

APPLICATION FOR ENROLMENT SCHOOL YEAR 2019/2020 PRE-PRIMARY SCHOOL

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

Only children who are 4 years old or older before the end of 2019 will be considered for admission to the Pre-primary School for the school year 2019/2020 (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

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) _____

Decision of the Directorate

Category: 1 2 3

Year: M1 M2

Section: DE EN FR IT ES

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 Pre-Primary of the European School Frankfurt (ESF) there are 5 language sections:

German, English, French, Italian and 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 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

**Mother Tongue Tuition in one of the official EU languages can only be provided for children of Category 1 and Category 2 and is taught throughout the child's school career up to the European BAC.*

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 **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 pre-primary 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 for admission

1) Previous day care / schooling:

The child has already attended a pre-primary school. yes no

The child has already attended a 'crèche' (day care nursery). yes no

Please provide details below:

School year	Name of institution	Type of institution	Country	Language of instruction
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 2019/2020 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: _____

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 from the last 6 months and translated into one of the vehicular languages (DE, EN, FR).**

IV. Information concerning the parents

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			
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 regarding legal custody of the child. (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: _____			

V. 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. 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 custody.
5. A copy of the vaccination certificate
6. The "Student Health Record" must be completed and returned (see annex).
7. 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 7 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 2019/2020, the school fees are expected to amount to:

Pre-Primary	Primary	Secondary
€3.880,78	€5.336,14	€7.276,54

- 4) All students of category I, II and III are obliged to pay the administrative fees listed below. These fees are reviewed and confirmed by the Administration Board once a year:

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			€ 92,26

- 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.

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- 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.

VII. Provisions for the protection of personal data

Declaration of consent regarding photos or videos of your child(ren)

We agree, **until further notice**, that our child may be photographed or filmed within the frame of normal teaching or any school activities at the ESF (school trips, excursions, courses, parties, etc.) in the school building, as well as outside the school premises, by school staff or school photographers. Images and recordings may be published on the school's website for publicity and information purposes and may be used to create a student ID card which will also be filed in the school's own school management system (SMS) along with other existing data. The ESF points out that photos of whole school events may be published without consent. Parents who object to their child being photographed should communicate this by separate letter to the school. The parents, on their part, commit themselves to treat school or class photos confidentially and confirm not to upload them to internet platforms, e.g. "Facebook".

Declaration of consent for excursions

We agree, **until further notice**, that our child participates in various activities outside the school. These may be museum and theater visits, walks, zoo or playground visits, etc. If necessary, public transport may be used. We are aware that these activities are offered at regular intervals during the school year. They may also take place with short notice depending on the weather.

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.

VIII. 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) and signed by both parents or legal guardians. 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, issue a confirmation of withdrawal in writing.

IX. 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.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 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 completed correctly, signed, sent as an original, and includes all necessary supporting documents.

Student Health Record

Family name	First name	Nationality
Date of birth:	Gender	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 problems _____

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, including paracetamol, by the school nurse. (Aspirin is not dispensed by the nurse's office.)

Yes **No**

Accident treatment permission:

I understand all efforts will be made to contact parents first (and emergency contact second), but if we/they are unavailable, I hereby give permission for emergency measures to be initiated for my child in case of accident or sudden illness.

I certify that all information given is correct and complete.

Date	Signature
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