



**APPLICATION FOR ENROLMENT
EUROPEAN SCHOOLS LUXEMBOURG
SCHOOL YEAR 2021/2022**

Enrolment Period: from 12th April until 5th May 2021

Beginning of the school year: Wednesday, 1st September 2021



The application form with annexes must be sent first by e-mail (if possible in PDF format, named as follows "NAME_FIRST NAME_LANGUAGE SECTION_CLASS") to the pedagogical secretariat of the cycle concerned during registration period from 12/04/2021 to 05/05/2021 and sent by postal mail to the concerned School.

For all information on the enrolment 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).

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

[RULES ON ADMISSION TO AND OPERATION OF THE LUXEMBOURG EUROPEAN SCHOOLS FOR THE SCHOOL YEAR 2021-2022](#)

SCHOOL	DIRECTORATE	LANGUAGE SECTIONS / SWALS*	CONTACTS FOR ENROLMENTS												
LUXEMBOURG I - Kirchberg															
LUXEMBOURG I 23, boulevard Konrad Adenauer L-1115 Luxembourg Site web de l'école www.euroschool.lu FAQ http://www.euroschool.lu/site/wp-content/uploads/2021/01/FAQ-FR-2021-2022.pdf	Deputy Director Nursery and Primary Cycles Mrs. Sandra RIBIC Deputy Director Secondary Cycle Mr. Marco ALBERICI	English-speaking, Spanish, French-speaking, German-speaking, Finnish, Dutch-speaking, Polish, Portuguese and Swedish and Lithuanian (M1/M2 + P1 + P2 + P3). Maltese students are compulsorily enrolled in the English-speaking section at Luxembourg II. SWALS* = Bulgarian, Estonian, Latvian, Lithuanian (P4 – S7) ..	Nursery/Primary <table border="1"> <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> Secondary <table border="1"> <tr> <td>Mrs. Marina DARROSA</td> <td>Mrs. Vera MIRIZZI</td> </tr> <tr> <td>Tel. : +352 43 20 82 222</td> <td>Tel. : +352 43 20 82 222</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. Vera MIRIZZI	Tel. : +352 43 20 82 222	Tel. : +352 43 20 82 222	list-lux-enrolment-secondary-cycle@eursc.eu	
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LUXEMBOURG II – Bertrange/Mamer															
LUXEMBOURG II 6, rue Gaston Thorn L-8268 Bertrange School website www.eel2.eu FAQ http://eel2.eu/fr/page/faq	Deputy Director Nursery and Primary Cycles Mr. Philippe RICHARD Deputy Director Secondary Cycle Mrs Leene SOEKOV	English-speaking, Danish, French-speaking, Greek, German-speaking, Hungarian, Italian, Czech. Croat students are compulsorily enrolled in the German-speaking, English-speaking or French-speaking section at Luxembourg II SWALS* = <ul style="list-style-type: none"> Hungarian, Czech (secondary cycle only), Croatian, Romanian, Slovak, Slovenian, (nursery, primary and secondary) 	Nursery/Primary <table border="1"> <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 colspan="2" style="text-align: center;">MAM-INSCRIPTION-MAT-PRI@eursc.eu</td> </tr> </table> Secondary <table border="1"> <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 colspan="2" style="text-align: center;">MAM-INSCRIPTION-SEC@eursc.eu</td> </tr> </table>	Mrs. Yolande MICHAUD	Mrs. Mélanie KISTIAENS	Tel. : +352 27 32 24 3002	Tel. : +352 27 32 24 3239	MAM-INSCRIPTION-MAT-PRI@eursc.eu		Mrs. Blandine THISSERANT	Mrs. Carine SOMMEN	Tel. : +352 27 32 24 4002	Tel. : +352 27 32 24 4001	MAM-INSCRIPTION-SEC@eursc.eu	
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* **SWALS** = **S**tudents **W**ithout **A** Language **S**ection (please contact the pedagogical secretariat for further details)

It is strongly recommended that the "[Policy on Enrolment in the European Schools Luxembourg for the 2021/2022 school year](#)", 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, 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 application will only be taken into consideration **WHEN ALL THE DOCUMENTS REQUIRED HAVE BEEN SUPPLIED.**

ONLY ONE ENROLMENT APPLICATION PER CHILD MAY BE SUBMITTED DURING THE ENROLMENT PERIOD FOR 2021/2022

INSTRUCTIONS FOR CATEGORY I PUPIL

► See instructions page 4.

INSTRUCTIONS FOR PUPILS OF CATEGORY II

► WE DRAW YOUR ATTENTION TO THE FACT THAT THERE WILL BE NO :

- canteen on short days (for primary and nursery)
- care facilities after lessons when short days and long days (for nursery, primary and secondary).

INSTRUCTIONS FOR PUPILS OF CATEGORY III

► WE DRAW YOUR ATTENTION TO THE FACT THAT THERE WILL BE NO:

- Category III Students Without a Language Section (SWALS) are granted access to their corresponding L1 courses, in so far as the course already exists through the enrolment of category I and category II pupils.

AND THERE WILL BE NO :

- Canteen on short days (for primary and nursery),
- Care facilities after lessons when short days and long days (for nursery, primary and secondary).

CATEGORIES I AND II

DOCUMENTS TO BE SUPPLIED WITH THE APPLICATION :

Attachments to be provided for categories I and II	
	<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 2019/2020 school year and the interim report for 2020/2021. 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 2020/2021 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"> ▪ Certificate of residency ("certificat de résidence élargi") for Luxembourg residents or other official document attesting the family status and residence for Luxembourg non-residents
Attachments to be filled in and to be provided for categories I and II	
	<p><u>For category I application :</u></p> <ul style="list-style-type: none"> ▪ Appendix 1 : employment attestation (see template attached, please refer to your HR department). <p><u>For category II application :</u></p> <ul style="list-style-type: none"> ▪ Appendix 1 : employment attestation (specific form to ask at the pedagogical secretariat)
	<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 forms (Lux. 1 ; Lux. 2), as well as a copy of the vaccination card to be sent to the nurses as follows : <ul style="list-style-type: none"> ✓ <i>European school Luxembourg I nursery/primary:</i> LUX-INFIRMARY-NUR-PRI@eursc.eu ✓ <i>European school Luxembourg I secondary :</i> LUX-INFIRMARY-SEC@eursc.eu ✓ <i>European school Luxembourg II nursery/primary:</i> MAM-INFIRMERIE-MAT-PRI@eursc.eu ✓ <i>European school Luxembourg II secondary:</i> MAM-INFIRMERIE-SEC@eursc.eu

For enrolment in **6th to 7th year secondary**, 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). ([Link Lux. 1](#) ; [Link Lux. 2](#)).

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.

CATEGORY III

DOCUMENTS TO BE SUPPLIED WITH THE APPLICATION:

Documents to be provide for the category III	
	<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 2019/2020 school year and the interim report for 2020/2021. 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 2020/2021 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"> ▪ Certificate of residency ("certificat de résidence élargi") for Luxembourg residents or other official document attesting the family status and residence for Luxembourg non-residents.
	<ul style="list-style-type: none"> ▪ Copy of the 500€ bank transfer, first part of the school fees deposit. Except staff of the European School <ul style="list-style-type: none"> ▪ The originator of the bank transfer and the bank identity statement must be in the name of the same person
	<ul style="list-style-type: none"> ▪ Recent bank account identification (with IBAN code). Except staff of the European School <ul style="list-style-type: none"> ▪ The originator of the bank transfer and the bank identity statement must be in the name of the same person.
Attachments to be filled in and to be provided	
	<ul style="list-style-type: none"> ▪ Appendix 1 : employment attestation (see template attached, please refer to your HR department).
	<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 forms (Lux. 1 ; Lux. 2), as well as a copy of the vaccination card to be sent to the nurses as follows: <ul style="list-style-type: none"> ✓ <i>European School Luxembourg I nursery/primary:</i> LUX-INFIRMARY-NUR-PRI@eursc.eu ✓ <i>European School Luxembourg I secondary :</i> LUX-INFIRMARY-SEC@eursc.eu ✓ <i>European School Luxembourg II nursery/primary :</i> MAM-INFIRMERIE-MAT-PRI@eursc.eu ✓ <i>European School Luxembourg II secondary:</i> MAM-INFIRMERIE-SEC@eursc.eu

For enrolment in **6th to 7th year secondary**, 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). ([Lux. 1](#) ; [Lux. 2](#))

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.

SCHOOL FEES CATEGORY III

The school fee, as well as the terms of its payment, are fixed by the Board of Governors of the European schools. Parents of category III, who enrol a child, must pay 25% of the school fee before August 15th and its balance within the time period set by the school. This 25% cannot be reimbursed.

School fee* 2021/2022

* does not include the other fees/costs,

Civilian staff / NATO/NSPA *

Nursery cycle	7.752,12 €
Primary cycle	10.659,30 €
Secondary school	14.535,40 €

Other category III parents *

Nursery cycle	3.876,06 €
Primary cycle	5.329,65 €
Secondary school	7.267,70 €

* *For families with more children in the European school, 20% discount is granted for the first sibling and 40 % for all following siblings.*

CATEGORY III - SCHOOLFEES DEPOSIT

Applications for admission concerning the language sections/mother tongues BG, ES, ET, FI, LT, LV, 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, HR, HU, IT, MT, RO, SK, SL should be addressed to the European School of Luxembourg 2.

Enrolment applications for language section DE, EN, FR may be sent to any of the European Schools in Luxembourg, according to the preference of the pupil's legal representatives. In this case, the Schools will distribute the applications in accordance with the admission rules set out above. The analysis of enrolment files will be carried out jointly by the management of the two Schools. The fact of submitting an application for enrolment in a particular school does not in any way presage the acceptance of that application by the European School in question.

► **Except staff of the European School**, applications for enrolment of Category III pupils will only be considered if a payment of € 500, application fee, is made to the bank account of the school concerned before the application is processed:

European School Luxembourg I – KIRCHBERG -> EELUX I

Account name : European School Luxembourg I Bank : BCEE

Iban : LU 82 0019 2055 6425 4000 Bic : BCEELULL

OR

European School Luxembourg II – BERTRANGE/MAMER -> EELUX II

Account name : European School Luxembourg II Bank : BCEE

Iban : LU55 0019 1855 3982 3000 Bic : BCEELULL

please add the communication of : "2021/2022 registration" and the full name of your child, the school, class and language section requested.

Example: "Karen Smith-EELUXI-S5-EN" for a fifth grader of the English section.

If your child is accepted and attends our school, this amount will be deducted from the final bill of school fees to be issued in November.

If your child is not accepted for reasons relating to the regulation of the European Schools (eg no space available) the application fee will be refunded by bank transfer in October.

The amount is (specifically) deemed non refundable in case of cancellation by you for any reason whatsoever.

A copy of this transfer must imperatively be attached to the file as well as the bank identity statement in the name of the originator of the bank transfer.

The registration application will be denied in case of non-payment of the deposit.

**APPLICATION FOR ENROLMENT
FOR ALL CATEGORIES
SCHOOL YEAR 2021/2022**

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 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 French-speaking , English-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 E-mail address and a postal address, which will be valid throughout the enrolment period, and undertakes to inform the school of any change of address.

For any school communication please indicate:

<u>E-mail address</u>	
<u>Postal address</u>	

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
SURNAME and FIRSTNAME**

**Signature Parent 2/Guardian 2
SURNAME and FIRSTNAME**

<u>For official use only</u> : Date of reception of the application for enrolment:		
<u>Cycle</u> :	<u>Language section</u>:	<u>Year</u> :
<u>Employer's code</u> :		
<u>Head's decision</u> :		

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.
According the GDPR rules, parents need to complete the choices about the consent directly in our SMS – MySchool system. However, permission may be withdrawn at any time upon written notification to the DPO – Data Protection Officer.

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 '[Rules on admission to and operation for the European Schools of Luxembourg' for the 2021/2022 school year](#) 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 obliged to keep a record of the address where the child is resident during his education period at the European School and need to be informed as soon as possible, by providing us with written proof, of any changes to this information and of the family status.

We are also obliged to keep 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 "we agree"
Parent 1 / Guardian 1.
SURNAME and FIRSTNAME

Signature preceded "we agree"
Parent 2 / Guardian 2.
SURNAME and FIRSTNAME

Date : _____

Date : _____

I have read and agree/accept all the terms and conditions of the rules on admission and operation of the European Schools in Luxembourg. http://www.euroschool.lu/site/wp-content/uploads/2021/03/FINAL-2021-2022_Regles-dadmission-et-de-fonctionnement_EE-Lux_EN.pdf

Signature preceded "we agree"
Parent 1 / Guardian 1.
SURNAME and FIRSTNAME

Signature preceded "we agree"
Parent 2 / Guardian 2.
SURNAME and FIRSTNAME

Date : _____

Date : _____

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 pupil 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, 4 and 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).
- d. Category III Students Without a Language Section (SWALS) are granted access to their corresponding L1 courses, in so far as the course already exists through the enrolment of category I and category II.

INFORMATION SHEET

I. INFORMATION CONCERNING THE PUPIL

Surname

Fist name(s)

Gender

M

F

Date of birth

Place of birth (cf. as on birth certificate)

Country

Citizenship 1

Citizenship 2

Language(s) spoken with the mother

Language(s) spoken with the father

Pupil's dominant language

Level and year requested :

CYCLE :

Choose an item. Nursery

Choose an item. Primary

Choose an item. Secondary

Language section requested :

Was the pupil ever enrolled in one of the European Schools?

Yes

which one : _____

No

Pupil's address:

Street		N°		Box	
Postcode		Town		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>Cycle</u>	<u>Class</u>

III. INFORMATION ABOUT THE PARENTS

Parent 1

Surname	
First name	
Relationship to the child	
Citizenship	
Language 1	
Language 2	
Occupation	
Organisation/Employer	
Staff number	
Permanent position	
Fixed-term contract	
Beginning of contract	
End of contract	
Tel. office	
E-mail address for any school communication	
Backup e-mail	

Address :

Street		N°		Box	
Postcode		Town		Country	
Tel.		Mobile			

Parent 2

Surname	
First name	
Relationship to the child	
Citizenship	
Language 1	
Language 2	
Occupation	
Organisation/Employer	

Staff number	
Permanent position	
Fixed-term contract	
Beginning of contract	
End of contract	
Tel. office	
E-mail address for any school communication	
Backup e-mail	

Adresse :

Street		N°		Box	
Postcode		Town		Country	
Tel.		Mobile			

IN CASE OF SÉPARATION/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

Surname	
First name	
Relationship to the child	
Citizenship	
Language 1	
Language 2	
Occupation	
Organisation/Employer	
Staff number	
Permanent position	
Fixed-term contract	
Beginning of contract	

End of contract	
Tel. office	
E-mail address for any school communication	
Backup e-mail	

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

Address :

Street		N°		Box	
Postcode		Town		Country	
Tel.		Mobile			

PEDAGOGICAL CHOICES

Pupil's surname	
Pupil's first name	

Knowledge of languages (specify the level) :

LANGUAGE	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	

For NURSERY and PRIMARY CYCLES

Language section requested : _____

Nursery

Primary

SWALS – PUPILS for NURSERY and PRIMARY CYCLES :

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

- Language section requested : _____

In that case, please tick the box corresponding to Language 1:

- | | | | |
|------------------------------------|-----------------------------------|-----------------------------------|--|
| Bulgarian <input type="checkbox"/> | Croatian <input type="checkbox"/> | Estonian <input type="checkbox"/> | Lithuanian <input type="checkbox"/>
(P4 + P5) |
| Latvian <input type="checkbox"/> | Romanian <input type="checkbox"/> | Slovak <input type="checkbox"/> | Slovene <input type="checkbox"/> |

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.

Schools attended by the pupil during the last 3 school years

School year	Name of the school	Class	Country
2018/2019			
2019/2020			
2020/2021			

CHOICE OF OPTIONS for PRIMAIRE CYCLE

a) **Language II** (1st foreign language) :

German English French

b) **For IRISH/MALTESE pupils registered in the English section 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 matière supplémentaire: 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 Orthodox Ethics

Jewish Protestant

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

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

CHOICE OF OPTIONS for SECONDARY cycle

Language section requested : _____ Class : _____

SWALS PUPILS :

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

▪ Language section requested: _____

In that case, please tick the box corresponding to Language 1:

Bulgarian Croatian Czech Estonian
Hungarian Latvian Lithuanian Romanian
Slovak 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.

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

School year	Name of the school	Class	Country
2016/2017			
2017/2018			
2018/2019			
2019/2020			
2020/2021			

CHOICE OF OPTIONS – For SECONDARY CYCLE

a) Religion*/Ethics classes *:

⇒ **This course will be taught in LII from the 3rd year of secondary onwards.**

Catholic Orthodox Ethics
Jewish Protestant

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

* The course will 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 with Latin in the 2nd year.

e) For 3rd year pupils only : ICT 2p. 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).
([Lux. 1](#) ; [Lux. 2](#))**

Specific Educational Help – NURSERY – PRIMARY – SECONDARY Cycles¹

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 behavioral 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 face :

• 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:

• Hyperactivity? Attention deficit ? Yes No
If yes, please specify:

• Psychological and/or behavioral problems ? Yes No
If yes, please specify:

¹ See document which can be consulted on the European Schools' website <https://www.eursec.eu/en/European-Schools/studies/educational-support>

• 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-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 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

CONFIRMATION – BESTÄTIGUNG Category I & II

**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' signature preceded by handwritten "we agree"
signature des DEUX parents/du tuteur légal précédée des mots manuscrits "pour accord"
Unterschrift der BEIDEN Eltern/des Vormundes mit dem handschriftlichen Vermerk « Einverstanden »

CONFIRMATION – BESTÄTIGUNG Category III

**PAYMENT OF SCHOOL FEES AND OTHER SCHOOL COSTS
PAIEMENT DU MINERVAL ET D'AUTRES FRAIS SCOLAIRES
ZAHLUNG VON SCHULGELD UND ANDERER 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 fees, insurance costs, baccalaureate examination fees, locker fees and other contribution must be paid within 30 days of the invoice date/
toutes les factures relatives aux minerval, 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 Schulgeld, 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.
- 25% of the school fees for the next school year must be paid before its start, at a date specified by the school ; these 25% cannot be reimbursed/
25% du minerval de l'année scolaire à venir doivent être payés avant la rentrée, à la date fixée par l'Ecole ; ces 25% ne sont pas remboursables/
25% des Schulgeldes des nächsten Schuljahres vor dessen Beginn, am von der Schule festgelegten Termin, zu zahlen sind ; diese 25% sind nicht rückzahlbar.
- a delay in payment of school fees (for the new school year or for the actual school year) will result in deleting the pupil from the lists of the school/
un retard de paiement du minerval (de la nouvelle ou de l'actuelle année scolaire) entraînera la radiation de l'élève des listes de l'Ecole/
eine Verspätung bei der Zahlung des Schulgeldes (des neuen oder des aktuellen Schuljahres) die Annullierung der Einschreibung nach sich zieht.

Date/Datum

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

Appendix I

EMPLOYER : _____
DIVISION : _____
Tel : _____
Fax : _____
E-mail : _____

ATTESTATION FOR THE EUROPEAN SCHOOL

I the undersigned _____
Head of the personnel department of _____
hereby certify that Mr/Mrs: _____
Private address : _____

Is a member of our staff as : _____
Staff N°: _____
Length of the contract or the appointment : _____
Date of beginning of contract : _____
Date of end of contract : _____

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

Surname	First name
_____	_____
_____	_____
_____	_____
_____	_____

Stamp of the Employer
Date : _____

Head of Personnel
NAME : _____
Signature : _____

TABLEAU D'EQUIVALENCES DES NIVEAUX D'ETUDES

Year	European School	National schools																				
		United Kingdom				Belgium	Denmark	Germany	Greece	Luxembourg	Netherlands		Austria									
		England, Wales Northern Ireland	Scotland	Groep 3	Basisonderwijs						1.	Volks schule	Primar Schule									
1 ^I	1st	Primary	year 2	2	1ère	1.	1.	1st	Primary	1ère	Groep 3	Basisonderwijs	1.	Volks schule	Primar Schule							
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	5.
6	1st		year 7	7												6ème	6.	6.	6th	6ème	Groep 8	6.
7	2nd	Secondary	year 8	1	1ère	Folkeskole	1st	Lower Sec	VII	1ste	School voor V.W.O.	2de	1	AHS Unterstufe/ Neue Mittelschule	Sekundar Schule							
8	3rd		year 9	2												2ème	7.	7.	2nd	VI	3de	2.
9	4th		year 10	3												3ème	8.	8.	3rd	V	4de	3.
10	5th		year 11	4												4ème	9.	9.	1st	IV	5de	4.
11	6th		year 12	5												5ème	10.	10.	2nd	III	6de	5.
12	7th		year 13	6												6ème	1.	1.	3rd	II		6.
						Gymnasie- skole / hf		Upper Secondary	I													
							13.	Sekundar- stufe II														

Year	European School	National schools																	
		Italy				Ireland		Spain		France			Portugal		Finland		Sweden		
		1a	Scuola Elementare (Primary)			1st	Primary	1°	Educación primaria	Cours préparatoire			1°	Ensino Básico	1° ciclo	1	Comprehensive school	1	Comprehensive school
2	2a				2nd			2°			Cours élémentaire 1ère année					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	I	Scuola Media (Lower Secondary)			6th		6°		VIème			6°	Ensino Básico	2° ciclo	6	Comprehensive school	6	Comprehensive school
7	2nd	II				1st	1°	VIIème			7°		7						
8	3rd	III				2nd	Junior Certificate	2°	Educación secundaria obligatoria	IVème			8°		8		8		
9	4th	IV	Ginnasio	1st	3rd		3°			IIIème			9°		9		9		
10	5th	V				4th Transition		4°		Seconde			10°		1	Upper secondary	1	Upper Secondary	
11	6th	I				5th		1°	Bachillerato	Première			11°	Ensino Secundário	2				2
12	7th	II	Liceo Classico	4th	6th	Senior Certificate	2°			Terminale			12°			3		3	
		III																	

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.	Alkalmos iskola (Primary school)	Ált. isk. (Pr. sch.)	Ált. isk. (Primary sch.)	1 ^r	Pamat-izglītība (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	6	6	6.	6											
7	2 nd	7	7	7.	7											
8	3 rd	8	8	8. Certific.	8											
9	4 th	Secondary	9	Základní vzdělávání 2. stupeň základní školy / BASIC SCHOOL (lower secondary)	1 st	Lower Secondary (Gymnasium)	9		III aste	9. (I.)	Középiskola (Sec.sch.)	Középiskola (Secondary school)	Középiskola (Secondary school)	8	Otrā posma pamatizglītība (Second stage basic education)	Gimnāzija (Gymnasium)
10	5 th		1		1 st		10			10. (II.)				10		
11	6 th		2		2 nd		11	11. (III.)		11						
12	7 th		3		3 rd		12	12. (IV.) Certific.		12						
			4													

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	6 th	Form I	6	6								
7	2 nd	7 th	Form II	1	Gimnazjum (LOWER SECONDARY)	7							
8	3 rd	8 th	Form III	2		8							
9	4 th	9 th	Form IV	3		9							
10	5 th	10 th	Form V	1		1							
11	6 th	Secondary	11 th	Pagrindinė mokykla (Lower secondary)	1 st	LOWER SECONDARY	1	Licium (UPPER SECONDARY)	1	Primary 2nd degree Secondary	1	Gimnazija	
12	7 th		12 th		2 nd		1 st Yr		2		2		
					3 rd		2 nd Yr		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		High school -lower cycle- (liceu – ciclul inferior)	Vocational education – Arts and Trades School (învățământ profesional - Școala de arte și meserii)	9th	Upper -secondary	1st		
11	6th		11th						High school -upper cycle- (liceu – ciclul superior) ^{ix}		Vocational – education Completion year (învățământ profesional - An de completare)
12	7th		12th		Technical education - High school -upper cycle- (liceu – ciclul superior)	11th	3rd				
			13th					12th	4th		

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.