **email address** and a **postal address, which will be valid throughout the enrolment period**, and undertakes to inform the school of any change of address.

Please write legibly your:

Email address:

Postal address:

Do you authorise the school to pass on your details and those of your child (name, class, address, telephone numbers and email addresses) to the Parents' Association of the school of enrolment to be used for the authorised purposes of the Association?

Yes / No

The European Schools (responsible for processing) hereby undertake to respect your privacy when processing your personal data and those of your child(ren), in accordance with the provisions of the applicable national law implementing Directive (UE) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data. Your personal data will be processed solely for the purposes of administration and of monitoring of your child(ren). They will be retained in so far as is necessary and at least throughout your child's/children's education in the European School. They will be processed strictly confidentially and will not be communicated to third parties, with the exception of any communications made necessary for technical reasons associated with the European Schools' operation. The European Schools enter into contracts with such third parties so that they can provide them with services associated with their management. Such third parties are required to respect the confidentiality of the data entrusted to them and to use such data solely for the purposes of fulfilling their commitments to the European Schools. In accordance with the legislation in force, you have a right of access to personal information and data concerning you or concerning your child(ren) and a right of rectification. On request, you therefore have the opportunity to ascertain which data are being processed and to correct any inaccuracies. Requests to consult or rectify data should be addressed to the Directorate of the School attended by your child(ren). In case of change of employer, administrative status or the maturity date of your contract, it is essential that you forward a new certificate from the Human Resources Department of your institution to this form. This will enable us to place you in the appropriate financial category. In case of change of family status (separation, divorce), please add the supporting document that states who has parental authority regarding the child. This form, which will be compulsorily added to your child's file, must be returned duly signed and dated to the school by the legal representative(s) of the child as soon as possible. The undersigned agrees on the veracity of the information given in this document and will communicate any changes. Thank you in advance for your cooperation.

Signature Parent 1/Guardian 1

Signature Parent 2/Guardian 2

SURNAME and Firstname

SURNAME and Firstname

For official use only : Date of reception of the application for enrolment:

Level :.....**Language section :**.....**Year :**.....

Employer's code :.....

Head's decision :.....

For educational purposes the school may use children's photographs (for the school newsletter, the website, in various school publications and, possibly for television reports). We do not intend to publish individual photographs, but only group photos or pictures of children participating in an activity. No specific instructions from you implies a tacit agreement. However, permission may be withdrawn at any time upon written notification.

The applicant vouches for the truthfulness of the information given and undertakes to notify the Director's secretariat of any changes which may occur in respect of this information.

We, the undersigned, hereby declare that we have read the 'Policy on enrolment in the European Schools Luxembourg for the 2019/2020 school year and the General Rules' which can be consulted on the European Schools' website(Luxembourg I www.euroschool.lu Luxembourg II www.eel2.eu under 'Enrolments', Office of the General Secretary www.eurasc.eu) and we undertake to respect them.

We are committed to provide the address where the child is resident during his education period at the European School as soon as possible and to provide proof of any changes.

We are also committed to provide a certificate of residency ("certificat de résidence élargi") for Luxembourg residents or other official document attesting the family status and residence for Luxembourg non-residents.

I understand that any untruthful statement, intentional omission of information or false declaration will cause all related procedures to be declared null and void.

Signature preceded by handwritten "we agree"

Signature preceded by handwritten "we agree"

Parent 1/Guardian 1

Parent 2/Guardian 2

SURNAME and Firstname

SURNAME and Firstname

.....
Date

.....
Date

= Put a cross in the box corresponding to the answer chosen.

For enrolment in **6th or 7th year**, parents are requested to contact the School's Administration without delay in order to choose the most suitable options (a document on the subject is available for their benefit).

The Regulations for the European Baccalaureate require all candidates to have followed the whole of the last two years of the secondary section in a European School. Any pupil coming from another school system will have to follow classes in 6th year secondary in the European School from the very first day of the new school year in September.

INFORMATION SHEET

I. INFORMATION CONCERNING THE PUPIL (in capital letters)

Surname :

First name(s) :Sex : M / F

Date of birth :/...../.....

Place (as on birth certificate) : Country :

Nationality 1 : Nat. 2 :

Language(s) spoken by the child: With the mother: With the father:.....

Pupil's dominant language :

Level and year requested :

Nursery	YEAR	1	2						
Primary	YEAR	1	2	3	4	5			
Secondary	YEAR	1	2	3	4	5	6	7	

Language section requested :

Was the student ever enrolled in one of the European Schools ? Yes which one ?.....
 No

Pupil's address :

Street : N° Box

Postcode :Town/City :Country :

Tel :E-mail:

II. INFORMATION ABOUT THE FAMILY

Number of children in the family :

Number of children at the European School :

Information about children already attending the European School :

<u>Surname and first name</u>	<u>Language section</u>	<u>Level</u>	<u>Year</u>
.....
.....
.....

III. INFORMATION ABOUT THE PARENTS (in capital letters)

Surname :
First name :
Relationship to the child :
Nationality : : Language 1)..... 2).....
Occupation :
Organisation/Employer :
Type of work contract : permanent position fixed-term contract
beginning end.....
Staff N° :
Date end of contract :
Tel. office : E-mail:
Contact E-mail address :

Address :

Street : N° Box.....
Postcode Town/City Country
Tel home Mobile.....
Fax : E-mail :

Surname :
First name :
Relationship to the child :
Nationality : : Language 1)..... 2).....
Occupation :
Organisation :
Staff N° :
Type of work contract : permanent position fixed-term contract
beginning end.....
Tel. office : E-mail:
Contact E-mail address :

Address :

Street : N° Box.....
Postcode Town/City Country
Tel home Mobile.....
Fax : E-mail :

IN CASE OF SEPARATION/DIVORCE

please give the name of the parent who has custody (document to be supplied):

.....

GUARDIAN - only when the child does not live with his parents - (in capital letters)

Surname :

First name :

Relationship to the child :

Nationality : **Language 1)**..... **2)**.....

Occupation :

Organisation :

Staff N° :

Type of work contract : permanent position fixed-term contract
beginning end.....

Tel. office : **E-mail:**

Contact E-mail address :

Custody of the child : Yes/ No (**custody document to be supplied**)

Address :

Street : **N°** **Box**.....

Postcode **Town/City** **Country**

Tel home **Mobile**.....

Fax : **E-mail** :

GENERAL REGULATIONS FOR LANGUAGE TEACHING IN THE EUROPEAN SCHOOLS

(See General Rules for European Schools article 47.e. Please note that at the time of inscription only the version available at www.eursec.eu is considered as valid)

Choice of language section in the nursery, primary and secondary

Regulations for language teaching

- a) In the European Schools all pupils have to study at least three compulsory languages. It is possible also to choose a fourth language as an option in secondary year 4 and a fifth language as a complementary course in secondary year 6.

No language may be studied at more than one level simultaneously and different languages may not be studied at the same level simultaneously. Level means LI, LII, LIII, LIV and LV.

- b) In the nursery school the regulations are as follows:

LI is taught from the age of four years and is the language of the section in which the pupils is enrolled. For categories I and II pupils in a school with no section corresponding to their mother tongue, special SWALS rules are applicable. Special arrangements are in place for the teaching of Irish, Maltese, Finnish and Swedish as the Other National Language (ONL).

- c) For the primary school and in secondary years 1-5 the regulations are as follows:

LI is taught from primary year 1 and is the language of the section in which the pupils is enrolled. For categories I and II pupils in a school with no section corresponding to their mother tongue, special regulations are applicable.

LII is taught from primary year 1: it may only be DE or EN or FR and must be different from LI. In secondary years 3-5 a pupil's LII (DE, EN or FR) is his/her vehicular language for human sciences, history, geography, economics and religion or non-confessional ethics.

LIII is taught from secondary year 1; it may be any official language of the EU countries not being studied as LI or LII. LIII in year 1 is a beginners' course.

LIV is taught as an option from secondary year 4; it may be any official language of the EU countries not being studied as LI, LII or LIII. LIV in year 4 is a beginners' course.

Special arrangements are in place for the teaching of Irish, Maltese, Finnish and Swedish as the Other National Language (ONL).

IV. INFORMATION CONCERNING SCHOOLING

1) FOR ALL NURSERY AND PRIMARY SECTION PUPILS

Pupil's SURNAME and first name :

Language section applied for : Year :

Schools attended by the pupil during the last three school years :

School year	Name of the school/Country	Class
2016/2017
2017/2018
2018/2019

Knowledge of languages (specify the level) :

LANGUAGE	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	

Additional information :

Does your child attend the European Communities after-school center ? Yes No

CHOICE OF OPTIONS

a) **Language II** (1st foreign language) : German English French

b) For IRISH/MALTESE pupils only :

Irish * as additional subject : Yes No

Maltese* as additional subject : Yes No

* A course chosen may not be abandoned during the school year.

c) **For the FINNISH pupils in the swedish section***: Finnish as additional subject Yes No

For the FINNISH pupils in the finnish section*: Swedish as additional subject Yes No

* A course chosen may not be abandoned during the school year.

d) **Religion*/Ethics classes*** Catholic Jewish Ethics
 Orthodox Protestant

2nd choice if there are too few pupils to organise a course :

* The course will only be created if a teacher is available.

e) **Pupils requiring specific educational help¹**

In order to properly evaluate if and how the school can meet the specific needs of your child please fill out the following questionnaire.

During the last two years did your child have any therapy in the following areas:

- Language or mathematics or attention disorders Yes No

If yes, please specify:

.....
.....

- Motor skill dysfunction Yes No

If yes, please specify:

.....
.....

- Psychological and/or behavior disorders and/or relational disorders with others Yes No

If yes, please specify:

.....
.....

Has he/she received a particular pedagogical support in the classroom or outside? Yes No

If yes, please specify:

.....
.....

Has he/she benefited from an adapted individual educational program? Yes No

If yes, please specify:

.....
.....

Does your child faces:

• Learning difficulties requiring learning support? Yes No

If yes, please specify:

.....
.....

• Language difficulties? Yes No

If yes, please specify:

.....
.....

• Developmental delay? Yes No

If yes, please specify:

.....
.....

¹ See document 2009-D-619-en-3, which can be consulted on the European Schools' website www.eursec.eu

• Hyperactivity? Attention deficit? Yes No

If yes, please specify:

.....
.....
.....

• Psychological and/or behavioral problems? Yes No

If yes, please specify:

.....
.....
.....

• Specific syndrome? Yes No

If yes, please specify:

.....
.....
.....
.....

Auditory or visual disorder?

If yes, please specify:

.....
.....
.....
.....

• Other problems than those mentioned above? Yes No

If yes, please specify:

.....
.....
.....
.....

Does your child need special assistance during the school day? Yes No

If yes, please specify:

.....
.....
.....
.....

We ask you to attach the assessments in your possession.

If Intensive Support is needed, please attach a detailed diagnosis and/or a multidisciplinary medical-psychopedagogical check-up of less than two years, written in French, English or German following the criteria described below and contact the school management for further information.

Certified “sincere and true”,

Date:.....

Signature of the parents/guardians:.....

Criteria for the medical/psychological/psycho-educational/multidisciplinary report

- Be legible, on headed paper, signed and dated
- State the title, name and professional credentials of the expert(s) who has/have undertaken the evaluation and diagnosis of the pupil
- Through medical/psychological/psycho-educational or multidisciplinary report, state specifically the nature of the pupil's medical and/or psychological needs and the tests or techniques used to arrive at the diagnosis
- Report for learning disorders need to describe the pupil's strengths and difficulties (cognitive assessment) and their impact on learning (educational evidence) and the tests or techniques used to arrive at the diagnosis.
- Report for medical/psychological issues need to specify the pupil's medical/psychological needs and their impact on learning (educational evidence).
- All reports need a summary or conclusion and stating the accommodations required as well as where appropriate, recommendations for teaching/learning for the school's consideration.
- This documentation must be regularly updated and not be more than two years old. In case of permanent and unchanging disability and when the Support Advisory Group agrees, no retesting other than regular updates will be required.
- In order to avoid possible conflict of interests, the expert assessing pupils will be neither an employee of the European School nor a relative of the pupil.
- If not written in one of the working languages, be accompanied by a translation into French, English or German

f) SWALS PUPILS

▪ LANGUAGE SECTION REQUESTED:

SWALS (Students Without A Language Section) will be enrolled in the English-speaking, French-speaking or German-speaking section.

In that case, please tick the box corresponding to Language I:

- | | | | |
|-------------------------------------|-----------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Bulgarian | <input type="checkbox"/> Croatian | <input type="checkbox"/> Estonian | <input type="checkbox"/> Latvian |
| <input type="checkbox"/> Lithuanian | <input type="checkbox"/> Romanian | <input type="checkbox"/> Slovak | <input type="checkbox"/> Slovene |

The school's Directorate reserves the right to require the child to take a language test in order to check what his/her dominant language is and choose the appropriate language section, in the child's best interests.

IV. INFORMATION CONCERNING SCHOOLING

2) FOR ALL SECONDARY SECTION PUPILS

Pupils SURNAME and first name :

Language section applied for :

Schools attended by the pupil during the last five school years :

School year	Name of the school/Country	Class
2014/2015
2015/2016
2016/2017
2017/2018
2018/2019

Knowledge of languages (see FAQ document, available on the school website, for your child’s language assessment):

LANGUAGE	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	

CHOICE OF OPTIONS

a) Religion*/Ethics classes*:

This course will be taught in LII (in the pupils seconda language) from the third year of secondary onwards

- Catholic Jewish Ethics
 Orthodox Protestant

2nd choice (in case there are too few pupils to organise a course) :

*The course wil only be created if a teacher is available

b) Language II (1st foreign language) : German English French

c) For pupils of years 1, 2, 3, 4 and 5: Language III (2nd foreign language)

Choice : English, French, German, Italian, Spanish (+ Irish for Irish pupils and Maltese for Maltese pupils only).
 A Language III course normally may only be organised if at least 7 pupils register. Please give a second choice in case the language course wanted cannot be organised.

1st choice : 2nd choice

d) For 2nd year pupils only : Latin 2 p. Yes No
 ⇒ Pupils wishing to choose Latin in the 4th year must have started Latin in the 2nd Year

e) For 3rd year pupils only : ICT 2 p. Latin 2 p.
 ⇒ *It is possible to choose only one of the above options*

For pupils of years 4, 5, 6 and 7, please complete the option choice sheet(s).

g) Pupils requiring specific educational help²

In order to properly evaluate if and how the school can meet the specific needs of your child please fill out the following questionnaire.

During the last two years did your child have any therapy in the following areas:

- Language or mathematics or attention disorders Yes No

If yes, please specify:

.....

.....

- Motor skill dysfunction Yes No

If yes, please specify:

.....

.....

- Psychological and/or behavior disorders and/or relational disorders with others Yes No

If yes, please specify:

.....

.....

Has he/she received a particular pedagogical support in the classroom or outside? Yes No

If yes, please specify:

.....

.....

Has he/she benefited from an adapted individual educational program? Yes No

If yes, please specify:

.....

.....

Does your child faces:

• Learning difficulties requiring learning support? Yes No

If yes, please specify:

.....

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• Language difficulties? Yes No

If yes, please specify:

.....

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• Developmental delay? Yes No

If yes, please specify:

.....

.....

² See document 2009-D-619-en-3, which can be consulted on the European Schools' website www.eursec.eu

• Hyperactivity? Attention deficit?

Yes No

If yes, please specify:

.....
.....
.....

• Psychological and/or behavioral problems?

Yes No

If yes, please specify:

.....
.....
.....

• Specific syndrome?

Yes No

If yes, please specify:

.....
.....
.....

Auditory or visual disorder?

Yes No

If yes, please specify:

.....
.....
.....

• Other problems than those mentioned above?

Yes No

If yes, please specify:

.....
.....
.....

Does your child need special assistance during the school day?

Yes No

If yes, please specify:

.....
.....
.....

We ask you to attach the assessments in your possession.

If Intensive Support is needed, please attach a detailed diagnosis and/or a multidisciplinary medical-psycho-pedagogical check-up of less than two years, written in French, English or German following the criteria described below and contact the school management for further information.

Certified “sincere and true”,

Date:.....

Signature of the parents/guardians:.....

Criteria for the medical/psychological/psycho-educational/multidisciplinary report

- Be legible, on headed paper, signed and dated
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- Through medical/psychological/psycho-educational or multidisciplinary report, state specifically the nature of the pupil's medical and/or psychological needs and the tests or techniques used to arrive at the diagnosis
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- Report for medical/psychological issues need to specify the pupil's medical/psychological needs and their impact on learning (educational evidence).
- All reports need a summary or conclusion and stating the accommodations required as well as where appropriate, recommendations for teaching/learning for the school's consideration.
- This documentation must be regularly updated and not be more than two years old. In case of permanent and unchanging disability and when the Support Advisory Group agrees, no retesting other than regular updates will be required.
- In order to avoid possible conflict of interests, the expert assessing pupils will be neither an employee of the European School nor a relative of the pupil.
- If not written in one of the working languages, be accompanied by a translation into French, English or German

h) SWALS PUPILS

▪ **LANGUAGE SECTION REQUESTED**.....

SWALS (Students Without A Language Section) will be enrolled in the English-speaking, French-speaking or German-speaking section.

In that case, please tick the box corresponding to Language I:

- | | | |
|-------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Bulgarian | <input type="checkbox"/> Czech | <input type="checkbox"/> Croatian |
| <input type="checkbox"/> Estonian | <input type="checkbox"/> Hungarian | <input type="checkbox"/> Latvian |
| <input type="checkbox"/> Lithuanian | <input type="checkbox"/> Romanian | <input type="checkbox"/> Slovak |
| <input type="checkbox"/> Slovene | | |

The school's Directorate reserves the right to require the child to take a language test in order to check what his/her dominant language is and choose the appropriate language section, in the child's best interests.

For pupils in the following categories, please complete this sheet:

- Pupils of Irish or Maltese nationalities
- Pupils who are in the Greek section
- Pupils who are of Finnish nationality and are in the Finnish section
- Pupils who are of Finnish nationality but are in the Swedish section

Please complete the appropriate paragraph:

For pupils of Irish or Maltese nationalities:

If they have not chosen Irish or Maltese as a third or a fourth language, pupils of Irish or Maltese nationalities may maintain their study of the Irish/Maltese language as an extra subject if they wish. Please note that the Irish or Maltese lessons are given outside the normal curriculum, and this choice may involve extra periods in school.

Irish as an extra subject: Yes
 No

Maltese as an extra subject: Yes
 No

For pupils of Greek nationality in the Greek language section:

Pupils in the Greek language section in years 2, 3, 4 and 5 may study ancient Greek as an extra subject. Please note that these lessons are given outside the normal curriculum, and this choice may involve extra periods in school.

Ancient Greek as an extra subject: Yes
 No

For pupils of Finnish nationality who are in the Finnish section:

Pupils of Finnish nationality who are in the Finnish section may study Swedish as an extra subject. Please note that these lessons are given outside the normal curriculum, and this choice may involve extra periods in school.

Swedish as an extra subject: Yes
 No

For pupils of Finnish nationality who are in the Swedish section:

Pupils of Finnish nationality who are in the Swedish section may study Finnish as an extra subject. Please note that these lessons are given outside the normal curriculum, and this choice may involve extra periods in school.

Finnish as an extra subject: Yes
 No

*Appendix to the enrolment form of pupils of categories I
Annexe à la demande d'inscription d'élèves des catégories I
Anhang zum Einschreibungsantrag der Schüler der Kategorien I*

CONFIRMATION – BESTÄTIGUNG

Category I

**PAYMENT OF SCHOOL COSTS
PAIEMENT DE FRAIS SCOLAIRES
ZAHLUNG VON SCHULKOSTEN**

We the undersigned
Nous soussignés
Wir Unterzeichnete

.....

Parents/tutors of the pupil
Parents/tuteurs de l'élève
Eltern oder
Erziehungsberechtigte des Schülers(m/w)

.....

understand that / déclarons avoir pris connaissance que / sind uns bewusst, dass

- all school invoices including insurance fees, baccalaureate examination fees, locker fees and other costs must be paid within 30 days of the invoice date/
toutes les factures relatives aux frais d'assurance, frais d'inscription au bac, frais de casiers etc doivent être payées endéans les 30 jours après la date de la facture/
alle Rechnungen betreffend Versicherungsbeiträge, Einschreibengebühren zum Abitur, Schließfächer usw. binnen 30 Tagen nach Rechnungsdatum zu zahlen sind.
- in case of payment being made after the specified date, interest at the legal rate (actually 3 %, to be revised annually) will be charged from that date/
en cas d'un retard de paiement, des intérêts légaux (actuellement 3 %, revus annuellement) seront ajoutés à compter de la date d'échéance/
im Falle einer verspäteten Zahlung, die gesetzlich vorgesehenen Verzugszinsen (z.Z. 3 %, die jährlich angepasst werden) ab Zahlungsdatum erhoben werden.

.....
date/Datum

.....
TWO parents/legal guardian's signature preceded by handwritten "we agree"
signature des DEUX parents/du tuteur légal précédée des mots manuscrits "d'accord"
Unterschrift der BEIDEN Eltern/des Vormundes mit dem handschriftlichen Vermerk « Einverstanden »

INSTITUTION:
DIVISION:
Tel :
Fax : E-mail:

ATTESTATION FOR THE EUROPEAN SCHOOL

I, the undersigned.....,Head of the personnel
department ofhereby certify that

Mr/Mrs/Ms.

Private address:
.....

is a member of our staff as (*) :

Staff No :

Date of beginning of contract:

Date of end of contract:

This person receives family and education allowances for the children listed below:

<u>Surname</u>	<u>First name</u>
.....
.....
.....
.....
.....

Stamp of the Institution

Head of Personnel

NAME:.....

Date :

Signature:

TABLE OF EQUIVALENCES OF TEACHING LEVELS/YEAR GROUPS

Year	European School	National schools																		
		United Kingdom				Belgium	Denmark	Germany	Greece	Luxembourg	Netherlands	Austria								
		England, Wales Northern Ireland	Scotland																	
1 ^I	1st	Primary	year 2	2	1ère	1.	1.	1st	1ère	Groep 3	1.	1.	1.							
2	2nd		year 3	3										2ème	2.	2.	2nd	2ème	Groep 4	2.
3	3rd		year 4	4										3ème	3.	3.	3rd	3ème	Groep 5	3.
4	4th		year 5	5										4ème	4.	4.	4th	4ème	Groep 6	4.
5	5th		year 6	6										5ème	5.	5.	5th	5ème	Groep 7	1.
6	1st		year 7	7										6ème	6.	6.	6th	6ème	Groep 8	2.
7	2nd	Secondary	year 8	1	1ère	7.	7.	1st	VII	1ste	School voor V.W.O.	3.	3.							
8	3rd		year 9	2	2ème	8.	8.	2nd	VI	2de				4.						
9	4th		year 10	3	3ème	9.	9.	3rd	V	3de				1.						
10	5th		year 11	4	4ème	10.	10.	1st	IV	4de				2.						
11	6th		year 12	5	5ème	1.	11.	2nd	III	5de				3.						
12	7th		year 13	6	6ème	2.	12.	3rd	II	6de				4.						
						Gymnasiale- skole / hf		13.	I											

Year	European School	National schools															
		Italy			Ireland		Spain		France			Portugal		Finland		Sweden	
		1a	Scuola Elementare (Primary)		1st	Primary	1°	Educacion primaria	Cours préparatoire			1°	Ensino Básico	1° ciclo	1	Comprehensive school	1
2	2a			2nd	2°		Cours élémentaire 1ère année			2°	2	2					
3	3rd			3rd	3°		Cours élémentaire 2ème année			3°	3	3					
4	4th			4th	4°		Cours Moyen 1ère année			4°	4	4					
5	5th			5th	5°		Cours Moyen 2ème année			5°	5	5					
6	1st			6th	6°	VIème			6°	6	6						
7	2nd			1st	1°	Vème			7°	7	7						
8	3rd			2nd	2°	IVème			8°	8	8						
9	4th			3rd	3°	IIIème			9°	9	9						
10	5th			4th Transition	4°	Seconde			10°	10	10						
11	6th			5th	1°	Première			11°	11	11						
12	7th			6th	2°	Terminale			12°	12	12						

European School		National schools																					
		Czech Republic			Cyprus		Estonia		Hungary			Latvia											
1 st	1 st	Primary	1	Základní vzdělávání 1. stupeň základní školy / BASIC SCHOOL (primary)	1 st	Primary	1 st	Põhikool	I aste	1.	Általános iskola (Primary school)	Ált. isk. (Pr. sch.)	Ált. isk. (Primary sch.)	1'	Pamatizglītība (Compulsory basic education)	Pirmā posma pamatizglītība (First stage basic education)							
2	2 nd		2		2		2.			2													
3	3 rd		3		3		3.			3													
4	4 th		4		4		4.			4													
5	5 th		5		5		5.			5													
6	1 st	Secondary	6	Základní vzdělávání 2. stupeň základní školy / BASIC SCHOOL (lower secondary)	6	Lower Secondary (Gymnasium)	6			Gimnazijs				II aste			6.	Középsiskola (Secondary school)	Középsiskola (Secondary school)	Középsiskola (Secondary school)	6	Otrā posma pamatizglītība (Second stage basic education)	Gimnāzija (Gymnasium)
7	2 nd		7		7		7.										7						
8	3 rd		8		8		8.	8															
9	4 th		9		9		8. Certific.	9															
10	5 th		10		10		9. (I)	10															
11	6 th		11		11		10. (II)	11															
12	7 th		12		12		11. (III)	12															
			12				12. (IV) Certific.																

European School		National schools															
		Lithuania			Malta		Poland		Slovak Republic		Slovenia						
1 st	1 st	Primary	1 st	Pradinė mokykla (primary)	Yr 2	PRIMARY	1	Szkoła podstawowa (PRIMARY)	1	Primary 1st degree	1	9-letna osnovna šola (Primary)					
2	2 nd		2 nd		Yr 3		2		2								
3	3 rd		3 rd		Yr 4		3		3								
4	4 th		4 th		Yr 5		4		4								
5	5 th		5 th		Yr 6		5		5								
6	1 st	Secondary	6 th	Pagrindinė mokykla (Lower secondary)	Form I	LOWER SECONDARY	6	Gimnazjum (LOWER SECONDARY)	6	Primary 2nd degree Secondary	6		Gimnazija				
7	2 nd		7 th		Form II		7		7								
8	3 rd		8 th		Form III		8		8								
9	4 th		9 th		Form IV		9		9								
10	5 th		10 th		Form V		10		10								
11	6 th		Vidurinė mokykla (Upper secondary)		Gimnazija		1 st Yr		GENERAL UPPER SECONDARY		1	Liceum (UPPER SECONDARY)		1	4	1	Splošna Klasikinė Umetiška Ekonomisk a Techniška
							2 nd				2 nd Yr			2		2	
							3 rd							3		3	
		4 th															

	European School	National schools											
		Romania				Bulgaria		Croatia					
1 ^{viii}	1st	Primary	1st	Compulsory education (învățământ obligatoriu)	Primary education	Primary school (Învățământ primar)		1st	Primary	1st ^x	Osnovna škola (Primary education)		
2	2nd		2nd					2nd					
3	3rd		3rd					3rd					
4	4th		4th					4th					
5	5th		5th					5th					
6	1st	Secondary	6th	Lower secondary Education (Învățământ secundar inferior)	Gymnasium (Gimnaziu)		5th	Lower secondary	6th	Gimnazija -opća, jezična, klasična, prirodoslovno-matematička, prirodoslovna (Secondary education)			
7	2nd		7th				7th						
8	3rd		8th				8th						
9	4th		9th				9th						
10	5th		10th				10th	Upper -secondary	2nd				
11	6th		11th				11th		3rd				
12	7th		12th				Upper secondary education (Învățământ secundar superior)	High school -upper cycle- (liceu – ciclul superior) ^{ix}	Vocational – education Completion year (învățământ profesional - An de completare)		11th	Upper -secondary	4th
			13th										

ⁱ First year starts at age of 6

ⁱⁱ First year starts at age of 6

ⁱⁱⁱ First year starts at the age of 6

^{iv} **Estonia:** The legislation stipulates 7 as the age at which children must start compulsory schooling

^v **Latvia:** The legislation stipulates that part of nursery is compulsory education, 7 is the age at which children must start compulsory basic education.

^{vi} First year starts at the age of 6

^{vii} **Lithuania:** The legislation stipulates 7 as the age at which children must start compulsory schooling. The legislation provides for starting compulsory schooling at the age of 6. The usual practice, however, is for children to start primary school at 7 years of age.

^{viii} First year starts at age of 6

^{ix} High school is including also technical education.

Romania The legislation stipulates 6 as the age of at which children start compulsory education, with the possibility for the parents to postpone the beginning of 1st grade with one year. The last 2 years of compulsory education (grades 9 and 10) can be followed either in high school (lower cycle of high school) or in arts and trades school (vocational education). Graduates of arts and trades schools can continue their studies in a completion year at the end of which they have the right to enter the upper cycle of high school. At the end of high school, the graduates of both paths (4 years direct path or 5 years progressive path) may participate in the baccalaureate exam.

^X **Croatia:** The legislation stipulates 7 as age at which children must start compulsory education (primary education). The legislation provides for starting compulsory education at age of 6. The usual practice is for children to start primary education at 7 years of age.