

APPLICATION FOR ENROLMENT SCHOOL YEAR 2024/2025 PRIMARY SCHOOL

Only applications completed correctly 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 2024 will be considered for admission to the Primary School for the school year 2024/2025 (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

2. Address of the pupil

Street _____ No. _____

Postal code/City _____ / _____ Country _____

Telephone _____ / _____ Mobile _____ / _____

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

3. 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 ☐ P3 ☐ P4 ☐ P5

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 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 – P5

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, 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 Human Sciences (History & Geography) and Religion/Ethics. Starting in year 4 of the secondary school 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

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 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.

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

2. Other National Language ONL

from the nursery up to secondary year 7 (refer to doc 2019-04-D-13-en-6)

Eligible if the student or at least one parent is an Irish, Maltese or Finnish national – regardless of the language section

- ☐ Irish
- ☐ Maltese
- ☐ Swedish OR ☐ Finnish

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. Religious instruction or non-confessional ethics

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

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Catholic | <input type="checkbox"/> Greek Orthodox (only in Greek) |
| <input type="checkbox"/> Protestant | <input type="checkbox"/> non-confessional ethics |

IV. General information previous Education

The child has already attended a Nursery or a School

☐ yes

☐ no

Previous day care / schooling:

Please list all institutions attended and provide a copy of the reports

School year	Name of institution	Type of institution	Grade	Country	Language of instruction
2023/2024					
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 specialised 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).

V. Information concerning the family

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

Please inform the school immediately 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, Announcements. School bills)			
Cat. III: Payer (only one Person)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If parents are separated or divorced please provide detailed information on legal custody. Please inform the school immediately of any changes	
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 2024/2025

Name	First name(s)	Date of birth	Grade

VI. Documents to be enclosed with this application

1. A copy of the birth certificate of the child
2. For applications to year P2 and above, a copy of the school report indicating results achieved in the school **year 2022/2023**, 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 2023/2024**; 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 2024/2025**.
3. If parents are divorced or separated, please enclose a document proving who has legal custody of the child.
4. If the child does not live with his/her parents, please enclose a document proving that the guardian of the child has legal custody.
5. For pupils joining P1, a medical certificate confirming that the child is ready to attend school
6. 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 2024/2025, the school fees are expected to amount to:

Nursery	Primary	Secondary
€ 4.284,70	€ 5.891,53	€ 8033,89

- 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	€ 5.00
Administrative Fees	€ 36.00	€ 36.00	€ 42.00
Fees for books (Intermath, Mediterranean World)		variable	variable
Fee for BAC registration			€ 103,90

- 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 (Payer) as in part V. The school bill for the advance payment will be sent by e-mail by June at the latest 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, 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.

VIII. 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.

IX. Health questionnaire

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

X. 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.

XI. 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.eursec.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, 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 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 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)**

ANNEX I - TABLE OF EQUIVALENCES OF TEACHING LEVELS/YEAR GROUPS

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

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

		European School		National schools																
				Czech Republic				Cyprus		Estonia			Hungary				Latvia			
1 st	1 st	Primary	1	Základní vzdělávání 1. stupeň základní školy / BASIC SCHOOL (primary)		1 st	Primary	1 ^{IV}	Põhikool	I aste	1.	Általános iskola (Primary school)	Ált. isk. (Pr. sch.)	Ált. isk. (Primary sch.)	1 ^V	Pirmā posma pamatizglītība (First stage basic education)				
2	2 nd		2			2 nd		2			2									
3	3 rd		3			3 rd		3			3.									
4	4 th		4			4 th		4			4.									
5	5 th		5			5 th		5			5.									
6	1 st	Secondary	6	Základní vzdělávání 2. stupeň základní školy / BASIC SCHOOL (lower secondary)		6	Lower Secondary (Gymnasium)	6		Gümnaasium	II aste	6.	Középiskola (Secondary school)	Középiskola (Secondary school)	Középiskola (Secondary school)	6	Pamat- izglītība (Compul sory basic education)			
7	2 nd		7			1 st		7				7								
8	3 rd		8			2 nd		8				8.								
9	4 th		9			3 rd		9				9. (I.)								
10	5 th		1			1 st		10				10. (II.)								
11	6 th		2			2 nd		11	11. (III.)											
12	7 th		3			3 rd		12	12. (IV.) Certific.											
			4																	

		European School		National schools											
				Lithuania				Malta		Poland		Slovak Republic		Slovenia	
1 ^{VI}	1 st	Primary	1 st	Pradinė mokykla (primary)		1 st	PRIMARY	Yr 2	PRIMARY	1	Szkola podstawowa (PRIMARY)	1	Primary 1st degree	9-letna osnovna šola (Primary)	
2	2 nd		2 nd							2		2			
3	3 rd		3 rd							3		3			
4	4 th		4 th							4		4			
5	5 th		5 th							5		5			
6	1 st	Secondary	6 th	Pagrindinė mokykla (Lower secondary)		6 th	LOWER SECONDARY	Form I	Gimnazjum (LOWER SECONDARY)	6	Gimnazjum (LOWER SECONDARY)	6	Primary 2nd degree Secondary	Gimnazija	
7	2 nd		7 th					Form II		7		7			
8	3 rd		8 th					Form III		8		8			
9	4 th		9 th					Form IV		9		9			
10	5 th		10 th					Form V		10		10			
11	6 th		11 th	Vidurinė mokykla (Upper secondary)	Gimnazija	1 st	GENERAL UPPER SECONDARY	1 st Yr	Liceum (UPPER SECONDARY)	11	Liceum (UPPER SECONDARY)	11			Splošna Klasinė Umetiška Ekonomisk a Tehniška
12	7 th		12 th			2 nd		2 nd Yr		12		12			
						3 rd		3 rd		13		13			

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