



scuola per l'europa

" indirizzo europeo coerente con il sistema delle scuole europee "

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APPLICATION FOR ENROLMENT

Parents are kindly requested to read carefully the terms and conditions for enrolment and to sign both the extract from the General Rules and the application.

GENERAL RULES

1 .Regular and punctual attendance is required at the classes indicated in the calendar and timetable produced at the beginning of the school year. Pupils are also required to take part in any organized activities declared compulsory by the headmaster. A pupil may be excused attendance at physical education classes only on production of a medical certificate that it would be inadvisable to take part. In duly certified cases of permanent disability, dispensation shall be granted for a term at most and shall be renewed only if a further medical certificate is produced.

2. In the event of a child being unable to attend school because of illness, the parent or guardian shall inform the headmaster of the reason in writing, not later than the second day of absence. Before a pupil can be allowed to return to school after an absence of five days or more, he/she shall produce a medical certificate indicating the reason for his/her absence.

Where a child contracts an infectious disease, the parent or guardian must notify the headmaster in writing and adhere strictly to the ruling of the Administrative Board, drawn up in agreement with the school medical service, on the restriction of infectious diseases, in particular with regard to quarantine for him and other pupils living under the same roof. In accordance with regulations in force, the child shall be readmitted to school only on production of a certificate from a doctor recognized by the local health authorities.

3. Except in cases of duly certified illness, only the headmaster may give a child permission to be absent from school. Except in cases of circumstances beyond reasonable control, the parent or guardian must apply for such permission at least one week in advance. Applications shall be made in writing giving reasons.

Permission may be granted for a maximum of two days plus one day's travelling time for a return journey of 500 km. Except in case of bereavement, permission may not be granted for the week preceding or the week following holiday periods or public holidays. In the case of the death of a close relative, a longer absence may be permitted.

4. The parent or guardian shall be responsible for ensuring that school property is respected and that books and objects loaned by the school are returned. He shall be required to pay compensation to the school for any damage caused, even accidentally, by his child.

5. The school shall take out a collective insurance policy to cover the parent or guardian's civil liability in all cases where action could be taken against him as a result of an accident caused by his children to other pupils or to third parties. This insurance policy shall also cover reimbursement to pupils who are victims of accidents, or to their legal representatives, for expenses (medical treatment, hospitalization ...) incurred and payment of lump-sum compensation under the terms of the policy which may be consulted in the school office.

In return for such cover the parent or guardian shall pay 85% of the premium fixed by the insurance policy. The insurance cover provided for in this article shall be limited to personal accidents on school premises or on the way to and from the school.

6. The school shall not be responsible for objects brought to school by pupils.

7. The school shall not be responsible for pupils off the school premises. This rule shall not however apply to out-of-school activities (at an extra fee) organized by the school itself or by the school in conjunction with the Parents' Association.

8. At least a fortnight's written notice shall be given before a child is withdrawn from the school.

No school attendance certificate shall be issued until all items - notably books - lent by the school have been returned and the parent's or guardian's financial obligations to the school have been discharged.

Signature of the parents

.....

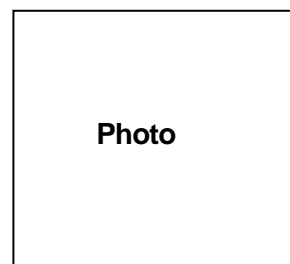
INSTRUCTIONS ON HOW TO FILL IN THE FORMS

- Put a cross in the box corresponding to the answer chosen.

For enrolment in the **nursery and primary sections**, please read and complete pages 5, 6, 7, 8 and 9.

For enrolment in the **secondary section**, please read and complete pages 5, 6, 7, 8 and the pages concerning the year requested.

INSTRUCTIONS



Please fill in this application for admission with your utmost care. **It will only be considered when all the documents requested have been supplied and the file is therefore complete.** Documents required for enrolment:

- A birth certificate or certified copy thereof.
- Certificates of immunization or certified copy thereof.
- The report of the last school year indicating, where relevant, whether he/she has qualified for promotion to a higher class.
- An employment certificate issued by the personal department of your institution (only for EFSA employees or employees of Societies having made a financial agreement with the school).
- 2 passport-sized photographs.

Does your child suffer from a handicap which requires special help? YES NO

If yes, please specify:

.....

.....

Only for Nursery School pupils: is your child toilet trained? YES NO

The applicant vouches for the truth of the information given in the present document and undertakes to notify the school of any changes, which may occur in respect of this information. The undersigned declares that he/she has read Annex 1 and that he/she has been informed that his/her request will be accepted only when he/she receives a written confirmation from the headmaster. The pupil cannot attend the School before this written confirmation and the Head is not obliged, however, to send a negative reply. The undersigned declares that he/she has read the school general rules (see extract to be signed, unabridged edition at the school offices) and undertakes to respect them. The applicant undertakes to pay all the fees, including the school insurance premium, the photocopy contribution, and the possible swimming, the hire of the locker, the books purchased by the School and any other expense to be charged to parents under the terms and conditions fixed by the school authorities. **In case a minor is dependent on both parents, they commit themselves jointly to pay all the fees even in case of future separation or divorce.**

Date:

Signature (legible) of the parents or of the legal guardian:

.....

FOR OFFICIAL USE ONLY:

Acceptance of application	Input computer	Cycle	Class	Language section	Employers' code

<u>opinion</u>		
Pedagogical Director's decision	Rector's decision Class	Further comments

INFORMATION SHEET

I. INFORMATION CONCERNING THE PUPIL:

Surname:

First name(s): Sex : M / F

Date of birth:

Place of birth (as on birth certificate) : Country:

Nationality 1: Nationality 2:

Language(s) spoken at home: 1) 2)

Level and year requested:

Nursery

Primary YEAR 1 2 3 4 5

Secondary YEAR 1 2 3 4 5

Language section requested:

Beginning from:

Pupil's address:

Street:..... N°

Postcode: Town/City:

Tel.:..... Mobile:.....

II. INFORMATION ABOUT THE FAMILY

Number of children in the family:

Number of children at the Scuola per L'Europa:

Information about children already attending the Scuola per L'Europa:

Surname and first name

Language section

Level

Class

III. INFORMATION ABOUT THE PARENTS

FATHER:

Surname:

First name:

Nationality: Language:

Occupation:

Employer⁽¹⁾:

Personal N° (EFSA employees only):

Date of end of contract:

Tel. office:

Address:

Street: N°

Postcode: Town/City:

Tel. : Mobile:

MOTHER:

Surname (Maiden name):

First name:

Nationality: Language:

Occupation:

Employer⁽¹⁾:

Personal N° (EFSA employees only):

Date of end of contract:

Tel. office:

Address:

Street: N°

Postcode: Town/City:

Tel. : Mobile:

N.B.: If the parents are separated or divorced, please give the name of the parent who has custody (copy of the decision of the law-court to be supplied).

¹ If you are self-employed or an entrepreneur please state clearly the exact name of your company.

GUARDIAN (only when the child does not live with his parents).

Surname:

Surname:

First name:

Nationality: Language:

Occupation:

Employer⁽¹⁾:

Personal N° (EFSA employees only):

Date of end of contract:

Tel. office:

Custody of the child: YES NO (custody document to be supplied)

Address:

Street: N°

Postcode: Town/City:

Tel. : Mobile:



☞ Letters of payment be sent to: FATHER MOTHER GUARDIAN

☞ Correspondence be sent to: FATHER MOTHER GUARDIAN

☞ Mail address of the family:

☞ **For those coming from abroad or from far away: Permanent address**

Street: N°

Postcode: Town/City:

Tel.: Mobile:

☞ **Person to contact in case of emergency:**

Name:

Tel.:

² If you are self-employed or an entrepreneur please state clearly the exact name of your company.

Regulations for language teaching in the European Schools:

1. In the European Schools up to four languages may normally be studied.
2. For the Nursery section the regulations are as follows:

Language I is taught from the age of three years and is the language of the section in which the pupil is registered.

3. For the Primary and Secondary sections the regulations are as follows:

Language I is taught from primary year 1 and is the language of the section in which the pupil is registered.

Language II is taught from primary year 1: it may only be DE (German), EN (English) or FR (French) and must be different from Language I.

A change in Language II, for whatever reason, when a child is in the primary section is not desirable, as it would require the child to make too much effort to adapt. Thus, such a change is only accepted after a test proving that the pupil is capable of keeping up in another language.

A change in Language II at a given point in secondary education is only possible in special cases, presupposing:

- (a) a duly justified written request from the parents;
- (b) an admission test.

From secondary years 3 to 5, a pupil's Language II (DE, EN or FR) is his/her working language for history, geography and economics.

Language III is taught from secondary year 2: it may be any official language of the European Union (plus Irish) not being studied as Language I or Language II.

Language IV is taught as an option from secondary year 4.

NOTE: The Board of Governors has decided that **Irish pupils** who so wish may choose Irish as Language III or Language IV and that Irish pupils who prefer to choose another Language III or Language IV may continue to take Irish as an additional subject on top of the normal timetable. However, only one course will be organized for these two categories of pupils. This course will be the continuation of the Irish teaching given in the nursery section, in the primary section and in secondary year I.

The Pedagogical Committee of Scuola per l'Europa has decided that pupils who do not have the language section corresponding to their mother tongue (in Parma: German, Dutch Danish, Finnish, Greek, Portuguese, Spanish, Swedish, Czech, Estonian, Hungarian, Latvian, Lithuanian, Maltese, Polish, Slovakian, Slovenian) shall be on principle enrolled into the English or French language sections; the language of the chosen section will become their Language II (first foreign language). If a pupil should enter, upon justified request and in his/her interest, a language section other than the two mentioned above, he/she will have to choose English, French or German as his/her Language II (first foreign language). In the Nursery and Primary Schools the number of lessons will be of five weekly periods. In the Secondary School the number of lessons will be according to the number of pupils enrolled. The Administration will guarantee a minimum of 3 weekly periods.

IV. INFORMATION CONCERNING SCHOOLING

1) FOR ALL NURSERY AND PRIMARY SCHOOL PUPILS

Pupil's SURNAME and first name:

Language section requested:..... Class:

Schools attended by the pupil during the last three school years:

School year	Name of the school / Town	Class
20../20..	:
20../20..	:
20../20..	:

Knowledge of languages:

Languages	Number of years of study	Level of knowledge (written, spoken)

a) **For those pupils who do not have the language section corresponding to their mother tongue, please indicate whether you wish them attend their mother tongue course:**

- GERMAN - DANISH - DUTCH - FINNISH - GREEK - PORTUGUESE - SPANISH -
 SWEDISH - CZECH - ESTONIAN - HUNGARIAN - LATVIAN - LITHUANIAN - MALTESE -
 POLISH - SLOVAKIAN - SLOVENIAN

b) **For IRISH pupils only:** Irish as additional subject Yes/ No

FOR PRIMARY SCHOOL PUPILS ONLY

c) **Religion / Non denominational ethics classes**

- Catholic Non denominational ethics

d) **Language II (1st foreign language):** German English French

2) FOR ALL SECONDARY SCHOOL PUPILS (classes 1.2 &3)

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

Language section requested: Class:.....

Schools attended by the pupil during the last three school years:

School year	Name of the school / Town	Class
20../20..
20../20..
20../20..

Knowledge of languages:

Languages	Number of years of study	Level of knowledge (written, spoken)

a) For those pupils who do not have the language section corresponding to their mother tongue, please indicate whether you wish them attend their mother tongue course:

- GERMAN - DANISH - DUTCH - FINNISH - GREEK - PORTUGUESE - SPANISH - SWEDISH -
 CZECH - ESTONIAN - HUNGARIAN - LATVIAN - LITHUANIAN - MALTESE - POLISH -
 SLOVAKIAN - SLOVENIAN

b) Religion / Non denominational ethics classes

- Catholic Non denominational ethics

c) Language II (1st foreign language): German English French

d) For IRISH pupils only: Irish as additional subject Yes/ No

e) From 2nd year secondary onwards: Language III (2nd foreign language)

Choice: Danish, Dutch, English, Finnish, French, German, Greek, Italian, Portuguese, Spanish and Swedish (+ Irish for Irish pupils only). A Language II course may in principle only be organized if at least seven pupils register. Please give a second choice in case the language course wanted cannot be organized.:

1st choice:..... 2nd choice:

f) From 3rd year Secondary: Latin (option) It is essential for pupils who will be choosing Latin as an option in 4th year.

- Latin + Art Latin + Music Art + Music

FOR SECONDARY PUPILS ONLY (4th and 5th years)

I. ORGANIZATION OF COURSES

Each pupil will be required to take from 31 to 35 periods per week. The following scheme contains **27 or 29 periods of compulsory subjects**, common to all pupils, plus **4** (minimum) to **8** (maximum) periods of optional subjects. As options, pupils have to choose from seven different subjects. The timetable below applies to both 4th and 5th years.

Core subjects (compulsory)		Options (4 p. minimum)	
Religion/Ethics	1 p.	Language IV	4 p.
Language I	4 p.	Latin	4 p.
Language II	3 p.	Ancient Greek	4 p.
Language III	3 p.	Economics	4 p.
Physical education	2 p.	Art	2 p.
Human sciences		Music	2 p.
History	2 p.	ICT	2 p.
Geography	2 p.	(Communication and Information Technology)	
Natural sciences			
Biology	2 p.		
Chemistry	2 p.		
Physics	2 p.		
Mathematics	4 or 6 p.		

Comments:

IRISH pupils may choose Irish as Language III, Language IV or as an additional subject.

Latin is studied from 3rd year of secondary school onwards.

Ancient Greek is studied from 4th year of secondary school onwards.

History, Geography and Economics are studied in Language II

Religion/Non denominational ethics: A course is organized if there is sufficient number of requests.

II. CRITERIA FOR THE ORGANIZATION OF OPTIONAL COURSES

An optional course is organized if 5 pupils so request.

III. CRITERIA FOR THE ORGANIZATION

The option chosen in 4th year are compulsory in 5th year and are decisive for the choice in 6th and 7th years.

3) FOR SECONDARY SCHOOL PUPILS (4th & 5th Years)

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

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

Schools attended by the pupil during the last three school years:

School year	Name of the school / Town	Class
20.. / 20..
20.. / 20..
20.. / 20..

Knowledge of languages:

Languages	Number of years of study	Level of knowledge (written, spoken)

a) Core subjects (compulsory)

Language I 4 p.

Language II 3 p.
 German English French

Language III 3 p.
 German English French
 Danish Dutch Finnish
 Greek Italian Portuguese
 Spanish Swedish
 Irish (Irish pupils only)

Physical education 2 p.

Religion/Non den. Ethics 1 p.
 Catholic Ethics

Mathematics 4 p. 6 p.

Human sciences
 History 2 p.
 Geography 2 p.

Natural sciences
 Biology 2 p.
 Chemistry 2 p.
 Physics 2 p.

23 p.

Mathematics 4 p. or 6 p.

TOTAL 

b) Options (4 p. minimum)

Language IV ()** 4 p.
 German English French
 Danish Dutch Finnish
 Greek Italian Portuguese
 Spanish Swedish
 Irish (IRISH pupils only)

Latin (*)
Ancient Greek 4 p.

Economics 4 p.

Art 2 p.

Music 2 p.

ICT 2 p.

TOTAL 

(*) Latin+Economics: not possible as there is a timetable clash.

(**) Language IV+ Ancient Greek: not possible for the same reason above.

Minimum 31 p. - Maximum 35 p.

GENERAL TOTAL 

4) FOR SECONDARY SCHOOL PUPILS ONLY (6th & 7th YEARS)

Pupil's SURNAME and first name:

Language section requested: Class:
.....

Schools attended by the pupil during the last three school years:

School year	Name of the school / Town	Class
20.. / 20..
20.. / 20..
20.. / 20..

Knowledge of languages:

Languages	Number of years of study	Level of knowledge (written, spoken)

a) For those pupils who do not have the language section corresponding to their mother tongue, please indicate whether you wish them attend their mother tongue course:

- GERMAN - DANISH - DUTCH - FINNISH - GREEK - PORTUGUESE - SPANISH - SWEDISH -
 CZECH - ESTONIAN - HUNGARIAN - LATVIAN - LITHUANIAN - MALTESE - POLISH -
 SLOVAKIAN - SLOVENIAN

b) Religion / Non denominational ethics classes

- Catholic Non denominational ethics

- c) Language II (1st foreign language):** German English
 French

- d) For IRISH pupils only:** Irish as additional subject Yes / No

For enrolment in **6th or 7th year secondary**, parents are requested to contact the School's Administration without delay in order to choose the most suitable options (a document on the matter is at their disposal).

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

5) FOR SECONDARY SCHOOL PUPILS ONLY (6th & 7th YEARS)

Pupil's SURNAME and first name:

Language section requested: Class:.....

Pupils must take at least two subjects in elective subjects' columns below to ensure that their minimum weekly timetable consists of at least 31 periods. They may choose further elective or complementary subjects to a maximum of 35 periods per week.

Compulsory subjects		Elective Subjects				Complementary S.	
Religion/Ethics	1 p	Latin	4 p <input type="checkbox"/>	L I advanced	3 p <input type="checkbox"/>	Lab. Physics	3 p <input type="checkbox"/>
Language I	4 p	Ancient Greek	4 p <input type="checkbox"/>	L II advanced	3 p <input type="checkbox"/>	Lab. Chemistry	3 p <input type="checkbox"/>
Language II	3 p	Geography	4 p <input type="checkbox"/>	Mathe. advanced	3 p <input type="checkbox"/>	Lab. Biology	3 p <input type="checkbox"/>
Physical education	2 p	Philosophy	4 p <input type="checkbox"/>			ICT	3 p <input type="checkbox"/>
Mathematics	3 p <input type="checkbox"/>	Language III	4 p <input type="checkbox"/>			Elementary Econ.	3 p <input type="checkbox"/>
	5 p <input type="checkbox"/>	Language IV	4 p <input type="checkbox"/>			Sociology	3 p <input type="checkbox"/>
Biology	2 p <input type="checkbox"/>	History	4 p <input type="checkbox"/>			Art	3 p <input type="checkbox"/>
History	2 p <input type="checkbox"/>	Economics	4 p <input type="checkbox"/>			Music	3 p <input type="checkbox"/>
Geography	2 p <input type="checkbox"/>	Physics	4 p <input type="checkbox"/>			Physical educ.	3 p <input type="checkbox"/>
Philosophy	2 p <input type="checkbox"/>	Chemistry	4 p <input type="checkbox"/>				
		Biology	4 p <input type="checkbox"/>				
		Art	4 p <input type="checkbox"/>				
		Music	4 p <input type="checkbox"/>				
Total							

GENERAL TOTAL



- Pupils must take Religion/ ethics, L I, L II Physical education, mathematics. Biology, history, geography, philosophy must be taken in either options.
- Biology (Compulsory or Elective subjects) is compulsory unless physics or chemistry is chosen in elective subjects.
- Pupils may only choose Latin and / or Ancient Greek if they have taken them as options in classes 4 & 5
- Advanced mathematics may only be taken in conjunction with mathematics 5 periods in Compulsory subjects
- Art and / or music cannot be chosen in complementary subjects if they have already be chosen as an elective subjects

It is not to be expected that all schools will be able to offer all the option courses in all language sections. If an option course cannot be created in pupil's L I, it may be offered either in the working language of the pupils concerned or in the language of the school's host country.

INSTITUTION: _____

_____ Tel. : _____

CERTIFICATE FOR THE SCUOLA PER L'EUROPA

I the undersigned

Head of the personnel department of, hereby certify that

Mr/Mrs/Miss

Private address :

is a member of our staff as (**)

Staff No (for EFSA employees only):

Length of the contract of the secondment:

Date of end of contract:

This person receives family and education allowances for the children listed below:

Surname

First name

Stamp of the Institution

Head of personnel

NAME: _____

Date:

Signature: _____

FOR OFFICIAL USE ONLY.

Surname _____ **First name** _____ 1 2 3

date of birth _____

Previous school _____

n° of children at the Scuola per l'Europa _____

School background in a European Country: no

yes from _____ to _____ where _____

yes from _____ to _____ where _____

yes from _____ to _____ where _____

n° of children enrol at the Scuola per l'Europa in the S.Y. _____ / _____

School background in non a European Country: no

yes from _____ to _____ where _____

yes from _____ to _____ where _____

yes from _____ to _____ where _____

Place of birth _____ **Nationality** _____ (official language) _____

Resided in place of birth: from _____ to _____

Nationality of parents: father _____

mother _____

Pupil's address: street _____ n° _____ town/city _____

Tel.: home _____ office _____ - _____

_____ - _____

mobile: father _____

mother _____

e-mail: _____