

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

Location of the two schools

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

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

Language Sections and Academic Cycles

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

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

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

Terms & Definitions

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

Category I: Pupils whose parents are members of the staff of or seconded to a European Institution or an assimilated organization. The employer must certify that the duration of the contract lasts for a minimum period of one year. These pupils are exempted from school fees.

Category II: Pupils whose parents are members of the staff of a company or an organization which has concluded a special agreement with the European schools and certifies that it will pay the school fees for the enrolled pupil.

Category III: Pupils whose parents do not belong to categories I or II and pay the requested school fee as determined by themselves. These pupils can be admitted if places are available and if they fulfil other conditions as defined by the school.

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

Regulations for Admission to the European Schools of Luxembourg

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

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

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

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

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

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

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

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

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

Documentary evidence will be required.

New enrolment

Submission of the enrolment file

The enrolment file of the pupil has to be given in person to the school, at the places, dates and hours mentioned below. We advise parents of pupils of category I who are enrolled at the day nursery (“garderie”) from the OIL (Office for Infrastructure and Logistics) - the so-called CPE – that their enrolment at the nursery school has to be done via an enrolment file.

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

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

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

If you need more information concerning the general inscription rules for pupils in the DE, EN or FR sections of both ES of Luxembourg, please refer to the document « FAQ », published on the websites of both schools: www.eel2.eu and www.euroschool.lu.

Applications for admission

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

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

- **Nursery and Primary School Luxembourg I :**

- Mrs Maria STATHAKI, EEL I, Primary Building, 1st Floor, 23 bd K. Adenauer, L-1115 Luxembourg. Tel. 432082-270,
- Mrs Vera MIRIZZI, EEL I, Primary Building, 1st Floor, 23 bd K. Adenauer, L-1115 Luxembourg. Tel. 432082-270 ,
e-mail: list-lux-enrolment-nursery-and-primary-cycle@eursc.eu

- **Secondary School Luxembourg I :**

- Mrs Marina DARROSA, EEL I, Administrative Building, 23 bd K. Adenauer, L-1115 Luxembourg. Tel. 432082-222 ,
- Mrs Alicia IGLESIAS , EEL I, Administrative Building, 23 bd K. Adenauer, L-1115 Luxembourg. Tel. 432082-223 ,
e-mail: list-lux-enrolment-secondary-cycle@eursc.eu

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

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

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

- **Nursery and Primary School, Luxembourg II :**

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

- **Secondary School, Luxembourg II :**

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

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

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

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

Dates/deadlines for applications and responses

Parents are requested to submit applications from **Monday, April 29th 2019 until Friday, May 24th, 2019 (except on May 9th and 10th)** at the latest. Applications will be dealt with from **June 3rd, 2019** onwards, and responses will be sent to parents by **12th July 2019**. **We kindly ask the parents not to call the secretariat of either school before this date, in order not to delay the processing of the files.**

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

Documents to be attached to the enrolment file

(NB: Photocopies will have to be prepared by the parents)

The school can certify the authenticity of photocopied documents if the original is presented.

- Two recent passport size photos of the child
- A birth certificate or civil status certificate (original or certified copy of original)
- From the 2nd year primary school : School reports for the 2017-2018 school year and the interim report for 2018-2019. If the school does not issue an interim report, an attendance certificate should be produced. At the end of the current school year, the school report for 2018-2019 indicating whether or not the child has been promoted to the year above.
- In the case of separation or divorce of the parents, to attach the legal decision concerning custody of the child.

- Employment attestation.
 - For category I: An attestation (form to be found in the enrolment file), to be completed by the personnel department of the Institution the parent(s) work for.
 - For category II: A special attestation form is available at the secretariat.
 - For category III: An attestation of the employer the parent(s) work for.
- Certificate of residence ("certificat de résidence élargi").
- The medical service form, as well as a copy of the vaccination card. (The medical service form is available on the website.)
- A detailed diagnosis and/or a multidisciplinary medical-psychopedagogical assessment of less than two years' duration, written in French, English or German and contact with the school management for more information if intensive support is required.

Additional rules for the admission of Category II and III pupils

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

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

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

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

Warning: This amount is non-refundable except in the event that the application for enrolment should be refused by the school for a reason relating to the regulations of the European Schools (e.g. no space available ...).

Category III applicants must meet these additional criteria :

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

Registration

Admission of pupils of the nursery school to the first year primary school, and of pupils of the primary school to the first year secondary school.

For pupils **already** enrolled in the **nursery cycle** of the European school during the school year 2018/2019, forms for the admission to the primary cycle will be handed out in class, and should be returned to the teacher.

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

Transfer requests

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

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

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

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

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

Mother tongue or dominant language

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

“Level required for acceptance

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

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

This principle may be waived only where the child has been educated in a language other than his/her mother tongue/dominant language for a minimum of two years at primary or secondary level.

The European Schools will presume in that case that the child will be capable of continuing his/her schooling in the language in question.

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

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

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

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

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

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

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

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

General regulations for language teaching in the European School:

- 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.

For category III: the pupils cannot be SWALS.

Pupils with special educational needs (ISA)

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

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

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

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

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

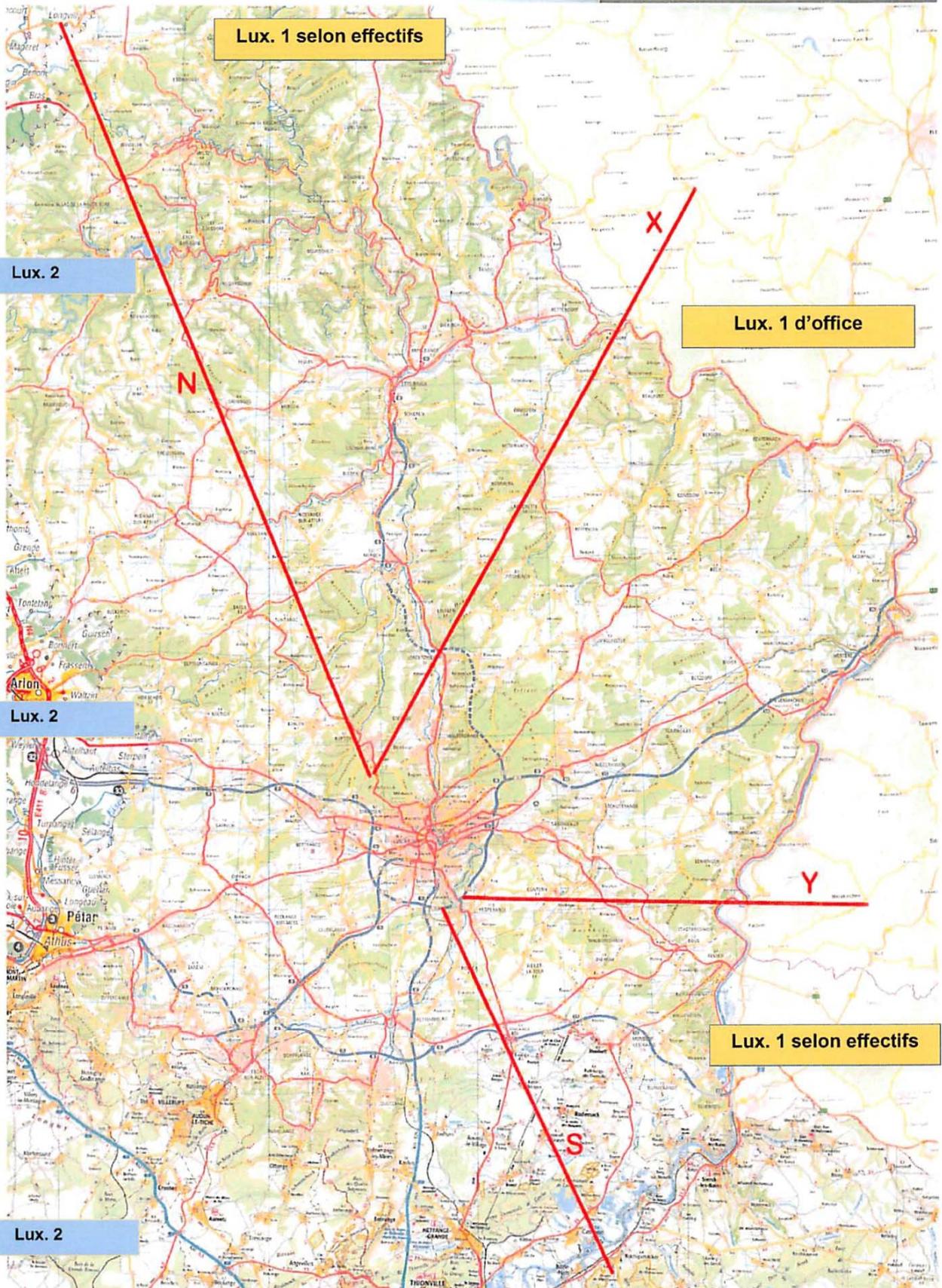
Martin WEDEL
Director of ES Luxembourg I

Per FRITHIOFSON
Director of ES Luxembourg II

Tables of the language sections of the 2 European Schools

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

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



ACT

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