



# scuola per l'europa

"scuola convenzionata con il sistema delle scuole europee"

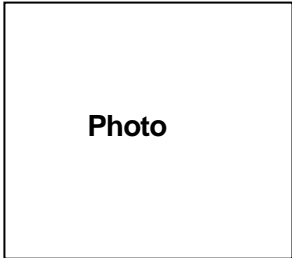
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## **APPLICATION FOR ENROLMENT**

### **NURSERY AND PRIMARY SCHOOL**

**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.**

**INSTRUCTIONS**



Please fill in this application for admission with your utmost care. The admission of the student in class will only be authorized when all the documents requested have been supplied.

**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 ;
- The report of the current school year ( by 30 June) ;
- An employment certificate issued by the personnel 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:.....  
 .....  
 .....

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 applicant declares him/herself that he/she has been informed that this document can only be considered accepted after it has been publicized on the school website. If there is a negative response to the application, the management is not obliged to send a written reply. The applicant undertakes to pay all the school fees at the times requested by the school including the insurance premium, text books and all other expenses fixed by the school authorities.

**Date:**.....

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

\_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

Acceptance of application	Cycle	Class	Language section

Further comments	The School Director

# 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    School 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:

<u>Surname and first name</u>	<u>Language section</u>	<u>Level</u>	<u>Class</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**III. INFORMATION ABOUT THE PARENTS**

**FATHER:**

Surname .....Name:.....  
Date of birth: .....Place of birth .....  
Nazionalità: .....Language:.....  
Occupation: .....  
Employer<sup>(1)</sup>: .....  
Personnel N° (EFSA employees only): .....  
Date of end of contract: .....  
Tel. office: .....

**Address:**

Street:..... N°.....  
Postcode:..... Town/City:.....  
Phone :..... Mobile:..... e-mail:.....

**MOTHER:**

Surname (Maiden name):.....Name:.....  
Date of birth: .....Place of birth .....  
Nazionalità: .....Language:.....  
Occupation: .....  
Employer<sup>(1)</sup>: .....  
Personnel N° (EFSA employees only): .....  
Date of end of contract: .....  
Tel. office: .....

**Address:**

Street:..... N°.....  
Postcode:..... Town/City:.....  
Phone :..... Mobile:..... e-mail:.....

**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).**

<sup>1</sup> 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: .....

First name: .....

Nationality: ..... Language: .....

Occupation: .....

Employer<sup>(1)</sup>: .....

Personnel 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 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.: .....

<sup>2</sup> 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**

**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

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

- Catholic**
 **Non denominational ethics**

**FOR PRIMARY SCHOOL PUPILS ONLY**

d) **Language II (1<sup>st</sup> foreign language):**  German  English  French

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: \_\_\_\_\_