



**APPLICATION  
TO THE CENTRAL ENROLMENT AUTHORITY  
FOR ENROLMENT  
IN ONE OF THE BRUSSELS EUROPEAN SCHOOLS**

**2012-2013**

**First enrolment phase: from 16 January to 3 February 2012**  
**Second enrolment phase: from 4 February to 11 May 2012**  
**Third enrolment phase: from 12 May to 14 September 2012**

**Beginning of the school year: Tuesday 4 September 2012**

The members of the Directorates of the Brussels European Schools are at your service should you require any additional information.  
All administrative decisions concerning an enrolment or transfer application can be taken only by the Central Enrolment Authority.

SCHOOL	DIRECTORATE	LANGUAGE SECTIONS / SWALS*	CONTACTS FOR ENROLMENTS
<b>BRUSSELS I</b>  Avenue du Vert Chasseur 46 B - 1180 Brussels  Fax: + 32.2.375.47.16  <a href="http://www.eeb1.eu">www.eeb1.eu</a>	Deputy Director Nursery and Primary Cycles Mrs Charlotta NORDSTRÖM Tel.: + 32.2.373.87.15  Deputy Director Secondary Cycle Mr André STUDER Tel.: + 32.2.373.88.73 or /86.19	<b>Anglophone, Danish, Francophone, German-speaking, Hungarian, Italian, Polish and Spanish</b>  Maltese students are compulsorily enrolled in the Anglophone section at Brussels I.  From secondary year 4, Croat pupils will be enrolled in the Anglophone, Francophone or German-speaking sections at Brussels I.  SWALS* = Slovenian, Bulgarian and Romanian (from secondary year 4)	Hélène EVRARD Tel.: + 32.2.373.86.05 <a href="mailto:helene.evrard@eursc.org">helene.evrard@eursc.org</a>
<b>BRUSSELS II</b>  Avenue Oscar Jespers 75 B - 1200 Brussels  Fax: + 32.2.774.22.43  <a href="http://www.eeb2.eu">www.eeb2.eu</a>	Deputy Director Nursery and Primary Cycles Mr Angel Javier ARNEDO JIMENEZ Tel.: + 32.2.774.22.09/32  Deputy Director Secondary Cycle Mrs Ulrica GRANKVIST-NYBACKA Tel.: + 32.2.774.22.35/95	<b>Anglophone, Dutch-speaking, Francophone, German-speaking, Finnish, Italian, Lithuanian (nursery and primary), Portuguese and Swedish</b>  SWALS* = Estonian, Latvian and Lithuanian (secondary)	Isabelle OVERBERGH Tel.: + 32.2.774.22.58 <a href="mailto:isabelle.overbergh@eursc.org">isabelle.overbergh@eursc.org</a>
<b>BRUSSELS III</b>  Boulevard du Triomphe 135 B - 1050 Brussels  Fax: + 32.2.629.47.92  <a href="http://www.eeb3.eu">www.eeb3.eu</a>	Deputy Director Nursery and Primary Cycles Mr Vladimir BRTNIK Tel.: + 32.2.629.47.63/72  Deputy Director Secondary Cycle Mr Markus RADHUBER Tel.: + 32.2.629.47.09	<b>Anglophone, Czech (nursery, primary, secondary years 1 and 2), Dutch-speaking, Francophone, German-speaking, Greek and Spanish</b>  SWALS* = Slovak and Czech (from secondary year 3)	Maggie VAN DEN OSTENDE Tel.: + 32.2.629.47.74 <a href="mailto:maggie.van_den_ostende@eursc.org">maggie.van_den_ostende@eursc.org</a>  Elisabeth BEDETTI Tel.: + 32.2.629.47.10 <a href="mailto:elisabeth.bedetti@eursc.org">elisabeth.bedetti@eursc.org</a>
<b>BRUSSELS IV<sup>1</sup></b>  Rue Berkendael 66-74 B - 1190 Brussels  Fax: + 32.2.340.14.98  <a href="http://www.eeb4.eu">www.eeb4.eu</a>	Deputy Director Nursery and Primary Cycles Mrs Vaiva IVANAUSKIENE Tel.: + 32.2.340.13.99  Deputy Director Secondary Cycle Mr Pär Arvidsson FÄLDT Tel.: + 32.2.340.14.91	<u>Classes: Nursery, primary, secondary years 1, 2 and 3</u> <b>Anglophone, Bulgarian (nursery and primary year 1), Dutch-speaking (up to secondary year 2), Francophone, German-speaking and Italian</b>  From the nursery up to secondary year 3, Croat pupils will be enrolled in the Anglophone, Francophone or German-speaking sections at Brussels IV.  SWALS* = Bulgarian (from primary year 2) and Romanian	Sarah ANHORN Tel.: + 32.2.340.13.94 <a href="mailto:inscriptions.eeb4@eursc.org">inscriptions.eeb4@eursc.org</a>

<sup>1</sup> as from September 2012: Drève Sainte-Anne 86, B -1020 Brussels\* SWALS = Students Without A Language Section

## INSTRUCTIONS

It is strongly recommended that the **Policy on Enrolment in the Brussels European Schools for the 2012-2013 school year (referred to hereafter as the Policy)**, which can be consulted on the European Schools' website [www.eursc.eu](http://www.eursc.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.**

For enrolment in the **NURSERY CYCLE**, please read pages **3, 4, 5** and complete pages **6 to 14**.

For enrolment in the **PRIMARY CYCLE**, please read pages **3, 4, 5** and complete pages **6 to 14**.

For enrolment in the **SECONDARY CYCLE**, please read pages **3, 4, 5** and complete pages **6 to 13**, as well as the page concerning the year requested.

**Please complete this enrolment or transfer application with the greatest care. The mandatory particulars required on the form, which are printed in red italics, must be completed by the applicant.** Should that not be the case, the school and/or the Central Enrolment Authority 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 silence in the sense most favourable to application of the general enrolment rules.

It 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:

	<ul style="list-style-type: none"> <li>▪ A passport-size <b>photo</b>.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ A <b>birth certificate</b> issued by the local authority where the child was born or a certified copy thereof.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ <b>Annex I</b>, which must be completed by your employer's HR department. This document is available:               <ul style="list-style-type: none"> <li>- for Commission staff, on Sysper2 (Rights &amp; Privileges/Administrative certificates-HRMforms),</li> <li>- for Parliament staff, on Streamline (Data Consultation/Certificates).</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>▪ <b>School reports for the 2010-2011 school year and the interim report for 2011-2012.</b> If the school does not issue an interim report, an attendance certificate should be produced.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ <b>At the end of the current school year, the school report for 2011-2012</b> indicating <b>whether or not the child has been promoted to the year above.</b> These documents are not necessary for admission to the nursery or primary year 1.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ <b>Annex II, for families required to pay school fees</b>, signed and dated in acknowledgement of the fact that this requirement has been duly noted.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ <b>In cases of separation/divorce</b>, 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.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ The supporting document in the event of <b>return from assignments on behalf of the European Commission or other European Union Institutions</b> (Should you be applying for a child's enrolment in the original school which he/she attended for at least one full school year immediately before the assignment).</li> </ul>
	<ul style="list-style-type: none"> <li>▪ All supporting documents in the event of <b>particular circumstances</b> or <b>applications for a duly justified transfer</b>.</li> </ul>

## AGE REQUIREMENTS IN THE EUROPEAN SCHOOLS

- a) Pupils shall be admitted to the nursery school at the beginning of the school year in September of the calendar year in which the child reaches four years of age. (born in 2008)
- b) Pupils shall be admitted to primary year 1 at the beginning of the school year in September of the calendar year in which the child reaches six years of age. (born in 2006)
- c) In principle, no child may be admitted to the school if he/she is two years (three years for secondary years 4-6) older than the normal age resulting from application of the above provisions to his/her particular case.
- d) SEN (special educational needs) pupils: the cases of SEN pupils shall be dealt with in accordance with the provisions adopted by the Board of Governors for the integration of SEN pupils into the European Schools (See document 2009-D-619-en-3, which can be consulted on the European Schools' website [www.eursec.eu](http://www.eursec.eu)).

## TABLE OF EQUIVALENCES OF TEACHING LEVELS/YEAR GROUPS

The table of equivalences in Annex III shows the equivalences of teaching levels/year groups between the different education systems of the EU Member States and the European Schools system.

## REGULATIONS FOR LANGUAGE TEACHING IN THE EUROPEAN SCHOOLS

**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.

In schools where the section corresponding to a pupil's mother tongue/dominant language does not exist, he/she will be enrolled in one of the vehicular language sections (English, French or German). He/She will attend the course in his/her mother tongue/dominant language organised for so-called SWALS (Students Without A Language Section) as L1 (Bulgarian [as from primary year 2], Czech [from secondary year 3] Estonian, Latvian, Lithuanian [secondary], Romanian, Slovak or Slovene).

If there is any doubt concerning mother tongue/dominant language, the school may request proof of the standard of linguistic attainment and abilities and, if the Director feels this is necessary, request a language test, administered and supervised by teachers from the school. The Director shall decide on admission on the basis of the documentation submitted or, where applicable, the test results.

In the event of erroneous information being provided at the time of enrolment, assignment to a language section or to a SWALS group may be corrected (See Article IV.2.7. of the Enrolment Policy and 47.e) of the General Rules of the European Schools).

Should the parents disagree with the Director's decision, he/she shall seek the expert advice of the relevant inspectors. The Director will reconsider his/her decision in the light of the experts' findings and either confirm his/her decision or accede to the parents' request (See Article 47.e) of the General Rules of the European Schools, available on the European Schools' website [www.eursec.eu](http://www.eursec.eu)).

**A place available is awarded on the basis of the language section indicated in this application. If it transpires that the child does not have a sufficient command of the language of the section requested, the Director may impose a change of language section, without, however, guaranteeing that a place will remain available in the Brussels European School where a place had initially been awarded to him/her.**

IN THE EUROPEAN SCHOOLS, PUPILS CAN IN PRINCIPLE STUDY UP TO **FIVE LANGUAGES**.

### **Nursery cycle**

<b>Language 1</b>	It is taught from the age of admission into the nursery cycle and is the language of the section in which the pupil is enrolled. For SWALS, Language 1 is different from the language of the section.
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### **Primary and secondary cycles**

<b>Language 1</b>	It is taught from primary year 1 and is the language of the section in which the pupil is enrolled. For SWALS, Language 2 will be the language of the section.
<b>Language 2</b>	It is taught from primary year 1: this language can only be DE (German), EN (English) or FR (French) and must be different from Language 1. In secondary years 3-5, a pupil's Language 2 (DE, EN or FR) is his/her working language for Human Sciences, History, Geography and Economics.
<b>Language 3</b>	It is taught from secondary year 2; it can be any official language of the European Union countries not studied as L 1 or L 2. L3 in year 2 is a beginners' course.
<b>Language 4</b>	It is taught as an option from secondary year 4; it can be any official language of the European Union countries not studied as L1, L2 or L3. L4 in year 4 is a beginners' course.
<b>Language 5</b>	It is taught as a 2-period complementary course from secondary year 6. It is a course for beginners, i.e. pupils who have never formally studied the language in question.

### **Official languages of the European Union**

BULGARIAN	ENGLISH	GERMAN	ITALIAN	POLISH	SLOVENE
CZECH	ESTONIAN	GREEK	LATVIAN	PORTUGUESE	SPANISH
DANISH	FINNISH	HUNGARIAN	LITHUANIAN	ROMANIAN	SWEDISH
DUTCH	FRENCH	IRISH	MALTESE	SLOVAK	

### **PROVISIONS RELATING TO THE ORGANISATION OF EDUCATIONAL CHOICES IN THE EUROPEAN SCHOOLS**

Courses in the European Schools are organised in accordance with the decisions of the Board of Governors and with the regulatory texts in force.

**APPLICATION TO THE CENTRAL ENROLMENT AUTHORITY FOR ENROLMENT  
IN ONE OF THE BRUSSELS EUROPEAN SCHOOLS  
SCHOOL YEAR 2012-2013**

- Applications concerning a language section which exists in **ONLY ONE SCHOOL** and applications for pupils for whom there is no existing language section corresponding to their mother tongue (**SWALS**), will be accepted in one of the four Brussels Schools according to the distribution of the language sections appearing on page 2.
- Applications for enrolment:
  - **in the nursery**, in the **DE, EN, IT and NL** language sections,
  - **in the primary**, in the **DE, EN, FR, IT and NL** language sections,
  - **in secondary years 1, 2 and 3**, in the **DE, EN, FR and IT** language sections,
  - **in secondary years 1 and 2**, in the **NL** language section,

will be accepted at the European School, **Brussels IV**, unless the existence of a priority criterion, within the meaning of Article 5 of the Enrolment Policy for the 2012-2013 school year, can be demonstrated (Articles IV.4.3 to IV.4.6).

- For all other applications for enrolment in one of the Brussels European Schools you are requested to indicate your choice of school **in order of preference from 1 to 4**, taking into account the distribution of the language sections appearing on page 2:

*Brussels I*     
  *Brussels II*     
  *Brussels III*     
  *Brussels IV*

In the absence of expression of preferences, the Central Enrolment Authority will decide to enrol the pupil in the class, corresponding to the year group and language section chosen, with the fewest pupils amongst the four schools (Article IV.2.5. of the Policy).

It should be noted that in its meeting of 25 and 26 October 2005, the Board of Governors confirmed that no guarantee of a place in the European School of their choice can be given to parents applying for their child's enrolment in Brussels, whatever the category to which the child may belong.

We, the undersigned, hereby declare that we have read the 'Policy on enrolment in the Brussels European Schools for the 2012-2013 school year' (document 2011-10-D-33-en-3) which can be consulted on the European Schools' website [www.eursec.eu](http://www.eursec.eu) under 'Enrolments'.

.....  
**Date**

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

**ONLY ONE ENROLMENT OR TRANSFER APPLICATION PER CHILD MAY BE SUBMITTED  
DURING THE ENROLMENT PERIOD FOR 2012-2013 (SEE ARTICLE IV.2.8. OF THE POLICY).**

**ONCE THE APPLICATION HAS BEEN SUBMITTED,  
THE APPLICANT MAY NO LONGER AMEND IT (SEE ARTICLE IV.2.11. OF THE POLICY).**

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
European School, Brussels I Avenue du Vert Chasseur 46 B - 1180 Brussels	Hélène EVRARD, Tel: + 32.2.373.86.05 <a href="mailto:helene.evrard@eursc.org">helene.evrard@eursc.org</a>	<a href="http://www.eeb1.eu">www.eeb1.eu</a>
European School, Brussels II Avenue Oscar Jespers 75 B - 1200 Brussels	Isabelle OVERBERGH, Tel: + 32.2.774.22.58 <a href="mailto:isabelle.overbergh@eursc.org">isabelle.overbergh@eursc.org</a>	<a href="http://www.eeb2.eu">www.eeb2.eu</a>
European School, Brussels III Boulevard du Triomphe 135 B - 1050 Brussels	Maggie VAN DEN OSTENDE, Tel : + 32.2.629.47.74 <a href="mailto:maggie.van_den_ostende@eursc.org">maggie.van_den_ostende@eursc.org</a> Elisabeth BEDETTI, Tel: + 32.2.629.47.10 <a href="mailto:elisabeth.bedetti@eursc.org">elisabeth.bedetti@eursc.org</a>	<a href="http://www.eeb3.eu">www.eeb3.eu</a>
European School, Brussels IV - until 31 August 2012: Rue Berkendael 66-74, 1190 Brussels - from September 2012: Drève Sainte-Anne 86, 1020 Brussels	Sarah ANHORN, Tel: + 32.2.340.13.94 <a href="mailto:inscriptions.eeb4@eursc.org">inscriptions.eeb4@eursc.org</a>	<a href="http://www.eeb4.eu">www.eeb4.eu</a>

For the purposes of all notifications of the Central Enrolment Authority and of the organs of the European Schools in connection with the enrolment or transfer application, 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 CEA of any change of address.

**Please write legibly your:**

***Email address:*** .....

***Postal address:*** .....

.....

.....

.....  
***Date***

.....  
***Signature(s) of the child's legal representative(s)***

All information concerning the Central Enrolment Authority can be consulted on the European Schools' website: [www.eursc.eu](http://www.eursc.eu) under 'Enrolments'.

For all information on the enrolments procedure, please refer to the *Policy on enrolment in the Brussels European Schools for the 2012-2013 school year (2011-10-D-33-en-3)*, which can be consulted on the European Schools' website.

*The detailed calendar of the phases and the procedure* can be found under point IV. Arrangements for implementing the enrolment policy.

<b>INFORMATION SHEET</b>
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<b>Photo</b> <b>(Please affix here)</b>
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**I. PUPIL**

*SURNAME:* .....

*First name(s):* .....

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

*Place of birth:* ..... *Country:* .....

*Sex:*             *male* /  *female*

*Nationality 1:* ..... *Nat. 2:* .....

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

Child's main residence:

*Street:* ..... *No* ..... *Box* .....

*Postcode:* ..... *City:* ..... *Country:* .....

*Tel.:* .....

Should a child already have been a pupil in a Brussels European School:

*European School:*         *Brussels I*         *Brussels II*         *Brussels III*         *Brussels IV*

*Last school year:* ..... *Class:* .....

*Reason for leaving:* .....

Pedagogical informationSchool(s) attended by the pupil during the last three years:

<i>School year</i>	<i>Name of the school / country</i>	<i>Class</i>
<i>2009-2010</i>	.....	.....
<i>2010-2011</i>	.....	.....
<i>2011-2012</i>	.....	.....
<i>2012-2013*</i>	.....	.....

Linguistic competences (please indicate all the languages spoken by the child):

<i>Languages</i>	<i>Number of years' study</i>	<i>Degree of knowledge</i>
		<i>basic/intermediate/very good/excellent</i>
		<i>basic/intermediate/very good/excellent</i>
		<i>basic/intermediate/very good/excellent</i>
		<i>basic/intermediate/very good/excellent</i>

\* SOLELY for enrolments in mid-year (after 15 September 2012)

▪ **LANGUAGE SECTION REQUESTED :** .....

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

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

- Bulgarian (from primary year 2)       Czech (from secondary year 3)       Estonian  
 Latvian       Lithuanian (secondary)       Romanian  
 Slovak       Slovene

For Croat pupils, please tick the following box

Croat pupils will be enrolled in the Anglophone, Francophone or German-speaking section, in accordance with the decisions taken by the Board of Governors at its meeting of 6-8 December 2011 (Articles IV.8.2. and IV.8.5. of the Policy).

The school's Directorate reserves the right to require the child to take a language test in order to check what his/her dominant language is and choose the appropriate language section, in the child's best interests (See Article IV.2.7. of the Policy).

▪ **CYCLE AND YEAR REQUESTED**

Please tick the box corresponding to the cycle and the year requested (according to the table of equivalences, which can be consulted in Annex III).

<i>CYCLE / YEAR</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
<i>Nursery*</i>							
<i>Primary</i>							
<i>Secondary</i>							

\* Nursery class 1 for children born in 2008

Nursery class 2 for children born in 2007

▪ **PUPILS WITH LEARNING DIFFICULTIES/DISABILITIES**<sup>2</sup>

Does your child have:

- learning difficulties requiring Learning Support?  Yes  No  
 learning disabilities requiring SEN (Special Educational Needs) support?  Yes  No

If so, please specify: .....

.....

.....

Please attach a detailed diagnosis and/or a multidisciplinary medical-psychological-pedagogical assessment and contact the school Directorate for further information.

<sup>2</sup> See document 2009-D-619-en-3, which can be consulted on the European Schools' website [www.eursec.eu](http://www.eursec.eu)

## II. FAMILY

Number of children in the family: .....

▪ Information about children already attending a European School:

<u>Surname and first name</u>	<u>Language section</u>	<u>Class</u>	<u>European School,</u>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

▪ REGROUPING OF SIBLINGS

In the case of an application for one child or for several children belonging to the same group of siblings, **one of whom already attends a Brussels European School**, are you requesting **regrouping** of the siblings?

Yes

*The children referred to above will be enrolled in the school already attended by their sibling(s) (Article IV.5.2.2.b) of the Policy).*

No

*Should that be the case, the enrolment applications will be treated individually and the children might be enrolled in different schools.*

**Important note:** The regrouping of siblings will be considered to be a specific priority criterion only if the application is submitted during the first enrolment phase (See Article IV.5.2.2. of the Policy).

▪ GROUPING OF SIBLINGS

In the case of a joint application for several children belonging to the same group of siblings in a European School for the 2012-2013 school year, are you requesting **grouping** of the siblings?

Yes

*The children will be enrolled as far as possible in the same school, which will not necessarily be the first preference school, in accordance with the provisions of the 2012-2013 Enrolment Policy.*

No

*Should that be the case, the enrolment applications will be treated individually and the children might be enrolled in different schools.*

**Important note:** The grouping of siblings where the application for one of the members of which has to be referred to the European School, Brussels IV will automatically result in enrolment of all the siblings at that school (See Article IV.4.7. of the Policy).

▪ **RETURN FROM ASSIGNMENT**

For the enrolment of a category I child, are you requesting application of **return from assignment** within the meaning of Article IV.5.3.2. of the Policy?

Yes

*The children will be enrolled in the original school which they attended for at least one full school year immediately before the assignment.*

No

**Important note:** Return from assignment will be regarded as a particular priority criterion provided that the application is submitted during the first and second enrolment phases (Article IV.5.3.5 of the Policy).

▪ **PARTICULAR CIRCUMSTANCES**

Are you requesting the taking into account of particular circumstances within the meaning of Article IV.5.4. of the Policy<sup>3</sup>?

**It is strongly recommended that Article IV.5.4. be read.** It defines what is meant by particular circumstances and lists – non-exhaustively – the factual elements which are not treated as particular circumstances (Article IV.5.4.2. of the Policy).

Yes

*You are required to attach a clear statement of the facts, to which all supporting documents should be appended.*

No

**Important note:** Items of information and documents communicated after submission of the application for enrolment to establish the existence of Particular Circumstances will automatically be disregarded in considering the application (Article IV.5.4.4. of the Policy).

▪ **Information concerning other children who you envisage enrolling in a Brussels European School in the years to come:**

<u>Surname and first name</u>	<u>Date of birth</u>	<u>Year of enrolment</u>	<u>Lang. section/class</u>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

<sup>3</sup> Please note that the provisions on particular circumstances are not applicable to applications for category III pupils.



- **If the applicant for enrolment does not have parental authority over the child concerned** but is regarded as having this child as a dependant:

*Surname* : .....  
*First name* : .....  
*Relationship to the child* :  *Mother*     *Father*     *Other* : .....  
*Nationality* : .....    *Language* : .....  
*Profession* : .....    *Employer* : .....  
*Date beginning of contract* : .....    *Date end of contract* : .....  
*Tel. office* : .....    *Mobile* : .....  
*Email office* : .....

*Private address:*

*Street* : .....    *No* : .....    *Box* : .....  
*Postcode* : .....    *Town/City* : .....    *Country* : .....  
*Tel* : .....    *Private e-mail* : .....

*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**

**Your agreement is necessary if you wish to be able to use one or several services managed by the Parents' Association (canteen, transport, extracurricular activities) and if you wish to receive information from the Association.**

The European Schools and the Parents' Associations undertake to abide by the protection of privacy legislation in force, in particular the law of 8 December 1992 and its implementing decrees, and to use your personal data and your child's data only in the context of their respective activities.

In accordance with the law of 8 December 1992, you have the right to access and rectify the data, which you are free to exercise as regards the data processed by the European Schools, by submitting a written request, enclosing a copy of your passport or identity card, to the Directorate of the school of enrolment. The data on pupils and on their legal representatives are kept only for the time required to manage the relationship with these pupils.

**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.**

.....  
**Date**

.....  
**Signature(s) of the child's legal representative(s)**

<b>SUBJECT CHOICES</b>
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**Pupil's SURNAME and first name:** .....

**Language section requested:** ..... **Class:** .....

<b>I. For pupils in the NURSERY CYCLE</b>
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**Other National Language (ONL):**

*Only for pupils in the Anglophone section who have Irish nationality: Irish*  Yes  No

*Only for pupils in the Anglophones section who have Maltese nationality: Maltese*  Yes  No

<b>II. For pupils in the PRIMARY CYCLE and SECONDARY YEAR 1</b>
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**a) Religion/Ethics courses:**

Catholic  Greek Orthodox

Islamic  Protestant

Jewish  Ethics

*Please give a second choice:* .....

These courses are organised in accordance with the provisions adopted by the Board of Governors at its meeting of 12-14 April 2011<sup>5</sup>

**b) Language 2** (First foreign language):  English  French  German

For SWALS, Language 2 will be the language of the section.

**c) Other National Language (ONL):**

*Only for pupils in the Anglophone section who have Irish nationality: Irish*  Yes  No

*Only for pupils in the Anglophone section who have Maltese nationality: Maltese*  Yes  No

*Only for pupils in the Swedish section who have Finnish nationality: Finnish (\*)*  Yes  No

*Only for pupils in the Finnish section: Swedish (\*)*  Yes  No

(\*) Conforming to the national curriculum, Finnish and Swedish as ONL are taught from primary year 3.

.....  
**Date**

.....  
**Signature(s) of the of the child's legal representative(s)**

<sup>5</sup> See document 2011-01-D-33-en-7, which can be consulted on the European Schools' website [www.eursec.eu](http://www.eursec.eu)



#### IV. For SECONDARY YEAR 3 pupils

*Pupil's SURNAME and first name:* .....

*Language section requested:* .....

**a) Religion/Ethics courses:**

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Catholic | <input type="checkbox"/> Greek Orthodox |
| <input type="checkbox"/> Islamic  | <input type="checkbox"/> Protestant     |
| <input type="checkbox"/> Jewish   | <input type="checkbox"/> Ethics         |

*Please give a second choice:* .....

These courses are organised in accordance with the provisions adopted by the Board of Governors at its meeting of 12-14 April 2011<sup>7</sup>

**b) Language 2** (First foreign language):     English                       French                       German

For SWALS, Language 2 will be the language of the section.

**c) Language 3** (Second foreign language): choice from any of the official languages of the European Union.

A Language 3 course may only in principle be organised if at least 7 pupils enrol. Please give a second choice in case there are too few pupils to organise a course:

*First choice:* ..... *Second choice:* .....

**d) Latin** (4-period option): **not compulsory**.

If Latin is not chosen in year 3, it will be **impossible** to start studying it later. Pupils who do not choose Latin must do both Art **and** Music.

- |  |                                      |  |                                      |
|--|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Latin + Art + Music | <input type="checkbox"/> Latin + Art | <input type="checkbox"/> Latin + Music | <input type="checkbox"/> Art + Music |
|--|--------------------------------------|--|--------------------------------------|

**e) Other National Language (ONL)** (if not chosen as Language 3):

*Only for pupils in the Anglophone section who have Irish nationality: Irish*                       Yes     No

*Only for pupils in the Anglophone section who have Maltese nationality: Maltese*                       Yes     No

*Only for pupils in the Swedish section who have Finnish nationality: Finnish*                       Yes     No

*Only for pupils in the Finnish section: Swedish*                       Yes     No

**f) Ancient Greek**

*Only for Greek pupils in the Greek section:*                       Yes     No

**g) Complementary activities: optional participation** (see separate document).

Pupils who opt out of these activities will be free. However, if a course has been chosen, it becomes compulsory and may not be dropped.

.....  
**Date**

.....  
**Signature(s) of the of the child's legal representative(s)**

<sup>7</sup> See document 2011-01-D-33-en-7, which can be consulted on the European Schools' website [www.eursec.eu](http://www.eursec.eu)

## V. For SECONDARY YEARS 4 and 5 pupils

### a) Organisation of courses

Each pupil will be required to take between 31 and 35 periods per week. The outline timetable shown below comprises **27 or 29 periods** (referred to henceforth **p.**) of core subjects, common to all pupils, plus 4 (minimum) to 8 (maximum) option periods. For the latter, pupils have to choose from seven subjects. The timetable below applies to both years 4 and 5.

<u>Core subjects (compulsory)</u>		<u>Options *(4 p. minimum)</u>	
Language 1	4 p.	Language 4	4 p.
Language 2	3 p.	Latin	4 p.
Language 3	3 p.	Ancient Greek	4 p.
Physical education	2 p.	Economics in L2	4 p.
Religion/Ethics	1 p.	Art	2 p.
History in L2	2 p.	Music	2 p.
Geography in L2	2 p.	Computing	2 p.
Biology	2 p.		
Chemistry	2 p.		
Physics	2 p.		
Mathematics	4 or 6 p.		

\* An option course is organised if at least 7 pupils request it.

**Comments:** SWALS will be enrolled in the Anglophone, Francophone or German-speaking section. Language 1 will be the mother tongue and Language 2 will be the language of the section.

L4 in year 4 is a beginners' course.

Latin is studied from secondary year 3 onwards.

If an insufficient number of pupils have chosen economics, so that a course in this subject cannot be organised in their working language (Language 2), it may be organised in the language of the school's host country.

Pupils choosing ONL may not choose a Language 4.

**The choice of options made in year 4 continues to be applicable in year 5 and is decisive for the choice to be made in years 6 and 7.**

**For SECONDARY YEARS 4 and 5 pupils (continued)**
**Pupil's SURNAME and first name:**.....

**Language section requested:**..... **Class requested**.....

**a) Core subjects (compulsory)**
Language 1 (SWALS .....) 4 p.

Language 2 3 p.

 German  English  French

Language 3 3 p.

First choice .....

Second choice .....

Physical education 2 p.

Religion/Ethics 1 p.

 Catholic  Islamic  Jewish

 Greek Orthodox  Protestant  Ethics

Second choice: .....

 These courses are organised in accordance with the provisions adopted by the Board of Governors at its meeting of 12-14 April 2011<sup>8</sup>
History in L2 2 p.

Geography in L2 2 p.

Biology 2 p.

Chemistry 2 p.

Physics 2 p.

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23 p.

Mathematics 4 p.  or 6 p. 
**SUBTOTAL** ..... p.

**b) Options (4 p. minimum)**
Language 4 4 p. 

First choice .....

Where applicable, second choice .....

Latin (\*) 4 p. 
Ancient Greek 4 p. 
Economics in L2 (\*) 4 p. 
Art 2 p. 
Music 2 p. 
Computing 2 p. 

 (\*) Latin + Economics: **not possible, the courses being timetabled at the same time.**
**SUBTOTAL** ..... p.

**GRAND TOTAL** ..... p.

**Minimum 31 periods - maximum 35 periods**
**c) Other National Language (ONL) (if not chosen as Language 3):**

 Only for pupils in the Anglophone section who have Irish nationality: Irish  Yes  No

 Only for pupils in the Anglophone section who have Maltese nationality: Maltese  Yes  No

 Only for pupils in the Swedish section who have Finnish nationality: Finnish  Yes  No

 Only for pupils in the Finnish section: Swedish  Yes  No

Pupils choosing ONL may not choose a L4.

**d) Ancient Greek**

 Only for Greek pupils in the Greek section:  Yes  No

 .....  
**Date**

 .....  
**Signature(s) of the child's legal representative(s)**
<sup>8</sup> See document 2011-01-D-33-en-7, which can be consulted on the European Schools' website [www.eursec.eu](http://www.eursec.eu)

## VI. For SECONDARY YEARS 6 and 7 pupils

*Pupil's SURNAME and first name: .....*

*Language section requested: ..... Class requested: .....*

For enrolment in secondary years 6 and 7, parents are requested to contact the Cycle Coordinator without delay in order to choose the most suitable options (a document on the subject is available on request)

a) Religion/Ethics courses:

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Catholic | <input type="checkbox"/> Greek Orthodox |
| <input type="checkbox"/> Islamic  | <input type="checkbox"/> Protestant     |
| <input type="checkbox"/> Jewish   | <input type="checkbox"/> Ethics         |

*Please give a second choice: .....*

These courses are organised in accordance with the provisions adopted by the Board of Governors at its meeting of 12-14 April 2011<sup>9</sup>

c) Language 2 (First foreign language):     German                       English                       French

For SWALS, Language 2 will be the language of the section.

d) Other National Language (ONL) (if not chosen as Language 3):

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| <i>Only for pupils in the Anglophone section who have Irish nationality: Irish</i>     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Only for pupils in the Anglophone section who have Maltese nationality: Maltese</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Only for pupils in the Swedish section who have Finnish nationality: Finnish</i>    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Only for pupils in the Finnish section: Swedish</i>                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Pupils choosing ONL may not choose a Language 4.

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 secondary year 6 in the European School from the first day of the new school year in September.

.....  
**Date**

.....  
**Signature(s) of the child's legal representative(s)**

<sup>9</sup> See document 2011-01-D-33-en-7, which can be consulted on the European Schools' website [www.eursec.eu](http://www.eursec.eu)

<b>COMPULSORY DOCUMENT FOR EVERY ENROLMENT APPLICATION</b>
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**ATTESTATION FOR THE EUROPEAN SCHOOL**

I, the undersigned, ....., Director of the  
HR department of ....., hereby certify  
that

Mr/Mrs/Ms .....

private address: .....

is a member of our staff as: ..... (\*)

(\*) **For staff of the European Institutions**, please give your status:

- official                       member of the temporary staff                       member of the contract staff  
 seconded national expert                       other, please specify: .....

**For staff of the Permanent Representations to the EU**, please state whether you are:

- a national civil servant                       a locally recruited member of staff

**For NATO staff**, please state whether you are:

- a member of the international civilian staff     a seconded civil servant with a national salary

Staff No: .....

Date of beginning of contract: .....

Date of end of contract: .....

This person receives family and education allowances for the child(ren) listed below:

<u>Surname</u>	<u>First name</u>
.....	.....
.....	.....
.....	.....

Employer's stamp

HR Director

NAME: .....

Date: .....

Signature: .....

N.B. For the staff the Commission, this document is available on Sysper 2 (Rights & Privileges/Administrative certificates-HRMforms) and for the Parliament on Streamline (Data Consultation/Certificates).
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<b>SCHOOL FEES</b> <b>2012-2013</b>
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When a child is enrolled in a European school, his/her legal representatives undertake to pay the fees fixed by the Board of Governors and all other amounts due to the School within the payment period.

A deposit of 25% of the annual amount of the school fees fixed by the Board of Governors **MUST** be paid in the period decided by the Director, before the beginning of the school year.

Deposits are not reimbursable.

1. Legal representatives belonging to the organisations mentioned below are exempt from paying school fees, **BUT NOT FROM OTHER CHARGES**:

- a) Officials of the European Union Institutions (with a minimum contract of one year),
- b) Teaching<sup>1</sup> and non-teaching<sup>2</sup> staff of the European Schools (with a minimum contract of one year).

2. Legal representatives belonging to the organisations which have signed a financial agreement with the Board of Governors and who pay an annual contribution calculated at the beginning of the year, must pay the other costs.

3. Legal representatives who are **NATO international civilian staff** must pay the following school fees:

Nursery:	€5,513.64	
Primary Cycle:	€7,581.34	MINIMUM: €2,756.82
Secondary Cycle:	€10,338.18	

4. Legal representatives **who do not belong to one of these categories** are required to pay school fees amounting to:

Nursery:	€2,756.82	
Primary Cycle:	€3,790.67	MINIMUM: €1,378.41
Secondary Cycle:	€5,169.09	

5. For families with more than one child at the school belonging to the same category, these rates are reduced to half for the second child, and to the minimum rate for subsequent children.

**I undertake to pay the school fees fixed annually by the Board of Governors of the European Schools for the whole period that my child(ren) attend(s) the European School.**

.....  
**Date**

.....  
**Signature(s) of the child's legal representative(s)**

<sup>1</sup> With the exception of part-time/locally recruited teachers subject to the conditions laid down by their Conditions of Employment

<sup>2</sup> Subject to the conditions laid down by the Service Regulations for Administrative and Ancillary Staff (AAS)





