

APPLICATION FOR ENROLMENT SCHOOL YEAR 2023/2024 NURSERY

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

Admission to the Nursery

Only children who are 4 years old or older before the end of 2023 will be considered for admission to the Nursery School for the school year 2023/2024 (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 _____

Sex female male

Nationality 1 _____

Nationality 2 _____

Please attach
a current
photograph
of the pupil

2. Address of the pupil

Street _____ No. _____

Postal code/City _____ / _____ Country _____

Telephone _____ / _____ Mobile _____ / _____

Contact in case of urgency: Name (Relationship to pupil) – Tel.: _____

Decision of the Directorate

Category: I II III

Year: N1 N2

Section: DE EN ES 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** (**S**tudents **W**ithout **A** **L**anguage **S**ection) 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 5 language sections listed below, please complete part **1.1** and then go on to question 2.

If your child's mother tongue/dominant language does not correspond to one of the languages of the 5 language sections listed below, then proceed directly to question **1.2**.

In the Nursery of the European School Frankfurt (ESF) there are 5 language sections:

German, English, French, Italian, Spanish

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, Language I 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 Human Sciences (History & Geography) and Religion/Ethics; starting in year 4, L2 is the language of instruction for History, Geography and Economics.

- 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

* 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 if it does not create a new group.

Should the course have to be terminated, the category III pupils would have to replace their L1 with their L2, and would have to choose a new L2. They would be allowed two-year time 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 **language 2 is automatically the main language of instruction throughout the child's school career

2. Other National Language (ONL)

(ONL tuition is optional and available only for Irish or Maltese nationals in the English section. ONL is offered from the Nursery level through S7.)

- Irish Maltese

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

Language	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. General information previous Education

The child has already attended a crèche or/and a Nursery yes no

Previous day care / schooling:

Please list all attended institutions and provide a copy of the reports (if available)

School year	Name of institution	Type of institution	Grade	Country	Language of instruction
2022/2023					
2021/2022					
2020/2021					

If yes, please specify:

Did your child repeat a year? *

- yes
 no

Did your child skip a year? *

- yes
 no

Does your child have a learning disability or special needs? **

- yes
 no

Does your child receive learning support? *

- yes
 no

Does your child have a disability which requires specialized support? **

- yes
 no

Does your child receive the following care? *

- Child psychologist
 Child psychiatrist
 Speech therapist
 other

If yes, how long?

*Please attach the relevant documentation if necessary translated into one of the vehicular languages (DE, EN, FR).

** Please attach a copy of the relevant medical assessments/documents from the last 6 months and translated into one of the vehicular languages (DE, EN, FR).

IV. Information concerning the family

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

Please immediately inform the school of any changes regarding the data provided below

	Mother	Father	Guardian
Surname			
First name(s)			
Nationality			
Street, No.			
Postal code/City			
Country			
Telephone, private			
Mobile phone, private			
Profession			
Employer			
Telephone at work			
E-mail for official school communications (Log-in SMS, Announcement, school bills)			
Cat. III: Payer (only one Person)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If parents are separated or divorced please provide detailed information on legal custody. Please immediately inform the school of any changes</p>	
Parental custody	<input type="checkbox"/> Father and mother (common custody)
	<input type="checkbox"/> Father (sole custody)
	<input type="checkbox"/> Mother (sole custody)
Other guardian _____ Relationship to pupil (only if the child does not live with the parents): _____	

Information on siblings:

A - already attending the European School Frankfurt:

Name	First name(s)	Date of birth	Grade

B - submitted application(s) at the European School Frankfurt for school year 2023/2024

Name	First name(s)	Date of birth	Grade

V. Documents to be enclosed with this application

1. A copy of the birth certificate of the child
2. If parents are divorced or separated, please enclose a document proving who has legal custody of the child.
3. If the child does not live with his/her parents, please enclose a document proving that the guardian of the child has custody.
4. For enrolment as category I or category II, a confirmation by the employer (original document) must be attached.

Please submit copies, not original documents (except for V.4 above). All documents supplied with the application should be in either German, English, French, Italian or Spanish or accompanied by a respective certified translation.

VI. 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 2023/2024, the school fees are expected to amount to:

Nursery	Primary	Secondary
€4.200,69	€5.776,01	€7.876,36

- 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 management of the school once a year:

Cycle	Nursery	Primary	Secondary
Insurance		€ 5.00	€ 5.00
Administrative fees		€ 36.00	€ 42.00
Fees for books (Intermath, Mediterranean World)		variable	variable
Fee for BAC registration			€ 101,86

- 5) In accordance with article 29 of the General Rules of the European Schools, the annual school fees must 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. Please specify the person responsible for the payment

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(Payer) as in part V. The school bill for this advance payment will be sent by e-mail in June or before the start of the school year at the latest. 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, a pupil for whom the fixed school fees are not paid or not paid in full, or for whom the 25% advance payment is not made by the due date, will not be allowed to attend classes at the European Schools.

VII. Provisions for the protection of personal data

The European Schools are educational institutions set up in the European Union's Member States. Their purpose is to provide children with quality teaching and learning, in the public interest.

The European Schools are committed to respecting your privacy and to complying with the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter, referred to as the 'GDPR').

To organise teaching and learning and in order to meet the pupils' specific needs, the School needs to process their personal data and those of the legal representatives/parents.

With respect to the processing of your personal data, you have the right to be informed and to access your personal data. You also have the right to rectification, erasure and to object to the processing. Where the School processes personal data on the basis of consent, such consent may be withdrawn at any time.

The European Schools Privacy Statement can be found on our website www.esffm.org.

VIII. Health questionnaire

Should your child be admitted, our Health Service department will contact you directly.

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 declare(s) that they were 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. Prior to such written confirmation, it is not possible for pupils to attend class.

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.eursc.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.

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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, the school must be informed immediately **of any changes in personal circumstances**, such as legal custody of a child, **change of employer or extension of contract** (the last two of relevance to parents of category I and category II).

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 legal guardian(s)**

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

The application for enrolment will only be considered if

- **it is sent as an original,**
- **it is completed correctly**
- **It is correctly signed**
- **it includes all necessary supporting document, if necessary accompanied by a certified translation in one of the language sections (German, English, French, Italian or Spanish)**