



European Schools Luxembourg

LUXEMBOURG I
23, blv Konrad Adenauer
L-1115 Luxembourg

LUXEMBOURG II
6, rue Gaston Thorn
L-8268 Bertrange

APPLICATION FOR ADMISSION OF UKRAINIAN PUPILS **(School Year 2022/2023)**

Following the decision of the Board of Governors of the European Schools, the 2 European schools in Luxembourg have outlined the procedure that will be taken for the admission of displaced Ukrainian pupils to the European Schools in Luxembourg.

The admission of Ukrainian pupils to the European Schools in Luxembourg will also be in accordance with the European Council Implementing decision ((EU) 2022/382) of 4 March 2022 introducing temporary protection due to the mass influx of persons fleeing Ukraine as a consequence of the war. The definition of Ukrainian children is in terms of Article 2 of the above-mentioned document.

The following categories of displaced Ukrainian children can be enrolled :

1. displaced Ukrainian children of local agents of EU representations from Ukraine,
2. displaced Ukrainian children hosted by EU officials or other agents of the EU,
3. displaced Ukrainian children hosted by staff members of the European Schools.

Category 1 Pupils

Children who fall under Category 1 (persons employed in a European Union institution – civil servants / *fonctionnaires*) will follow the established enrolment procedures.

Parents of Category 1 Pupils do not need to fill in the **ADMISSION FOR UKRAINIAN PUPILS** application form, but are requested to fill in the **Enrolment Application** form.

Other Categories of Pupils

1. The parent/s or legal representative/s of a Ukrainian pupil who has been displaced due to the war in Ukraine are invited to fill in the application form: Part 1 (see attached document) and send it to one of the 2 European Schools in Luxembourg. Part 2 of the application form is a checklist of documents that need to be attached with the application form. If any of these documents are not available due to the circumstances, then this is to be stated in the application form.
2. **Applications can be made to one school per child only.** Kindly do not send applications in the different European Schools. The application form should be sent to one of the following email addresses:



LUX I :

Nursery/Primary : lux-enrolment-nursery-primary@eursc.eu

Secondary: lux-enrolment-secondary@eursc.eu

LUX II :

Nursery/Primary : mam-inscription-mat-pri@eursc.eu

Secondary: mam-inscription-sec@eursc.eu

3. Each school has a responsible member of staff (liaison officer) dealing with the Temporary Admission of Ukrainian Pupil. Following are the contact details (person in charge of admission requests for Ukrainian pupils, telephone number and email address):

LUX I :

Nursery/ Primary:

Maria STATHAKI lux-enrolment-nursery-primary@eursc.eu, +352 432082270

Secondary:

Marina DARROSA lux-enrolment-secondary@eursc.eu, +352 432082222

LUX II :

Nursery/ Primary:

Yolande MICHAUD mam-inscription-mat-pri@eursc.eu, +352 2732243002

Mélanie KISTIAENS mam-inscription-mat-pri@eursc.eu, +352 2732243239

Secondary :

Blandine THISSERANT, mam-inscription-sec@eursc.eu, +352 2732244002

4. The 2 liaison officers will keep daily contact so as to ensure that there are no multiple applications in the schools.
5. While the application is sent to one school, this does not guarantee entry to that particular school. The 2 schools will collaborate to place such pupils amongst the 2 schools and keeping in mind the best interest of the pupil concerned as much as possible.
6. Once an application is received by the school, the application will be evaluated at school level. Various factors will be considered, including:
- Whether the pupil is hosted by a family connected to the school (parent or staff member).
 - Linguistic competences of the pupil.
 - Class size (Splitting of classes due to a temporary admission is not allowed).
 - The resources available in the school which will benefit the pupil.



7. If the school can welcome the pupil concerned, the admission will be granted.
8. When filling in the Application Form – Part 1 and Part 2 (see Annex 1), it is important to add the requested documents if they are available and in possession. A privacy statement for information of how data will be collected and processed is found in Annex 2.
9. The admission of Ukrainian pupils does not involve any school fees. This is valid until the end of the school year 2022/23 at least.
10. Once a pupil is admitted to a school, the Deputy Director of the cycle concerned will organize and implement the necessary pedagogical accommodations.
11. The school will assign the pupil into the year group and language section that best benefits the pupil concerned.
12. In principle, Ukrainian pupils enrolled in the European Schools in the 2022/23 school year will be subject to assessment as their peers.
Moreover, the rules linked to the European Baccalaureate will be applicable to these pupils, especially Article 2.2 of the document 2015-05-D-12-en-28.3 Arrangements for Implementing the Regulations for the European Baccalaureate (Applicable for the Year 2022 European Baccalaureate session) stating the following:
“Except for duly justified reasons, regular and consecutive attendance at classes, whether in situ or online as specified in Article 26a of the General Rules of the European Schools, in years 6 and 7 of the secondary cycle is a sine qua non condition to be admitted to the European Baccalaureate session. Pupils must have completed without interruption not less than the final two years of secondary education in a European School or in a School Accredited by the Board of Governors.”
13. Once a pupil is admitted to a school, the parents/ hosted family will liaise with the parents’ representatives (for Lux I : <https://www.apeeel1.lu/> ; for Lux II: <https://www.apeeel2.lu/>) in order to look into transport and canteen services and extra-curricular activities, if needed and if possible.
14. The parents/ hosted family also liaise with OIL (CPE : https://www.europarl.europa.eu/crlux/index_en.htm) in the case that after school care were necessary.
15. During the pupil’s admission to the school, they will have access to the school’s facilities, services and programs. The schools have the possibility of adapting an educational program in relation to the needs of the pupil concerned.



16. Due to the constraints of space in the European Schools in LUXEMBOURG, there may be a limit to the number of pupils accepted in a particular school. This will be decided upon on a case by case basis.
17. This 'Framework for the enrolment of Ukrainian pupils at the European Schools in the 2022/23 school year' will be subject to a review during the 2022/23 school year to allow the Board of Governors to decide on potential modifications by April 2023 at the latest.

Directors of European Schools, LUXEMBOURG

August 2022



Annex 1

European Schools Luxembourg

LUXEMBOURG I
23, blv Konrad Adenauer
L-1115 Luxembourg

LUXEMBOURG II
6, rue Gaston Thorn
L-8268 Bertrange

APPLICATION FOR ADMISSION OF UKRAINIAN PUPILS (School Year 2022/2023)

PLEASE FILL IN PART 1 OF THE APPLICATION FORM. PLEASE PROVIDE THE DOCUMENTS LISTED IN PART 2.

Thank you.

PART 1

ADMINISTRATIVE INFORMATION

Date of Arrival in Luxembourg:	
Approximative length of the stay: (if known)	
Accompanied by a parent?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE PUPIL:	<input type="checkbox"/> A CHILD OF A LOCAL AGENT OF EU REPRESENTATION FROM UKRAINE (Not CAT.I PUPIL) <input type="checkbox"/> HOSTED BY STAFF MEMBER OF THE EUROPEAN SCHOOLS, AN EU OFFICIAL OR OTHER AGENTS OF THE EU with children in the European Schools <input type="checkbox"/> HOSTED BY STAFF MEMBER OF THE EUROPEAN SCHOOLS, AN EU OFFICIAL OR OTHER AGENTS OF THE EU without children in the European Schools
EUROPEAN SCHOOL BEING APPLIED FOR (SELECT ONLY ONE)	<input type="checkbox"/> LUXEMBOURG 1 (KIRCHBERG) <input type="checkbox"/> LUXEMBOURG 2 (MAMER)



<u>PUPIL INFORMATION</u>	
SURNAME	
FIRST NAME	
COUNTRY OF RESIDENCE	
PASSPORT / ID NUMBER	
DATE OF BIRTH	
AGE	
PLACE AND COUNTRY OF BIRTH	
GENDER	
NATIONALITY	
WHICH LANGUAGES DOES THE PUPIL SPEAK FLUENTLY?	
WHICH LANGUAGES HAS THE PUPIL STUDIED AT SCHOOL?	
WHAT IS THE PUPIL'S DOMINANT LANGUAGE?	
PLEASE INFORM US OF ANY SPECIAL NEEDS THE PUPIL MAY HAVE	
REQUESTED CLASS	
REQUESTED SECTION	

<u>PARENTS INFORMATION</u>		
	FATHER	MOTHER
SURNAME		
FIRST NAME		
DATE OF BIRTH		
ADDRESS IN UKRAINE		



NAME OF PARENT(S) OR ANY OTHER SIGNIFICANT OTHER WITH WHOM THE CHILD IS IN LUXEMBOURG		
TEMPORARY ADDRESS IN LUXEMBOURG		
TITLE AND ADDRESS OF PLACE OF WORK OF PARENT		
IF PARENT IS A LOCALLY RECRUITED EMPLOYEE OF AN EU AGENCY, PLEASE LIST JOB TITLE AND PLACE OF WORK		
EMAIL		
PHONE NUMBER(S)		
ANY OTHER CONTACT NUMBER		

FILL IN IF APPLICABLE (THIS IS TO BE FILLED IN IF A PARENT WISHES A HOST TO COMMUNICATE WITH THE SCHOOL IN THEIR STEAD):

I/ We give consent to:	
to act on my behalf and communicate with the school on all matters related to my child	
Date and Signature:	

INFORMATION ABOUT THE <u>HOSTING FAMILY IN LUXEMBOURG</u>		
	PERSON 1	PERSON 2
SURNAME		
FIRST NAME		
ADDRESS / PLACE OF RESIDENCE		
EMAIL		



I / We declare this information to be sincere and true,

.....

Date

.....

NAME(S) and signature(s) of the child's legal representative(s)



PART 2

LIST OF DOCUMENTS (IF AVAILABLE) THAT NEED TO BE ATTACHED TO THE APPLICATION FORM (PLEASE TICK THE ONES THAT ARE AVAILABLE AND ATTACH THEM/SCAN THEM WITH THE APPLICATION FORM:

- COPY OF BIRTH CERTIFICATE
- COPY OF PASSPORT (PAGE WITH PHOTO)
- COPY OF ANY SCHOOL REPORTS
- COPY OF CUSTODY DOCUMENTS (IN THE CASE OF DIVORCED PARENTS)
- AN OFFICIAL LETTER FROM THE PARENT/S PLACE OF WORK CONFIRMING WHICH EU AGENCY/INSTITUTION YOU ARE EMPLOYED IN AND YOUR TYPE OF CONTRACT (IF APPLICABLE)
- A DECLARATION OF HONOUR SIGNED BY THE HOST PARENT STATING THAT YOU ARE HOSTING THE CHILD WHO IS REQUESTING ADMISSION TO THE SCHOOL. KINDLY INCLUDE THE NAME OF CHILD.
- IF PARENT IS A LOCALLY RECRUITED EMPLOYEE OF AN EU AGENCY, PLEASE PROVIDE A LETTER FROM THE INSTITUTION CONFIRMING THIS

<p>IF ANY OF THE DOCUMENTS ABOVE ARE NOT AVAILABLE, KINDLY SIGN THE DECLARATION OF HONOUR ADJACENT</p>	<p>I, _____ (NAME AND SURNAME) DECLARE THAT I AM NOT CURRENTLY IN POSSESSION OF:</p> <p>LIST WHICH DOCUMENTS ARE MISSING:</p> <p>SIGNATURE: _____</p> <p>DATE: _____</p>
--	---



Annex 2

European School Privacy Statement for Ukrainian pupils
European Schools of LUXEMBOURG

Content

1. What are the categories of personal data collected by the School?.....	12
2. What are the purposes for which personal data are collected?.....	12
3. What is the legal basis for the processing of personal data?	13
4. Who has access to the personal data and whom do we share them with?	14
5. How do we protect and safeguard your information?.....	15
6. How long do we keep personal data?.....	15
7. What are your rights?	15
8. Who should you contact in case of a complaint?	16
9. Changes to this Privacy Statement	16

The European Schools are committed to respecting your privacy and to complying with the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter, referred to as the 'GDPR').

'Personal data' means any information related to an identified or identifiable natural person. In the School the 'data subjects' are in particular the pupils, and the legal representatives/parents.

As defined by Article 4 (7) of the GDPR, the data 'controller' is the natural or legal person, public authority, agency or other body which alone or jointly with others, determines the purposes and means of the processing of personal data. As each European School has its own legal personality¹, the Director² of each School is considered as a data 'controller'.

This School Privacy Statement informs you about how the School processes the personal data which are collected from legal representatives/parents, pupils and hosting family in the scope of the temporary admission of Ukrainian pupils. For instance, it sets out what kind of personal data the School may collect, why it processes legal representatives'/parents', pupils' and hosting family' personal data and what your rights are in relation to such data collection.

¹ Article 6 of the Convention defining the Statute of the European Schools

² Contact details would be: LUX-DIRECTOR@eursc.eu (ES of Luxembourg 1) MAM-DIRECTOR@eursc.eu (ES of Luxembourg 2).



1. What are the categories of personal data collected by the School?

The School and their employees will need to have access to and to process the following personal data:

a. Pupils

- Pupils' first name(s), surname(s), home address, telephone numbers, passport details and other contact details,
- Pupils' nationality, gender, languages spoken, country and town/city of birth,
- Pupils' pedagogical information, linguistic competences, disciplinary information, references or information provided by previous educational establishments, attendance information (number of absences, reasons for absence),
- Pupils' photo³,

b. Legal representatives' and parents

- Legal representatives'/parents' contact details, including temporary address in Belgium.
- Legal guardianship, parental custody, marital status, list of siblings,
- Legal representatives'/parents' employment information,
- Car details (only in the case of cars parking in the school grounds),

In addition, the School will need to process special categories of personal data, such as:

- Relevant information about pupils' health which would be required directly by the medical service through a specific form.

c. Hosting family in LUXEMBOURG

- Hosting family's contact details,
- Employment information
- Children's information while they are already attending one of the European's schools in LUXEMBOURG

2. What are the purposes for which personal data are collected?

The European Schools are a *sui generis* intergovernmental organisation. Their purpose is to provide children with quality teaching and learning, in the public interest. In this special context, the European schools wish to offer temporary and extraordinary admission to Ukrainian children.

To organise teaching and learning and in order to meet the pupils' specific needs, the School needs to process their personal data, those of the legal representatives/parents and hosting family in LUXEMBOURG.

³ For the identification of the pupils by the School's staff members. A consent form will be given to the legal representatives/parents for the use of pupils' pictures for other purposes (taking pictures during school trips or school events).



The School will use the personal data collected the above-mentioned data subjects for the following purposes:

- Enrolment of pupils.
- Organisation of timetables, classes, courses, including physical education and religion/ethics courses.
- Monitoring and reporting on pupils' progress.
- Meeting educational needs, such as providing specific educational support.
- Pupils' welfare, to provide appropriate medical care and to take appropriate action in the event of an emergency, including by disclosing details of an individual's medical condition where it is strictly in the individual's interests to do so (for example, to provide information to the organisers of school trips or to doctors in case of an incident or accident).
- Communications with legal representatives/parents and/or hosting family about pupils and about activities organised by the School.

3. What is the legal basis for the processing of personal data?

a. Performance of a task carried out in the public interest

As indicated above, the purpose of the European Schools is to provide children with quality teaching and learning, in the public interest.

Therefore, the processing of the collected personal data (as stated in section 1), is necessary for the performance of a task carried out in the public interest, pursuant to the Convention defining the Statute of the European Schools and the General Rules of the European Schools.

b. Explicit consent/Provision of health or social care

Where processing of special categories of personal data, such as pupils' health information, is necessary, a consent will be requested from the legal representatives/parents.

The processing of pupils' health information by the psychologist or the nurses of the School can also be necessary for the provision of health or social care.

c. Compliance with a legal obligation

Where processing is necessary to comply with a legal obligation to which the School is subject, information will be shared with National Authorities.



4. Who has access to the personal data and whom do we share them with?

a. Access to the personal data

Personal data collected by the School will be processed within the School.

To facilitate the management of the School's activities, the staff members will use some service providers' software and IT solutions (i.e. SMS, O365, SAP). Contractual agreements are in place to ensure that these service providers are fully compliant with the GDPR's provisions and act only in accordance with the School's specific directions.

Data processing activities will be handled only by staff members with a legitimate need to access the pupils and legal representatives/parents' personal data, for the purposes described above.

In particular, strict access rules apply to the following personal data:

- Health information is collected and accessed only by the School Doctor and Nurses, the School Psychologist and other specially authorised staff, to ensure pupils' welfare.
- Relevant health information provided to the coordinators of a school trip will be kept only for the duration of the trip in question and will be destroyed afterwards.
- Information relating to the option chosen for religion/non-confessional ethics courses will be used only for the organisation of such courses.

All the staff members of the School are committed to protecting the confidentiality of your personal information in the performance of their tasks. They also received data protection training in order to act in accordance with the GDPR's provisions.

b. Data sharing

i. Security Guards

To ensure security and access to the School, the security guards of the School will be provided with the relevant information.

ii. Luxembourgish Authorities

The School will share the relevant information with the Luxembourgish Authorities in order to award a place at one of the Luxembourg's Schools/Sites.

iii. APEEEL1&2 Services (schools' parents associations)

It is in the legitimate interest of the school to share minimum data (as the pupil's name or internal identification number) with the parent's association which can provided, depending of the school, services such the transport, canteen or nursery.

Health data could be shared in accordance with article 15 of the General Rules of the European schools.



5. How do we protect and safeguard your information?

In order to protect pupils' and legal representatives'/parents' personal data, a number of technical and organisational measures have been put in place. These include appropriate measures to address online security, physical security, risk of data loss, alteration or unauthorised access, taking into consideration the risk represented by the processing and the nature of the data being protected.

In addition, we restrict access to the databases containing personal data to authorised persons with a legitimate need to access such information, for the purposes described above.

6. How long do we keep personal data?

Pursuant to article 52a of the General Rules of the European Schools, when pupils have completed their education in our School, we will keep individual files for ten years, beginning on 31 December of the calendar year during which it is closed.

A file shall be closed, within the meaning of Article 52a.3 of the General Rules of the European Schools, on 31 December of the calendar year during which the pupil's schooling definitively ended, provided that no further document needs to be added to or removed from the file for the purpose of fulfilment of all the obligations of the pupil or of his/her legal representatives, as of those of the European Schools, pursuant to the General Rules.

In this special context, if the temporary programme is not reviewed and evaluated, July 2022 will be set as end of the educational program.

When legal proceedings have been initiated by the pupil or his/her legal representatives against the School, by a third party against the School in connection with actions attributed to the pupil or his/her legal representatives, where the latter are involved, even incidentally, or by the School against the pupil or his/her legal representatives, the period referred to in Article 52a.3. shall be suspended until the court's final ruling has been handed down.

The Schools shall keep both a hard copy and an electronic version of the information collected during the enrolment procedure for administrative purposes for a period of ten years beginning on 15 October following the enrolment application date.

7. What are your rights?

With respect to the processing of your personal data, you have the right to be informed and to access your personal data. You also have the right to rectification, erasure and to object to the processing.

Where the School processes personal data on the basis of consent, such consent may be withdrawn at any time.



To facilitate the exercise of your rights, you may submit your request to the Data Protection Officer Correspondent of the concerned school.⁴

The School will respond to these requests without undue delay and within one month at the latest. Should the School decline to comply with a request, you will be informed of the reasons for such a decision.

8. Who should you contact in case of a complaint?

If you consider that the School has not complied with the data protection laws applicable (including the GDPR) or that your rights have been infringed as the result of the processing of your personal data, you have the right of recourse and can contact the [National Supervisory Data Protection Authority](#).

9. Changes to this Privacy Statement

We reserve the right to update this Privacy Statement at any time, and we will provide you with a new Privacy Statement when we make substantial changes.

⁴ Contact details would be:
Lux I: LUX-DPO-CORRESPONDENT@eursc.eu
Lux II: MAM-DPO-CORRESPONDENT@eursc.eu

PEDAGOGICAL CHOICES FOR NURSERY AND PRIMARY CYCLE

Pupil's surname	
Pupil's first name	

Language section requested: _____

Requested level and class:

Nursery: M1 M2

Primary: P1 P2 P3 P4 P5

Knowledge of languages (specify the level see document [Common european-framework-reference](#)):

LANGUAGE	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	

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"/>
			(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
2019/2020			
2020/2021			
2021/2022			

CHOICE OF OPTIONS FOR NURSERY CYCLE

a) 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.*

b) 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.*

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 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 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*

PEDAGOGICAL CHOICES FOR SECONDARY CYCLE

Pupil's surname	
Pupil's first name	

Language section requested : _____

Secondary : S1 S2 S3 S4 S5 S6 S7

Knowledge of languages (specify the level see document [Common-european-framework-reference](#)):

LANGUAGE	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	

SWALS PUPILS FOR SECONDARY CYCLE:

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"/>	Czech <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 <input type="checkbox"/>	(S1 - S7)	

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
2017/2018			
2018/2019			
2019/2020			
2020/2021			
2021/2022			

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). Please note that the S4/5 and S6/7 option selection forms can be downloaded from the website of the school to which you are applying ([Lux. 1](#) ; [Lux. 2](#))

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

- Pupils of Irish or Maltese nationalities, enrolled in the English section
- 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 and are in the Swedish section

Please complete the appropriate paragraph.

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.

Pupil's surname and first name	
Cycle, class and requested language section	

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:

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

• 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-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.

Date: _____

Signature of parents / guardians: _____
Signature preceded "sincere and true"

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.