



Luxembourg I & II

Luxembourg, January 2024

Orig.: FR

RULES ON ADMISSION TO AND OPERATION OF THE LUXEMBOURG EUROPEAN SCHOOLS FOR THE SCHOOL YEAR 2024-2025

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Annex: Map of Luxembourg

I. Location of the two schools

The European School, Luxembourg I is located at 23, Boulevard Konrad Adenauer, L-1115 Luxembourg.

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

II. Language sections and cycles

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

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

The following language sections, called vehicular language sections, are present in both of the Luxembourg European Schools: DE, EN, FR. The teaching of ONL (Other National Language) as follows:

- Swedish/Finnish for students of Finnish origin
- Irish for students of Irish origin
- Maltese for pupils of Maltese origin

are offered in both schools subject to teacher availability. The two European Schools encourage cooperation.

III. Definitions

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

Category I: Pupils whose parents are members of the staff of a European Institution or a related organisation, in accordance with [Chapter XII of the Digest of Decisions of the Board of Governors](#), and who are employed directly and continuously for a minimum period of one year. These pupils are exempt from school fees.

Category II: Pupils who are admitted under a so-called Category II agreement concluded with this company or organisation whereby the latter has undertaken to pay a contribution equivalent to the actual cost of schooling of the pupils concerned.

Category III: Pupils who do not belong to Categories I or II. These pupils can be admitted provided that places are available within the limits laid down by the regulations. School fees, as set on annual basis by the Board of Governors of the European Schools, are payable.

¹ See tables of the different language sections of the ES, Lux. I & II at the end of the document. (p. 11)

IV. Rules for admission to the Luxembourg European Schools

The objectives of the current policy on admission to the Luxembourg European Schools are as follows:

1. To guarantee balanced distribution of the pupil population between the two Schools and between the language sections present in the two Schools (DE, EN, FR), whilst also ensuring their continuing existence. In that connection, the development of pupil numbers in the DE, EN and FR sections will be carefully monitored and new classes will be created on a balanced basis, in proportion to each School's intake capacity;
2. To ensure optimum use of the resources available in the two Schools, in order to meet pupils' needs as far as possible and to ensure pedagogical continuity;
3. Without prejudice to the objective of ensuring balanced distribution of the pupil population between the two Schools, to respect the interest of pupils 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 guarantee enrolment at the same School of pupils belonging to the same group of siblings;
5. To guarantee that Categories I and II pupils who attended a School for at least one school year and who have been away from it for a maximum of three years may return to their original School. After their parents' return from an assignment abroad, such pupils may re-enrol at their original School.

To achieve these objectives, applications for enrolment will be dealt with on the basis of the following rules:

1. Pupils for whom there is a single language section and SWALS: Pupils whose language section is present in only one of the two Luxembourg European Schools will be automatically enrolled at that school, whilst pupils without a language section – so-called 'SWALS' (Students Without A Language Section) – will be enrolled at the School where their mother tongue is taught.
2. New residents: Without prejudice to Rule 1, pupils of the DE, EN or FR language sections who, at the time of submission of the application for their enrolment, must be regarded as 'new residents' will in principle be enrolled at the European School, Luxembourg II. Within the meaning of this enrolment policy, pupils whose legal representatives do not have their principal residence in the Grand Duchy of Luxembourg or in the immediate vicinity at the time of submission of the enrolment application file will be regarded as 'new residents'.
3. Old residents: Without prejudice to Rule 1, pupils of the DE, EN and FR language sections who are not 'new residents' within the meaning of the aforementioned Rule 2 will be distributed between the Luxembourg I and II Schools according to the pupil's place of residence. The geographical distribution will be as set out below, on the basis of the pupil's place of residence (as declared on the enrolment form).

On the map appended to this document, the N-S line divides the country and its region into two parts.

- ZONE 1 (South-West of the country): pupils will be assigned to the ES Luxembourg II.
- ZONE 2 (North-East of the country): pupils will be assigned to the ES Luxembourg I.

Should this distribution not allow classes that are balanced in number to be produced or in the event that there might not be enough places in the class requested within the meaning of Rule 6 (see below page 3), the North-East catchment area will be reduced up to lines X and Y on the map, so that only pupils whose place of residence is located within that limited area will be entitled to be enrolled at the European School, Luxembourg I.

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

- Pupils from the districts located in the south-west of the city will be sent to the ES, Luxembourg II: Merl, Belair, Belair-Nord/Rollingergrund, Hollerich, Cessange, Gasperich, Bonnevoie, Gare and Howald districts (Howald being considered as attached to the City of Luxembourg).
 - Pupils from other districts will in principle be assigned to the ES, Luxembourg I, according to the places available within the meaning of Rule 6 (see below).
4. Grouping/Regrouping of siblings: Rules 2 and 3 may not have the effect of enrolling children belonging to the same group of siblings at different Schools. Unless parents expressly waive their right to this provision, the grouping and regrouping of siblings are guaranteed.
- ‘Grouping of siblings’ means admission to the same School of pupils belonging to the same group of siblings for whom applications for enrolment have been submitted simultaneously for the first time.
 - ‘Regrouping of siblings’ means admission to the same School of the brothers and sisters of pupils who attended that School in the previous school year.
 - **For Category III**, the grouping and regrouping of siblings is possible only if places are available.
5. Return to the original school: Pupils of category I and II who attended their School of origin for at least one school year and who left it a maximum of three years previously will be allowed to return to it.
6. Criteria taken into account for balanced distribution of pupil numbers between the two Schools: There is balanced distribution, within the meaning of this provision, when the difference in pupil numbers between classes in the same year group is equal to seven or less. No application for enrolment will be accepted by a specific School if the class requested already has 27² pupils whilst the other School has fewer than 27 pupils in a class in the same year group and language section. This limit is not applicable to enrolments in secondary years S6 and S7, where the maximum number of pupils can be 30.
7. Priority criteria should there be an insufficient number of places available in one of the Schools: The two Luxembourg European Schools will apply a concerted policy on the creation of new classes and of distribution of pupils in the DE, EN and FR sections. The criteria taken into account for enrolment in these sections in a specific School are, in the following order of priority:
- the geographical criterion for distribution set out in Rule 3;
 - the distance between the place of residence and the School to be attended.

Supporting documentary evidence will be requested.

² A reserve of three places will be constituted in order to limit the risk of having to divide a class should SWALS arrive during the school year who automatically have to be admitted to the School for which the enrolment application has been submitted.

V. New enrolments

Submission of the enrolment application file

The pupil's enrolment application file must be sent to the school during the registration period, at the places and dates indicated below. We draw the attention of Category I parents whose children are enrolled at the OIL (Office for Infrastructure and Logistics) day nursery (garderie), commonly called the CPE, that an application file must be submitted for their child's enrolment at the nursery school.

The application will be taken into consideration **ONLY WHEN ALL THE DOCUMENTS REQUIRED HAVE BEEN ATTACHED TO THE SAID APPLICATION. INCOMPLETE APPLICATIONS WILL BE RETURNED.**

Admission rules:

- Children may be admitted to the school only if they are toilet-trained.
- Except in the case of duly justified reasons, regular and consecutive attendance of in situ or on-line courses, as indicated in article 26, paragraph a, of the General Rules of the European Schools, in classes 6 and 7 of the secondary cycle is a sine qua non condition for admission to the European Baccalaureate session. Pupils who have regularly completed at least the last two years of secondary education in a European School or in a School Approved by the Board of Governors may register for the European Baccalaureate examinations. (2015-05-D-12-en-39 - art. 2.2)
- [In accordance with Article 31.1 of the General Rules of the European Schools \(Ref. 2014-03-D-14-en\)](#) pupils' legal representatives shall sign any special communication received concerning a pupil. They shall provide spontaneously any information likely to be relevant to application of these Rules concerning family circumstances or any changes in them with repercussions on the pupil's administrative or educational situation or on the pupil's general development within the school.
Furthermore, in addition to the above, in the interest of the optimal development of the pupil within the school and in order to best support the pupil's pedagogical and personal development within the school, parents/legal representatives are asked to provide the most complete information/clarifications possible and to respond diligently to any additional requests addressed to them by the schools.
Files that are incomplete or contain inaccurate information may have an impact on the student's support/enrolment.
- In the case of pupils with special needs, this information/clarification is essential for our school in order to allow for optimal educational supervision of the pupil and to be able to put in place from the beginning of his/her enrolment, if necessary, specific follow-up and to be able to take into account the pupil's needs, within the limits of the school's capacity (in reference to document [2012-05-D-14-en-10](#), point 1.5).

The absence or lack of information provided by parents/legal representatives may have repercussions on the enrolment and/or the support and adaptation put in place at the beginning of the enrolment in view of the pupil's needs.

[According to Article 4.1 of the Procedural Document, ref: 2012-05-D-15-en-13](#): At the time of enrolment, the school collects relevant data from the parents/legal guardians, including the pupil's academic performance and previous educational support or special educational needs that have already been addressed.

It is the responsibility of the parents/legal guardians to ensure that the information provided is accurate, reliable and complete.

In the case of a pupil who may require intensive support, the Director may decide to convene a meeting of the Support Advisory Group to consider the accommodation and other support that the pupil requires.

All opportunities to do so should be carefully considered by the school before declaring that the school is unable to meet the child's special educational needs. Whenever necessary, the school will implement the procedure set out in the guidelines for decisions on the enrolment of pupils with special educational needs see Procedural Document, [ref: 2012-05-D-15-en-13](#).

All relevant information is communicated to the Educational Support Coordinator. The Educational Support Coordinator will ensure that the main/subject teacher is informed of the relevant information in a comprehensive and timely manner.

- **If the pupil's parents or legal guardians are unable to provide the necessary information at the time of enrolment, the enrolment may be cancelled by the Director even if it has already been confirmed.**
- For further information, particularly about the general rules for the enrolment of pupils in the DE, EN and FR sections of the Schools, parents should refer to the document 'FAQ', published on the respective School's website: www.eel2.eu and www.euroschool.lu.

VI. Enrolment applications

Please visit the website of the European Schools of Luxembourg during the enrolment period, from 26.02. to 22.03.2024 included.

For European School Lux I: www.euroschool.lu, and for European School Lux II: www.eel2.eu/en

Applications for enrolment in the following language sections/mother tongues, namely BG, ES, ET, FI, LT, LV, NL, PL, PT, SV should be sent to the European School, Luxembourg I.

- **Nursery and Primary School, ES Lux I:**

- Ms Maria STATHAKI, ES Lux I, Primary Building, 1st Floor, 23 bd K. Adenauer, L-1115 Luxembourg, Tel. 432082-270,
email: LUX-ENROLMENT-NURSERY-PRIMARY@eursc.eu

- **Secondary School, ES Lux I:**

- Ms Elizabeth RUIZ SALAS, ES Lux I, Administrative Building, 23 bd K. Adenauer, L-1115 Luxembourg, Tel. 432082-222,
email: LUX-ENROLMENT-SECONDARY@eursc.eu

For questions about choice of subjects, languages and options, appointments can be made with the cycle coordinators to discuss the matter:

- Mr Nikolaas DE RIJCKE (years S1-S3), Tel. 432082-251; e-mail: nikolaas.de-rijcke@eursc.eu
- Mr Daniel ALCAZAR (years S4-S7), Tel. 432082-250; email: daniel.alcazar@eursc.eu

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

- **Nursery and Primary School, ES Lux II:**

- Ms Yolande MICHAUD, ES Lux II, Primary Building, 6 rue Gaston Thorn, L-8268 Bertrange, Tel. 273224-3002; email: MAM-INSCRIPTION-MAT-PRI@eursc.eu
- Ms Mélanie KISTIAENS, ES Lux II, Primary Building, 6 rue Gaston Thorn, L-8268 Bertrange, Tel. 273 224 – 3239; email: MAM-INSCRIPTION-MAT-PRI@eursc.eu

- **Secondary School, ES Lux II:**

- Ms Blandine THISSERANT, ES Lux II, Secondary Building, 6 rue Gaston Thorn, L-8268 Bertrange, Tel. 273224-4002; email: MAM-INSCRIPTION-SEC@eursc.eu

For questions about choice of subjects, languages and options, appointments can be made with the cycle coordinators to discuss the matter:

- Mr Csaba Attila BOTH (years S1-S4); email: csaba-attila.both@eursc.eu
- Mr Emmanuel COUCHE (years S5-S7); email: emmanuel.couche@eursc.eu

Enrolment applications for the DE, EN and FR sections may be sent equally to either of the Luxembourg European Schools, according to the preference of the pupil's legal representatives. In this case, the Schools will handle distribution of the applications in accordance with the admission rules set out above. Analysis of the enrolment application files will be carried out jointly by the management of the two Schools. Under no circumstances does the submission of an enrolment application to a particular School mean that it will be accepted by the European School in question.

Closing dates for the submission and handling of enrolment applications:

Parents are requested to submit their enrolment application(s) from **Monday 26th February 2024 until Friday, 22nd March 2024** at the latest. Applications will be dealt with from **Monday 8th April 2024** onwards. Replies will be sent to parents by **Monday, 10th June 2024** at the latest. **We request parents not to call the secretariats of the two Schools before that date, so as not to delay the handling of the files.**

Parents are required to respond promptly to any requests for information/clarification that might be sent to them by the Schools. Files that are incomplete or contain inaccurate information may result in the child's non-admission.

VII. Documents to be attached to the enrolment application file

(NB: All photocopies must be prepared by parents)

- Two recent passport size photos of the child
- A birth certificate or civil status certificate (original or certified copy of original!)
- From primary year 2 onwards: School reports for the 2022-2023 school year and the interim report for 2023-2024. 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 2023-2024 indicating whether or not the child has fulfilled the requirements to be promoted to the year above.
- In the case of the parents' separation or divorce, the judge's decision on the exercise of parental authority and custody of the child should be attached. The document will have to be submit in one of the vehicular languages of the European schools.
- Attestation from employer.
 - For Category I: The original certificate of appointment of the official (or other member of staff) employed by the institutions (form provided in the enrolment application file).
 - For Category II: Attestation from the employer. (A specific form should be asked at the pedagogical secretariat of the concerned School).
 - For Category III: An attestation from the employer.
- Certificate of residence (certificat de résidence élargi).
- The Medical Service form and a photocopy of the vaccination card. (The form is available on the School's website).
- The school will be provided with a completed "Specific Educational Help" form, accompanied by a detailed diagnosis and/or a multidisciplinary medical-psychological-pedagogical assessment, less than two years old, written in French, English or German. Please refer to the registration form for details of how to send it.

VIII. Additional rules for the enrolment of Category II and III pupils

Category II pupils are accepted under the terms of the agreement signed with the employer and in accordance with the rules approved by the Board of Governors of the European Schools.

As far as Category III pupils are concerned, the Directors can determine how many enrolments of pupils in this category can be considered for the two Schools only after having ascertained the number of applications for the enrolment of Category I and II pupils.

Each of the two Schools organises its admissions independently, giving priority to undersubscribed language sections (i.e. those with the fewest pupils). No Category III pupil may be admitted into a class which already has 24 or more pupils. Admission is decided on a case by case basis.

Parents of category III, who enrol a child in one of the European schools, undertake to pay 25% of the school fee before June 24th 2024 and its balance within the time period set by the school. This 25% cannot be reimbursed.

IX. Transition between the cycles

Pupils moving up from the nursery school to primary year 1 and from the primary school to secondary year 1.

Pupils **already on roll in the nursery cycle** of the European School during the 2023-2024 school year will be automatically transferred to primary year 1; no re-enrolment is required. Forms for the choice of Language 2 and religion or ethics will be distributed in class and should be returned to the teacher.

Pupils **already on roll in primary year 5** of the European School during the 2023-2024 school year will be automatically transferred to secondary year 1; no re-enrolment is required. Czech and Hungarian pupils in primary year 5 at the European School, Luxembourg II will be assigned to a DE, EN or FR class according to their Language 2.

X. Transfer applications

Applications for a transfer to the other European School in Luxembourg for the following school year may be submitted for pupils attending one of the Luxembourg European Schools.

To be considered, any transfer application must be made in writing to the Director of the School where the pupil is currently on roll by **Friday 3rd May 2024** at the latest. Parents must provide their **school reports and/or timetable** to facilitate the transfer.

The School to which the transfer application was sent will reply as quickly as possible and no later than **Monday 10th June 2024**.

Transfer applications will be accepted only on condition that places are available in the class at the School requested and that such transfers will not cause or exacerbate imbalance, in terms of distribution of the pupil population, within the meaning of Rule 6 of the aforementioned admission rules. Should there be more applications than there are places available, arbitration will be conducted in accordance with the order of priority determined in Rule 7 of the aforementioned admission rules.

Only one transfer application is possible during a child's schooling in the Luxembourg European Schools. Any request submitted after the deadline will not be taken into consideration. Once an application is accepted, there is no return to the school of origin. The decision is final.

XI. Mother tongue or dominant language

We would invite you to read carefully the [Language Policy of the European Schools, reference 2019-01-D-35-en-4](#) which sets out in detail the rules applicable.

In the European Schools, pupils are admitted to the language section corresponding to their mother tongue or to their dominant language, in accordance with Article 47 of the General Rules of the European Schools, which stipulates the following:

“Level required for acceptance

- a) *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.*
- b) *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.*

- c) *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.*
- d) *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).*
- e) *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.
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 the European Schools](#).

XII. General regulations for language teaching in the European School:

- L1 is taught from nursery 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.
- L2 is taught from primary year 1: it may only be DE or EN or FR and must be different from L1.

Category III Students Without A Language Section (SWALS) will have access to the L1 courses corresponding to their mother tongue/dominant language, in so far as the course already exists through the enrolment of Category I and II pupils.

XIII. Pupils with Special Educational Needs (Intensive Support)

(see documents [2012-05-D-14-en-10](#) and <https://www.eursec.eu/Documents/2012-05-D-15-en-13.pdf>)

The Luxembourg European Schools admit pupils with special educational needs, using the following procedure:

- On the basis of documents provided by the family and of any additional reports by experts in the field which may be required, an Advisory Group evaluates the School's ability to meet the child's special needs. It determines the framework and conditions for individualised teaching/learning. The Advisory Group may recommend an observation period or provisional admission.
- On the basis of the recommendations submitted to him by the Advisory Group, the Director of the School decides whether or not the school is able to provide appropriate educational and social integration for the child. If the decision is favourable, an agreement is signed by the School and the parents, valid for one school year and determining the assistance provided by the school and the support measures arranged by the parents.

In accordance with Article 4.1, page 27 of the Procedural Document, ref: [2012-05-D-15-en-13](#), if the pupil's parents or legal representatives are unable to provide the necessary information at the time of enrolment, the enrolment may be cancelled by the Director even if it has already been recorded (see page 7 of the enrolment policy).

At the end of the school year, an evaluation enables it to be determined whether the child has made sufficient progress and establishes the conditions in which the school is able to provide the necessary support for the following year.

Martin WEDEL
Director of the ES Luxembourg I

Maurice VAN DAAL
Director of the ES Luxembourg II

Tables of the language sections/mother tongues of the two European Schools

European School, Luxembourg I	
DE	German
EN	English
FR	French
BG	Bulgarian
ET	Estonian
ES	Spanish
FI	Finnish
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
HR	Croatian
HU	Hungarian
IT	Italian
RO	Romanian
SL	Slovenian
SK	Slovak

