



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

2018/2019

Enrolment Period: from April 9th to May 18th 2018

Beginning of the school year: Wednesday, September 5th 2018

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

SCHOOL	DIRECTORATE	LANGUAGE SECTIONS / SWALS*	CONTACTS FOR ENROLMENTS RECEPTION 13.30 P.M – 16.30 PM												
LUXEMBOURG I 23, boulevard Konrad Adenauer L-1115 Luxembourg Fax +352 43 20 82 -344 www.euroschool.lu	 Deputy Director Nursery and Primary Cycles Mr. Hans VAN WISSEN Deputy Director Secondary Cycle Mr. Arben LUFİ	English-speaking, Spanish, French-speaking, German-speaking, Finnish, Dutch-speaking, Polish, Portuguese and Swedish. Maltese students are compulsorily enrolled in the English-speaking section at Luxembourg II. SWALS* = Bulgarian, Estonian, Lithuanian, Latvian.	Nursery/Primary <table><tr><td>Mrs Virginie DOPPAGNE</td><td>Mrs Maria STATHAKI</td></tr><tr><td>Tel. : +352 43 20 82 468</td><td>Tel. : +352 43 20 82 270</td></tr><tr><td colspan="2">list-lux-enrolment-nursery-and-primary-cycle@eursc.eu</td></tr></table> Secondary <table><tr><td>Mrs Alicia IGLESIAS</td><td>Mrs Marina DARROSA</td></tr><tr><td>Tel. : +352 43 20 82 224</td><td>Tel : +352 43 20 82 222</td></tr><tr><td colspan="2">list-lux-enrolment-secondary-cycle@eursc.eu</td></tr></table>	Mrs Virginie DOPPAGNE	Mrs Maria STATHAKI	Tel. : +352 43 20 82 468	Tel. : +352 43 20 82 270	list-lux-enrolment-nursery-and-primary-cycle@eursc.eu		Mrs Alicia IGLESIAS	Mrs Marina DARROSA	Tel. : +352 43 20 82 224	Tel : +352 43 20 82 222	list-lux-enrolment-secondary-cycle@eursc.eu	
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LUXEMBOURG II 6, rue Gaston Thorn L-8268 Bertrange www.eel2.eu	 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><tr><td>Mrs. Yolande MICHAUD</td><td>Mrs. Mélanie FISCHER</td></tr><tr><td>Tel. : +352 27 32 24 3002</td><td>Tel. : +352 27 32 24 3239</td></tr><tr><td>yolande.michaud@eursc.eu</td><td>melanie.fischer@eursc.eu</td></tr></table> Secondary <table><tr><td>Mrs. Blandine THISSERANT</td><td>Mrs. Valentine GILLOT</td></tr><tr><td>Tel. : +352 27 32 24 4002</td><td>Tel. : +352 27 32 24 4010</td></tr><tr><td>blandine.thisserant@eursc.eu</td><td>valentine.gillot@eursc.eu</td></tr></table>	Mrs. Yolande MICHAUD	Mrs. Mélanie FISCHER	Tel. : +352 27 32 24 3002	Tel. : +352 27 32 24 3239	yolande.michaud@eursc.eu	melanie.fischer@eursc.eu	Mrs. Blandine THISSERANT	Mrs. Valentine GILLOT	Tel. : +352 27 32 24 4002	Tel. : +352 27 32 24 4010	blandine.thisserant@eursc.eu	valentine.gillot@eursc.eu
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*SWALS = Students Without A Language Section (please contact the pedagogical secretariat for further details)

INSTRUCTIONS

ONLY ONE ENROLMENT APPLICATION PER CHILD MAY BE SUBMITTED DURING THE ENROLMENT PERIOD FOR 2018/2019

It is strongly recommended that the Policy on Enrolment in the European Schools Luxembourg for the 2018/2019 school year (referred to hereafter as the Policy), which can be consulted on the European Schools' Luxembourg website (Luxembourg I www.euroschool.lu Luxembourg II www.eel2.eu) be read **BEFORE** completing this enrolment form. In the event of discrepancy between the text of the Policy and the information contained in this form, the Enrolment Policy will take precedence.

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

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

DOCUMENTS TO BE SUPPLIED WITH THE ENROLMENT OR TRANSFER APPLICATION:

Documents to be provided	
	<ul style="list-style-type: none"> Two passport-size photos (1 for the application, 1 for the medical file)
	<ul style="list-style-type: none"> A birth certificate issued by the local authority where the child was born or a certified copy thereof.
	<ul style="list-style-type: none"> A copy of the identity card/passport related to each listed nationality.
	<ul style="list-style-type: none"> School reports for the 2016/2017 school year and the interim report for 2017/2018. If the school does not issue an interim report, an attendance certificate should be produced.
	<ul style="list-style-type: none"> At the end of the current school year, the school report for 2017/2018 indicating whether or not the child has been promoted to the year above. These documents are not necessary for admission to the nursery or primary year 1.
	<ul style="list-style-type: none"> If Intensive Support is needed, please attach a detailed diagnosis and/or a multidisciplinary medical-psycho-pedagogical check-up of less than two years, written in French, English or German and contact the school management for further information.
	<ul style="list-style-type: none"> In cases of separation/divorce, the supporting document which establishes that the person applying for enrolment has official parental authority over the child and if he/she is acting alone, that he/she has sole parental authority over the child, or that he/she is acting with the other legal representative's permission. Where appropriate, the judicial decision allowing the applicant to apply for the child's enrolment alone.
	<ul style="list-style-type: none"> Upon exercise of parental authority by a legal guardian a certified copy of the court decision awarding him/her custody has to be provided.
	<ul style="list-style-type: none"> Recent certificate of residency ("<i>certificat de résidence élargi</i>").
	<ul style="list-style-type: none"> Copy of the 500€ bank transfer, first part of the school fees deposit. ☞ 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"> Bank account identification (with IBAN code) ☞ 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 (form to be found in the enrolment file).
	<ul style="list-style-type: none"> The document "confirmation – payment of school fees and other school costs", signed and dated in acknowledgement of the fact that this requirement has been duly noted. (form to be found in the enrolment file)
	<ul style="list-style-type: none"> The medical service form, as well as a copy of the vaccination card.

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

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

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

► Applications for enrollment 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 : "2018/2019 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.

This amount is not refundable, exceptions are made for those cases based on the regulations of the European Schools (for example: No space available). The registration application will be denied in case of non-payment of the deposit.

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

SCHOOL	CONTACTS FOR ENROLMENTS	WEBSITE												
LUXEMBOURG I 23, boulevard Konrad Adenauer L-1115 Luxembourg	Nursery/Primary <table><tr><td>Mrs Virginie DOPPAGNE</td><td>Mrs Maria STATHAKI</td></tr><tr><td>Tel. : +352 43 20 82 468</td><td>Tel. : +352 43 20 82 270</td></tr><tr><td colspan="2">list-lux-enrolment-nursery-and-primary-cycle@eursc.eu</td></tr></table> Secondary <table><tr><td>Mrs Alicia IGLESIAS</td><td>Mrs Marina DARROSA</td></tr><tr><td>Tel. : +352 43 20 82 224</td><td>Tel : +352 43 20 82 222</td></tr><tr><td colspan="2">list-lux-enrolment-secondary-cycle@eursc.eu</td></tr></table>	Mrs Virginie DOPPAGNE	Mrs Maria STATHAKI	Tel. : +352 43 20 82 468	Tel. : +352 43 20 82 270	list-lux-enrolment-nursery-and-primary-cycle@eursc.eu		Mrs Alicia IGLESIAS	Mrs Marina DARROSA	Tel. : +352 43 20 82 224	Tel : +352 43 20 82 222	list-lux-enrolment-secondary-cycle@eursc.eu		www.euroschool.lu
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For all information on the enrolments procedure, please refer to the Policy on enrolment in the European Schools Luxembourg which can be consulted on the European Schools' website. (Luxembourg I www.euroschool.lu Luxembourg II www.eel2.eu).

► WE DRAW YOUR ATTENTION TO THE FACT THAT

FOR CATEGORY 3 PUPILS

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).**

APPLICATION FOR ENROLMENT – Category III
SCHOOL YEAR 2018/2019

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 **email address** and a **postal address, which will be valid throughout the enrolment period**, and undertakes to inform the school of any change of address.

Please write legibly your:

Email address:

Postal address:

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

☐ Yes / ☐ No

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

Signature Parent 1/Guardian 1
SURNAME and Firstname

Signature Parent 2/Guardian 2
SURNAME and Firstname

.....

.....

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

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

Employer's code :

Head's decision :

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

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

We, the undersigned, hereby declare that we have read the 'Policy on enrolment in the European Schools Luxembourg for the 2018/2019 school year and the General Rules' which can be consulted on the European Schools' website(Luxembourg I www.euroschool.lu Luxembourg II www.eel2.eu under 'Enrolments', Office of the General Secretary www.eurasc.eu) and we undertake to respect them.

We are obliged to keep a record of the address where the child is resident during his education period at the European School and 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 by handwritten "we agree"

Parent 1/Guardian 1

SURNAME and Firstname

Signature preceded by handwritten "we agree"

Parent 2/Guardian 2

SURNAME and Firstname

.....
Date

.....
Date

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

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

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

INFORMATION SHEET

I. INFORMATION CONCERNING THE PUPIL (in capital letters)

Surname :

First name(s) : Sex : ☐ M / ☐ F

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

Place (as on birth certificate) : Country :

Nationality 1 : Nat. 2 :

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

Pupil's dominant language :

Level and year requested :

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

Language section requested :

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

Pupil's address :

Street : N° Box

Postcode : Town/City : Country :

Tel : E-mail address

II. INFORMATION ABOUT THE FAMILY

Number of children in the family :

Number of children at the European School :

Information about children already attending the European School :

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

III. INFORMATION ABOUT THE PARENTS (in capital letters)

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

Address :

Street :N°Box.....
PostcodeTown/CityCountry
Tel homeMobile.....
Fax :E-mail :

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

Address :

Street :N°Box.....
PostcodeTown/CityCountry
Tel homeMobile.....
Fax :E-mail :

IN CASE OF SEPARATION/DIVORCE

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

.....

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

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

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

Address :

Street :N°.....Box.....
PostcodeTown/CityCountry
Tel homeMobile.....
Fax :E-mail :

GENERAL REGULATIONS FOR LANGUAGE TEACHING IN THE EUROPEAN SCHOOLS

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

Choice of language section in the nursery, primary and secondary

Regulations for language teaching

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

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

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

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

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

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

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

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

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

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

IV. INFORMATION CONCERNING SCHOOLING

1) FOR ALL NURSERY AND PRIMARY SECTION PUPILS

Pupil's SURNAME and first name :

Language section applied for : Year :

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

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

Knowledge of languages (specify the level) :

LANGUAGE	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
.....
.....
.....

CHOICE OF OPTIONS

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

b) **For IRISH/MALTESE pupils only :**

Irish * ☐ as additional subject : ☐ Yes ☐ No
Maltese* ☐ as additional subject : ☐ Yes ☐ No

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

c) **For the FINNISH pupils in year 3, 4 and 5 in the swedish section***:Finnish as additional subject ☐Yes ☐No

For the FINNISH pupils in year 3, 4 and 5 in the finnish section*: Swedish as additional subject ☐Yes ☐No

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

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

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

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

Attention: Changes for the next school year must be submitted before April 30th.

e) Pupils requiring specific educational help¹

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

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

- Language or mathematics or attention disorders ☐ Yes ☐ No

If yes, please specify:

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

- Motor skill dysfunction ☐ Yes ☐ No

If yes, please specify:

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

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

If yes, please specify:

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

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

If yes, please specify:

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

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

If yes, please specify:

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

Does your child faces:

• Learning difficulties requiring learning support? ☐ Yes ☐ No

If yes, please specify:

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

• Language difficulties? ☐ Yes ☐ No

If yes, please specify:

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

• Developmental delay? ☐ Yes ☐ No

If yes, please specify:

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

¹ See document 2009-D-619-en-3, which can be consulted on the European Schools' website www.eursec.eu
Schoolyear 2018/2019 Category III

• Hyperactivity? Attention deficit?

☐ Yes ☐ No

If yes, please specify:

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

• Psychological and/or behavioral problems?

☐ Yes ☐ No

If yes, please specify:

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

• Specific syndrome?

☐ Yes ☐ No

If yes, please specify:

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

Auditory or visual disorder?

If yes, please specify:

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

• Other problems than those mentioned above?

☐ Yes ☐ No

If yes, please specify:

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

Does your child need special assistance during the school day?

☐ Yes ☐ No

If yes, please specify:

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

We ask you to attach the assessments in your possession.

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

Certified “sincere and true”,

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

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

- Be legible, on headed paper, signed and dated
- 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

IV. INFORMATION CONCERNING SCHOOLING

2) FOR ALL SECONDARY SECTION PUPILS

Pupils SURNAME and first name :

Language section applied for :

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

School year	Name of the school/Country	Class
2013/2014
2014/2015
2015/2016
2016/2017
2017/2018

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

LANGUAGE	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
.....					
.....					
.....					

CHOICE OF OPTIONS

a) Religion*/Ethics classes*:

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

- ☐ Catholic ☐ Jewish ☐ Ethics
☐ Orthodox ☐ Protestant

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

*The course 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 Latin in the 2nd Year

e) For 3rd year pupils only : ☐ ICT 2 p. ☐ Latin 2 p.

⇒ It is possible to choose only one of the above options

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

f) Pupils requiring specific educational help²

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

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

- Language or mathematics or attention disorders ☐ Yes ☐ No

If yes, please specify:

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

- Motor skill dysfunction ☐ Yes ☐ No

If yes, please specify:

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

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

If yes, please specify:

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

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

If yes, please specify:

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

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

If yes, please specify:

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

Does your child faces:

• Learning difficulties requiring learning support? ☐ Yes ☐ No

If yes, please specify:

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

• Language difficulties? ☐ Yes ☐ No

If yes, please specify:

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

• Developmental delay? ☐ Yes ☐ No

If yes, please specify:

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

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

• Hyperactivity? Attention deficit?

☐ Yes ☐ No

If yes, please specify:

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

• Psychological and/or behavioral problems?

☐ Yes ☐ No

If yes, please specify:

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

• Specific syndrome?

☐ Yes ☐ No

If yes, please specify:

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

Auditory or visual disorder?

If yes, please specify:

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

• Other problems than those mentioned above?

☐ Yes ☐ No

If yes, please specify:

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

Does your child need special assistance during the school day?

☐ Yes ☐ No

If yes, please specify:

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

We ask you to attach the assessments in your possession.

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

Certified “sincere and true”,

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

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

- Be legible, on headed paper, signed and dated
- 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

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

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

Please complete the appropriate paragraph:

For pupils of Irish or Maltese nationalities:

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

Irish as an extra subject:

- ☐ Yes
☐ No

Maltese as an extra subject:

- ☐ Yes
☐ No

For pupils of Greek nationality in the Greek language section:

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

Ancient Greek as an extra subject:

- ☐ Yes
☐ No

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

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

Swedish as an extra subject:

- ☐ Yes
☐ No

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

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

Finnish as an extra subject:

- ☐ Yes
☐ No

European Schools - Ecoles européennes - Europäische Schulen Luxembourg

Appendix to the enrolment form of pupils of category III – Annexe à la demande d'inscription d'élèves de catégorie III – Anhang zum Einschreibungsantrag der Schüler der Kategorie III

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

EMPLOYER:

ADDRESS:

Tel :

Fax.: E-mail:

ATTESTATION FOR THE EUROPEAN SCHOOL

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

Mr/Mrs/Ms.

Private address:
.....

is a member of our staff as (*) :

Staff No :

Date of beginning of contract:

Date of end of contract:

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

Surname

First name

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

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

Stamp of the Employer

Head of Personnel

NAME:

Date :

Signature:

(*) For NATO/NSPA staff please indicate whether the person concerned is:

- an international civilian employee under contract to NATO/NSPA
- a seconded civil servant or official with a national salary.

SCHOOL FEES – SCHULGELD – FRAIS DE SCOLARITE

CATEGORIE III

Le Minerval scolaire ainsi que ses modalités de paiement, sont fixés par le Conseil Supérieur des Ecoles Européennes. Lors de l'inscription d'un élève dans une Ecole européenne, les parents de catégorie III s'engagent à payer avant le 15 août un acompte de 25% du minerval et le solde dans le délai fixé par l'Ecole. L'acompte de 25% n'est pas remboursable.

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.

Das Schulgeld (=Einschreibungsgebühr) sowie seine Zahlungsbedingungen werden vom Obersten Rat der Europäischen Schulen festgelegt. Bei der Einschreibung eines Schülers müssen die Eltern der Kategorie III sich verpflichten 25% des Schulgeldes bis zum 15. August und den Rest zusammen mit den anderen Kosten bis zu dem von der Schule festgesetzten Termin zu zahlen. Diese 25% des Schulgeldes sind nicht rückzahlbar.

School fee* – Minerval* – Schulgeld* 2018/2019

* does not include the other fees/costs, n'inclut pas les autres frais, enthält nicht die anderen Kosten

Civilian staff / Agents civils / Zivilbeamte / NATO/NSPA *

Maternelle, Nursery cycle, Kindergarten	7.305,00 €
Primaire, Primary cycle, Primärschule	10.044,50 €
Secondaire, Secondary school, Sekundarschule	13.697,02 €

Other category III parents / Autres parents de catégorie III / Andere Kategorie III Eltern *

Maternelle, Nursery cycle, Kindergarten	3.652,50 €
Primaire, Primary cycle, Primärschule	5.022,25 €
Secondaire, Secondary school, Sekundarschule	6.848,51 €

-
- * *Pour les familles ayant plusieurs enfants à l'école, une réduction de 20% est accordée pour le deuxième enfant et 40% pour les enfants suivants.*
 - * *For families with more children in the European school, 20% discount is granted for the first sibling and 40 % for all following siblings.*
 - * *Für Familien mit mehreren Kindern in der Europäischen Schule werden diese Sätze um 20 % für das zweite Kind und um 40 % für alle weiteren Kinder gekürzt.*

TABLE OF EQUIVALENCES OF TEACHING LEVELS/YEAR GROUPS

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

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

European School		National schools																	
		Czech Republic				Cyprus		Estonia		Hungary				Latvia					
1 st	1 st	Primary	1	Základní vzdělávání 1. stupeň základní školy / BASIC SCHOOL (primary)		1 st	Primary	1 st	Põhikool	I aste	1.	Általános iskola (Primary school)	Ált. isk. (Pr. sch.)	Ált. isk. (Primary sch.)	1 ^a	Pamat-izglītība (Compulsory basic education)	Pirmā posma pamatizglītība (First stage basic education)		
2	2 nd		2			2 nd		2			2.				2				
3	3 rd		3			3 rd		3			3.				3				
4	4 th		4			4 th		4			4.				4				
5	5 th		5			5 th		5			5.				5				
6	1 st	Secondary	6	Základní vzdělávání 2. stupeň základní školy / BASIC SCHOOL (lower secondary)		6	Lower Secondary (Gymnasium)	6		9	II aste	6.	Középsiskola (Secondary school)	Középsiskola (Secondary school)	Középsiskola (Secondary school)	6	8	Otrā posma pamatizglītība (Second stage basic education)	Gimnāzija (Gymnasium)
7	2 nd		7			7		7				7.				7			
8	3 rd		8			8		8				8. Certific.				8			
9	4 th		9			9		9				9. (I)				9			
10	5 th		1	Střední vzdělávání / UPPER-SECONDARY		1 st	Upper Secondary	10		Gimnázium	III aste	10. (II)	Középsiskola (Sec.sch.)	Középsiskola (Secondary school)	Középsiskola (Secondary school)	10	Vidusskola (Secondary education)		
11	6 th		2			2 nd		(Lyseum or Technical school)	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	1st	Primary	1 st	Pradinė mokykla (primary)				Yr 2	PRIMARY	1	Szkoła podstawowa (PRIMARY)		1	Primary 1st degree	9-letna osnovna šola (Primary)				
2	2nd		2nd							2			2						
3	3rd		3rd							3			3						
4	4th		4th							4			4						
5	5th		5th							5			5						
6	1st	Secondary	6th	Pagrindinė mokykla (Lower secondary)				Form I	LOWER SECONDARY	6	Gimnazjum (LOWER SECONDARY)		6	Primary 2nd degree Secondary	Gimnazija				
7	2nd		7th							Form II			7						7
8	3rd		8th							Form III			8						8
9	4th		9th							Form IV			9						9
10	5th		10th	Form V	1	Liceum (UPPER SECONDARY)	1	3											
11	6th		11th						1st Yr	2	2	3							
12	7th		12th										2nd Yr						3

	European School		National schools									
			Romania					Bulgaria		Croatia		
1 st	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)		6th	Lower secondary	6th			
7	2nd		7th				7th		7th			
8	3rd		8th				8th		8th			
9	4th		9th				9th		1st			
10	5th		10th				10th	Upper -secondary	2nd			
11	6th		11th		11th	3rd						
12	7th		12th		12th	4th						
			13th		Upper secondary education (Învățământ secundar superior)	High school -upper cycle- (liceu – ciclul superior) ^{ix}	Vocational – education Completion year (învățământ profesional - An de completare)	Technical education - High school -upper cycle- (liceu – ciclul superior)				

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.