

APPLICATION FOR ENROLMENT SCHOOL YEAR 2020/2021 PRIMARY SCHOOL

Only applications completed correctly, signed, and submitted in original form will be considered.

Admission to the Primary School: Only children who are 6 years old or older before the end of 2020 will be considered for admission to the Primary School for the school year 2020/2021 (General Rules/ Article 49).

I/We, _____, the undersigned mother/father/guardian(s) of the child herewith request(s) the European School Frankfurt (ESF) to enrol:

I. Information concerning the pupil

1. Personal details

Surname _____

First name(s) _____

Date of birth _____

Place of birth _____

Country of birth _____

Gender female male

Nationality 1 _____

Nationality 2 _____

Please attach
a recent
photograph
of the pupil

1.1 Address of the pupil

Street _____ No. _____

Postal code/City _____ / _____ Country _____

Telephone _____ / _____ Mobile _____ / _____

1.2. E-mails for official school communications (*Announcements*)

Parent (1) _____

Parent (2) _____

2. Grade requested:

For clarification about the class levels please see the official 'Table of Equivalences' which can be found under enclosure II.

Primary Grade 1 2 3 4 5

Decision of the Directorate

Category: I II III

Year: P1 P2

Section: DE EN ES FR IT

Year: P3 P4 P5

Section: DE EN FR IT

L I

L II: DE EN FR

Enrolment confirmed on _____

Enrolment rejected on:.....:.....

Signature of the Director:.....

II. Language Section and choice of Language 1 (L1) and Language 2 (L2)

Art. 47 e) General Rules of the European Schools (for category I and II only)

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.

Mother tongue/dominant language of the child: _____

If your child's mother tongue/dominant language corresponds to one of the language sections listed above please complete part 1.1.

If your child's mother tongue/dominant language does not correspond to one of the languages of the language sections listed please go straight to question 1.2.

Within the Primary of the European School Frankfurt (ESF) there are following language sections:

P1 – P2	German, English, French, Italian, Spanish
P3 – P5	German, English, French, Italian

1.1 Mother tongue/dominant language corresponds to the language of the section

i. Language 1 /Language section

- German
- English
- French
- Italian
- Spanish

In this case, L1 is the main language of instruction throughout the child's school career.

ii. Language 2 (1st Foreign Language)

L2 is taught to all pupils from year 1 primary onwards. Starting in year 3 of the secondary school, L2 is also the language of instruction for lessons of History & Geography, Religion/ Ethics and Economics (starting in year S4).

- German
- English
- French

1.2 Mother tongue/dominant language does not correspond to the language of the section

i. Language 1 / Mother Tongue Tuition*

Other EU language

Please indicate language

* Pupils of category I and category II are entitled to tuition in their mother tongue/dominant language in one of the official languages of the EU until the European Baccalaureate.

Category III pupils are entitled to language 1 tuition if a course already exists and does not create a new group. Should the course have to be terminated, the category III pupils concerned would have to replace their L1 with their L2 and would have to choose a new L2. They would be allowed two years to catch up. (see doc. 2019-01-D19-en-Annex III)

ii. Language 2** (L2 = 1st Foreign Language and is the language of the section)

Please select one of the following language sections:

- German
- English
- French

**In this case, the L2 is automatically the main language of instruction throughout the child's school career.

2. Other National Language (ONL)

The ONL is optional and available only for Irish/Maltese nationals in the English section. ONL is offered starting in pre-primary through S7.

- Irish
- Maltese

3. Languages & language competence (as indicated in Part 1)

Language (as indicated in Part 3)	Number of years of practice	Competence (++ / + / o / -)
Language 1:		
Language 2:		
Other languages:		
.....		
.....		

(++ =mother tongue or equivalent / + = very good / o = basic knowledge / - = no knowledge)

Languages spoken at home:

Father: _____ Mother: _____

III. Religious instruction or non-confessional ethics

If the total number of pupils is below 7, the classes may be grouped horizontally or vertically.

- Catholic
 Protestant
 non-confessional ethics
 Other _____

IV. General information for admission

The child has previously attended a pre-primary or primary school: yes no

1. Schools attended during the past years

School Year	Name of School	Type of School	Country	Grade	Language of Instruction
2019/2020					
2018/2019					
2017/2018					
2016/2017					

2. Are there siblings already attending the European School Frankfurt? yes no

If yes, please write name/s of child(ren) and class/es:

3) Will you submit application(s) for school year 2020/2021 for sibling(s)? yes no

If yes, please indicate the name/s and class(es)/grade(s) requested.

4. Does your child have a learning difference/difficulty?* yes no

If yes, please specify and provide copy of relevant report/assessment:

5. Does your child have a disability which requires specialised support? yes no

If yes, please specify: _____

6. Other remarks:

*** If you answer 4. and/or 5. with yes, please attach a copy of the relevant medical assessments/documents dating back less than 6 months and translated in one of the vehicular languages (DE, EN, FR).**

V. Information concerning the parents

The child lives with the parents mother father guardian (as indicated on page 1)

(Please inform the school immediately in writing of any changes regarding the data provided below.)

	Mother	Father	Guardian
Surname			
First name(s)			
Nationality			
Street, No.			
Postal code/City			
Country			
Billing address (Please fill in if different from home address)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone, private			
Mobile phone, private			
E-mail, private			
Profession			
Employer			
Telephone at work			
E-mail at work			
Relationship to pupil (<i>Only if the child does not live with his/her parents</i>)			
If parents are separated or divorced please provide detailed information on legal custody. (Please also inform the school immediately of any changes.)			
Parental custody	<input type="checkbox"/> Father and mother (common custody)		
	<input type="checkbox"/> Father (<i>sole custody</i>)		
	<input type="checkbox"/> Mother (<i>sole custody</i>)		
Other guardian: _____			

VI. Documents to be enclosed with this application

1. A recent passport-size photo of the child
2. A copy of the birth certificate of the child
3. For applications to year P2 and above, a copy of the school report indicating results achieved in the school year **2018/2019**, issued by the school last attended by the child; the 1st semester/term report, as well as the end of year report for the **school year 2019/2020**; and proof that the child has qualified for promotion to the next class/year must be submitted before the start of the new school year **2020/2021**.
4. If parents are divorced or separated, please enclose a document proving who has legal custody of the child.
5. If the child does not live with his/her parents, please enclose a document proving that the guardian of the child has legal custody.
6. A copy of the vaccination certificate
7. For pupils joining P1, a medical certificate confirming that the child is ready to attend school
8. The "Student Health Record" must be completed and returned (see annex). **Please print it on a separate page and sign.**
9. For enrolment as category I or category II, a confirmation by the employer in **original** has to be attached.

Please submit copies, not original documents (except for 9 above). All documents supplied with the application should be in either English, French, German, Italian or Spanish or accompanied by a respective certified translation.

VII. School charges and fees

- 1) The signatories of this agreement have read and understood the following legally binding conditions that apply to the European Schools and the legal guardians. With their signature the legal guardian(s) declare(s) their full compliance with the conditions listed. School fees are fixed annually by the Board of Governors of the European Schools (BGES) and may change from year to year.
- 2) Children whose parents work for the institutions listed below fall under the so-called category I and are exonerated from paying school fees:
 - a. Employees of the European Central Bank
 - b. Employees of institutions of the European Commission
- 3) Parents not employed by the category I institutions listed above, or if not employed by an organisation which has signed a financial agreement with the BGES or with the European School Frankfurt (category II), are required to pay annual fees. For the school year 2020/2021, the school fees are expected to amount to:

Pre-Primary	Primary	Secondary
€3,958.40	€5,442.86	€7,422.07

- 4) All parents of category I, II and III pupils are obliged to pay the administrative fees listed below. These fees are reviewed and confirmed by the Administration Board once a year:
- 5) In accordance with article 29 of the General Rules of the European Schools, the annual school fees must

Cycle	Pre-Primary	Primary	Secondary
Insurance	€ 5.00	€ 5.00	€ 5.00
Administrative Fees	€ 32.00	€ 32.00	€ 38.00
Fees for books (Intermath, Mediterranean World)		variable	variable
Fee for BAC registration			€ 95.99

be paid within the fixed deadline. It is not possible to legally challenge the decision of the Board of Governors of the European Schools with regards to school fees.

- 6) In accordance with article 6, paragraph 1 of the General Rules of the European Schools, the school has the legal right to pursue the payment of outstanding fees and other costs, through the courts.
- 7) Once the admission procedure is complete, the signing parties are bound by the conditions listed herein and consequently bound to the payment of school fees and other compulsory costs within the deadlines set by the school. Parents or guardians of children of category III are required by the school to make an advance payment of 25% of the school fees before the start of the school year. The advance payments are not refundable. The remaining amount will be charged after the start of the school year.

In accordance with the General Rules of the European Schools, in cases in which the necessary fees and/or compulsory costs (including the advanced payment of 25% of the school fees when requested) are not paid children will not be allowed to attend classes.

VIII. Provisions for the protection of personal data

Data processing

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 95/46/EC 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 European School Frankfurt.

You will find the Privacy Statement of the European Schools on our website www.esffm.org.

IX. Notice of withdrawal

The notice of withdrawal must be submitted at least 2 weeks prior to leaving the school. The notice of withdrawal must be in original format (the form can be downloaded from the school website), filled in legibly, signed by both parents or legal guardians and returned to the main secretariat. In cases of legal custody agreements, parents are required to attach a copy of the relevant document or court ruling. The school will, in turn, acknowledge receipt and issue a confirmation of withdrawal in writing.

X. Declaration

The undersigned declares that he/she was informed that the request for enrolment can only be considered as accepted if the Director of the European School Frankfurt has sent out a written confirmation of admission and the final school report for the last school year confirming that the child has qualified for promotion has been submitted before the start of the new school year. Pupils are not allowed to attend class before.

According to article 45 of the General Rules of the European Schools, enrolment shall not be considered as final until all requested documents are enclosed in the pupil's personal file.

The undersigned declare(s) that they have read the **General Rules of the European Schools** (see www.eurisc.eu) and the **provisions for the protection of personal data** (chapter VII of this form) and undertake(s) to respect them by signing this application for enrolment.

The undersigned declare(s) that all information given in this document is true and that they will notify the European School Frankfurt of any **changes** which may occur with regard to this information. In particular, information concerning changes in personal circumstances, such as **legal custody of a child, or a change of employer (of relevance to parents of category I and category II) will be passed on to the school immediately.**

With their signature, the legal guardian(s) declare(s) their full compliance with the conditions listed in this application form.

Frankfurt Main is the responsible court of instance in case of legal proceedings for the payment of school fees and other costs.

Date

Signature(s) of **all the legal guardian(s)**

In cases in which one parent/guardian has sole custody, please provide a copy of the relevant document.

The application for enrolment will only be considered if it is completed correctly, signed, sent as an original, and includes all necessary supporting documents.

Student Health Record (please print out on a separate page)

Family name	First name	Nationality
Date of birth:	Sex	Class
Name (mother)	Name (father)	
Address		
Phone number		
Business Phone mother	Mobile	
Business Phone father	Mobile	
Emergency contact (when parents not available)	Phone number	
Name of pediatrician or family doctor		

Personal Details:

Glasses/contact lenses: **No** **Yes** _____

Is your child under medical care: **No** **Yes** _____

Does she/he routinely take medicine **No** **Yes** _____

Does your child suffer from any of the following (please circle):

Asthma, Convulsion/Epilepsy, Heart Problems, Allergies (Food, Medication) Congenital Abnormalities, Ear Infections, Fainting, Frequent Headaches, Hearing Difficulties, , High/Low Pressure, Kidney/Urinary Infections, Menstrual Problems, Orthopedic Problems, Rheumatic Fever, Skin Problem,

Please comment on any circled items or any other conditions:

Please circle below if your child has had any of the following:

Whooping cough, Measles, Rubella, Mumps, Chicken pox, Scarlet fever,

Vaccination:

Please provide a copy of the current Vaccination Certificate

Medical Permission

I hereby give permission for my child to be given temporary medication by the school nurse, including Paracetamol, Aspirin is not used in the nurse's office.

Yes

No

Accident Treatment Permission

I understand all efforts will be made to contact parents first and emergency contact second and if unavailable I hereby give permission for emergency measures to be initiated in case of accident or sudden illness.

I certify that all information given is correct and complete.

Date

Signature

ANNEX II – 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		Grund- schule	Sekundarstufe			1st	Primary	1ère	Primaire	Groep 3	Basisonderwijs	1.	Volks- schule	Primar Schule		
1 ^I	1st	Primary	year 2	2	Primary			1ère	Folkeskole										1.	Grund- 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		7	6ème	6.		6th	6ème	Groep 8	2.							
7	2nd	year 8		1	1ère	7.	1st	Lower Sec	VII	Secundaire School voor V.W.O.	3de	AHS Oberstufe	Sekundar Schule							
8	3rd	year 9		2	2ème	8.	2nd	VI	2de		4.									
9	4th	year 10		3	3ème	9.	3rd	V	3de		1.									
10	5th	year 11		4	4ème	10.	1st	Upper Secondary	IV		2de			2.						
11	6th	year 12		5	5ème	1.	2nd	III	5de		3.									
12	7th	year 13	6	6ème	2.	3rd	II	6de	4.											
						Gymnasia- skole / hf	11.	12.	I											
							13.	Sekundar- stufe II												

Year	European School		National schools																	
			Italy					Ireland		Spain		France			Portugal		Finland		Sweden	
			1a	Scuola Elementare (Primary)				1st	Primary	1º	Educación primaria	Cours préparatoire			1º	Ensinho Básico	1º ciclo	1	Comprehensive school	1
2	2nd	2a	3rd	4a	5a	2nd	3º	Cours élémentaire 1ère année <td>2º</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>2</td> <td>3</td>		2º		2	3	4	5			6		7
3	3rd	3a	4th	4a	5a	3rd	4º	Cours élémentaire 2ème année <td>3º</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>1</td> <td>2</td> <td>3</td>	3º	3	4	5	6	7	8	9	1	2	3	
4	4th	4a	5th	5a	4th	4º	5º	Cours Moyen 1ère année <td>4º</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td>	4º	4	5	6	7	8	9	1	2	3	4	
5	5th	5a	I	II	III	5th	6º	Cours Moyen 2ème année <td>5º</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td>	5º	5	6	7	8	9	1	2	3	4	5	
6	1st	Secondary	I	II	III	6th	1st	VIème	Enseignement secondaire	1er cycle	6º	Ensinho Básico	1º ciclo	6	Comprehensive school	6	Comprehensive school			
7	2nd		II	2nd	7ème	7º	7													
8	3rd		III	3rd	8ème	8º	8													
9	4th		IV	4th	9ème	9º	9													
10	5th		V	5th	10ème	10º	10													
11	6th		I	6th	11ème	11º	11													
12	7th	II	7th	12ème	12º	12														
		III																		

TABLE OF EQUIVALENCES OF TEACHING LEVELS/YEAR GROUPS

European School		National schools																					
		Czech Republic				Cyprus		Estonia		Hungary			Latvia										
1 ^{III}	1 st	Primary	1	Základní vzdělávání 1. stupeň základní školy / BASIC SCHOOL (primary)		1 st	Primary	1 ^{IV}	Põhikool	I aste	1.	Általános iskola (Primary school)	Ált. isk. (Pr. sch.)	Ált. isk. (Primary sch.)	1 ^V	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)	1	Lower Secondary (Gymnasium)	6	Põhikool	II aste	6.	Középsiskola (Secondary school)				Középsiskola (Secondary school)				Középsiskola (Secondary school)	6	Otrā posma pamatizglītība (Second stage basic education)	Gimnāzija (Gymnasium)	
7	2 nd		7		1 st		7			7.		7											
8	3 rd		8		2 nd		8			8.		8											
9	4 th		9		3 rd		9			8. Certific.		9											
10	5 th	1	Střední vzdělávání / UPPER-SECONDARY	5	1 st	Upper Secondary	10	Gimnāzija	III aste	9. (I.)		Középsiskola (Sec.sch.)	Középsiskola (Secondary school)	Középsiskola (Secondary school)						8			
11	6 th	2		2 nd	11		10. (II.)			10													
12	7 th	3		3 rd	12		11. (III.)			11													
		4					12. (IV.) Certific.			12													

European School		National schools																			
		Lithuania			Malta		Poland		Slovak Republic		Slovenia										
1 ^{VI}	1 st	Primary	1 ^{st VII}	Pradinė mokykla (primary)		Yr 2	PRIMARY	1	Szkoła podstawowa (PRIMARY)	1	Primary 1st degree	1	9-letna osnovna šola (Primary)								
2	2 nd		2 nd			Yr 3		2		2											
3	3 rd		3 rd			Yr 4		3		3											
4	4 th		4 th			Yr 5		4		4											
5	5 th		5 th			Yr 6		5		5											
6	1 st	Secondary	6 th	Pagrindinė mokykla (Lower secondary)	Form I	LOWER SECONDARY	6	Gimnazjum (LOWER SECONDARY)	6	Primary 2nd degree Secondary	6	Gimnazija				Splošna Klasinė Umeitinė Ekonomisk a Tėmėška					
7	2 nd		7 th		Form II		1		7												
8	3 rd		8 th		Form III		2		8												
9	4 th		9 th		Form IV		3		9												
10	5 th	10 th	Form V	1	1	1	Liceum (UPPER SECONDARY)	1	Primary 2nd degree Secondary	1	Gimnazija								Splošna Klasinė Umeitinė Ekonomisk a Tėmėška		
11	6 th	Secondary	11 th	Vidurinė mokykla (Upper secondary)	Gimnazija	1 st		1 st Yr		2			2	2							
12	7 th					2 nd		2 nd Yr		3			3	3							
						3 rd															
			4 th							4											

TABLE OF EQUIVALENCES OF TEACHING LEVELS/YEAR GROUPS

European School		National schools										
		Romania				Bulgaria		Croatia				
1 ^{VIII}	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)		5th	Lower secondary	6th	Gimnazija -opća, jezična, klasična, prirodoslovno- matematička, prirodoslovna (Secondary education)		
7	2nd		7th				7th					
8	3rd		8th				8th					
9	4th		9th				9th					
10	5th		10th				High school -lower cycle- (liceu – ciclul inferior)	Vocational education – Arts and Trades School (învățământ profesional - Școala de arte și meserii)	10th		Upper -secondary	2nd
11	6th		11th						High school -upper cycle- (liceu – ciclul superior) ^{ix}			Vocational – education Completion year (învățământ profesional - An de completare)
12	7th		12th				Upper secondary education (Învățământ secundar superior)	Technical education - High school -upper cycle- (liceu – ciclul superior)			12th	
			13th									