

Admissions Policy for the European Schools of Luxembourg

Location of the two schools

The European School of Luxembourg 1 is situated at 23, boulevard Konrad Adenauer, L-1115 Luxembourg.

The European School of Luxembourg 2 is situated at 6, rue Gaston Thorn, L-8268 Bertrange.

Language Sections and Academic Cycles

The European School of Luxembourg 1 hosts the following language sections and/or mother tongues : ES, FI, NE, PL, PO, SW, BG, EO, LE, LT.*

The European School of Luxembourg 2 hosts the following language sections and/or mother tongues : CR, CS, DK, EL, HU, IT, MT, RO, SL, SO.* Students with Croatian nationality will be admitted to Luxembourg 2 in one of three vehicular language sections (DE, EN or FR*). Croat as mother tongue will be taught only after Croatia's official membership of the European Union and its signing of the European Schools' statute.

The following language sections, called vehicular or working language sections, exist in both of the Luxembourg European Schools : DE, EN, FR.* The teaching of IR* is also available in both schools to students in the EN section of Irish nationality.

Regulations for Admission to the European Schools of Luxembourg

The current policy for admissions to the European Schools of Luxembourg has the following objectives :

1. To guarantee a balanced distribution of the school population, and of the language sections represented in both Luxembourg 1 and 2 (DE, EN, FR) across the two schools, and ensuring their continuity. In regard to this, numbers in the DE, EN and FR sections will be followed carefully, and the creation of new classes will be on a balanced basis in proportion to the intake capacity of each school ;
2. To maximise the use of resources available in the two schools, meeting students' needs as far as possible and ensuring pedagogical continuity ;
3. Without prejudice to Objective 1, to respect the interest of students and their families by taking into account, where necessary, their place of residence. In this regard, a distinction is made between 'old' and 'new' residents ;

4. To ensure that siblings are admitted to the same school ;
5. For students who have spent at least one academic year at either of the schools and then been away for no more than three years, to guarantee a place at the same school. Pupils whose parents who have been on mission outside Luxembourg can thus reintegrate into their original European School.

To attain these objectives, all applications for enrolment will be considered according to the following regulations :

1. Pupils from all language sections except DE, EN,FR, and SWALS students : Applicants whose language section exists at only one school will be automatically enrolled there, while those without a language section ('SWALS') will be enrolled in the school in which their mother tongue is taught.
2. New residents : Without prejudice to Rule 1, applicants to the language sections DE, EN, FR who are considered 'new residents' at the time of their application will be enrolled at Luxembourg 2. In accordance with the current admissions policy, new residents are pupils whose legal guardians do not have their principal residence in Luxembourg or the immediate environs on 1st March of the year in progress (place of residence declared on the admissions application).
3. Old residents : Without prejudice to Rule 1, applicants to the language sections DE, EN, FR who are not considered 'new residents' as defined in Rule 2 will be enrolled at either Luxembourg 1 or 2 in function of their place of residence (as declared on the admissions application).

On the map appended to this document, the N - S line shows the division of the country and the nearby region into two zones.

- o ZONE 1 (South-West) : pupils will be enrolled at Luxembourg 2.
- o ZONE 2 (North-East) : pupils will be enrolled at Luxembourg 1.

In the event of this allocation's not allowing classes balanced in number, or if there are not enough places in the requested class (see Rule 6 below), the catchment zone North-East will be reduced to the lines X and Y so that only pupils residing within this limited area may be enrolled at Luxembourg 1.

The city of Luxembourg is itself divided into two catchment areas.

- Pupils from the communes in the south-west of the city will go to the European School of Luxembourg 2. These communes are Merl, Belair, Belair-Nord/Rollingergrund, Hollerich, Cessange, Gasperich, Bonnevoie, Gare.
- Pupils from other communes will in principle go to Luxembourg 1, in function of places available (see Rule 6 below).

4. Grouping/Regrouping of siblings : Rules 2 and 3 should not have the effect of sending brothers and sisters to different schools. Unless specifically requested by the parents, grouping and regrouping of siblings is guaranteed.

'Grouping' means the admission of siblings to the same school when their applications have been made simultaneously for the first time.

‘Regrouping’ means the education in the same school of siblings who were enrolled in the school during the previous academic year.

5. Return to the original school: Pupils are permitted to return to a school they have left, provided that they previously attended it for at least a year, and have not been away for more than three years.
6. Criteria for a balanced distribution of student numbers across the two schools: There is balanced distribution, according to the current provisions, when the difference in student numbers in classes of the same level is less than or equal to 7. No application for enrolment can be accepted by a specific school if the class requested already has 27¹ pupils while the other school has fewer than 27 in a class of the same level and language section. This limit does not apply to applications for classes in sixth and seventh secondary, in which the maximum is 30.
7. Criteria for priority in case of an insufficient number of places available in one of the schools: The two European Schools of Luxembourg will act jointly in the policy of creating new classes and allocating pupils in the DE, EN and FR language sections. The criteria taken into account for enrolment in these sections in a particular school are, in order of priority :
 - a. The geographic criterion defined in Rule 3 ;
 - b. The distance of the place of residence from the school before first enrolment.

Documentary evidence may be required.

Applications for admission

Applications for admission concerning the language sections/mother tongues BG, EO, ES, FI, LE, LT, NE, PL, PO, SW should be addressed to the European School of Luxembourg 1 :

- Nursery and Primary School Luxembourg 1 : Mme Marie-Françoise RIHOUX, EEL 1, Primary Building, 1st Floor, 23 bd K. Adenauer, L-1115 Luxembourg.
Tel. 432082-468, E-mail : rxme@eursc.org
- Secondary School Luxembourg 1 : Mme Alicia IGLESIAS, Administrative Building, EEL 1, 23 bd K. Adenauer, L-1115 Luxembourg.
Tel. 432082-224 E-mail: alicia.iglesias@eursc.org

To discuss subjects, languages and options, appointments can be made with the co-ordinators of the academic cycles :

M. Daniel VANDEVOIR (1st-3rd Secondary) tel. 432082-246. Email : daniel.vandevoir@eursc.org

M. Marcus BALLOCH (4th-5th Secondary) tel. 432082-250. Email : marcus.balloch@eursc.org

M. Kari VALKAMA (6th-7th Secondary) tel. 432082-250. Email : kari.valkama@eursc.org

Applications for admission concerning the language sections/mother tongues CR, CS, DK, EL, HU, IT, MT, RO, SL, SO should be addressed to the European School of Luxembourg 2 :

- Nursery and Primary School, Luxembourg 2 : Mme Yolande MICHAUD, EEL2, Primary Building, 6 rue Gaston Thorn, L-8268 Bertrange. Tel. 273224-3002. Email : yolande.michaud@eursc.org

¹ The school has a reserve of three places in order to reduce the risk of having to divide a class should SWALS pupils arrive during the school year show registrations concern the fact the school for which the application is requested.

- Secondary School, Luxembourg 2: Mme Blandine THISSERANT, EEL 2, Secondary Building, 6 rue Gaston Thorn, L-8268 Bertrange. Tel 273224-4002. Email : blandine.thisserant@eursc.org

To discuss subjects, languages and options, appointments can be made with the co-ordinators of the academic cycles :

M. Gerhard PELIKAN (1st-4th Secondary). Tel. 273224-4006. Email gerhard.pelikan@eursc.org

Mme Sabine BOUZETTE (5th-7th Secondary). Tel. 273224-4007. Email sabine.bouzette@eursc.org

Applications for admission to the sections DE, EN, FR may be addressed to either of the Luxembourg European Schools. The schools' administrations, working together, will examine all applications in the light of the rules described above. The submission of an application to a particular European School does not imply the acceptance of that application by the school in question.

Dates/deadlines for applications and responses

Parents are requested to submit applications from **15th April 2013** until **31st May 2013** at the latest, with the exception of the week of 20 – 24 May 2013. Applications will be dealt with from the end of May, and responses will be sent to parents by **12th July 2013**.

Parents are required to answer precisely any questions or requests for information which may be sent by a school. Incomplete or inaccurate dossiers may lead to a pupil's ineligibility for admission.

Transfer requests

Unlike first-time applications, transfer requests concern students already enrolled at one EEL who wish to move to the other school at the end of the academic year.

To be considered, any transfer request must be made in writing to the Director of the student's current school before **30th April**.

The school to which the request of transfer was addressed to will reply as quickly as possible, and no later than 28th June.

Transfers will be made only if places are available in the class requested, and on condition that no distributional imbalance is caused or exacerbated (in accordance with Rule 6, above). In the event of more requests than places available, the priorities of Rule 7 of the admission procedures will apply.

Mother tongue or dominant language

In the European Schools, students are admitted to the language section which corresponds either to their mother tongue or to the language in which their competence and performance are strongest.

Pupils whose mother-tongue section does not exist in the European Schools are invited to apply to one of the three vehicular-language sections (DE, EN, FR).

If necessary, the school administration will organise a language test and decide which section is appropriate.

Pupils with special educational needs (SEN)

The European Schools of Luxembourg accept pupils with special educational needs, subject to the following procedure :

- a) An advisory group, on the basis of documents provided by the family and of any further professional evidence which may be required, evaluates the ability of the school to meet the pupil's needs. It determines the framework and conditions of any individualised teaching/learning. The advisory group may recommend an observation period or provisional admission.
- b) The school director, on the recommendations of the advisory group, decides whether or not the school is able to provide the appropriate educational and social environment for the pupil. If the decision is favourable, the school and the parents sign a convention, valid for one academic year, which lays out the supportive measures provided by each party.
- c) At the end of the academic year, an evaluation is made of the pupil's progress ; this also assesses the school's ability to meet the pupil's particular needs in the following year.

Additional rules for the admission of Category II and III pupils

Category II pupils are accepted in accordance with the terms of the convention signed with the employer, and the regulations approved by the Board of Governors of the European Schools.

Category III applications can be considered only after the directors of the schools have estimated Category I and II intake. Each school organises its admissions independently, giving priority to undersubscribed language sections (those with the fewest pupils). No Category III student may be admitted into a class which already has 24 or more pupils. The admissions are decided case by case.

Applications for admission in Category III must be made between 15th April 2013 and 31st May 2013 at the latest, with the exception of the week 20th – 24th May. Apart from cases of exceptional circumstances, no enrolment of Category III pupils is possible during the ongoing academic year.

Category III applicants must meet these additional criteria :

- Ø The previous educational background, type of schooling, linguistic ability and general knowledge must meet the standards of the European Schools.
- Ø There must be a genuine need for European School admission (e.g. the absence of appropriate alternatives in Luxembourg and environs).

The European Schools will reply to parents in the week of 8th – 12th July 2013.

Toula VASSILACOU

Director of ES Luxembourg 1

Emmanuel de TOURNEMIRE

Director of ES Luxembourg 2

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BG	Bulgarian
CR	Croat
CS	Czech
DE	German
DK	Danish
EL	Greek
EN	English
EO	Estonian
ES	Spanish
FI	Finnish
FR	French
HU	Hungarian

IR	Irish
IT	Italian
LE	Latvian
LT	Lithuanian
MT	Maltese
NE	Dutch
PL	Polish
PO	Portuguese
RO	Romanian
SL	Slovenian
SO	Slovak
SW	Swedish