



Via Montello, 118 – 21100 VARESE (Italia)

- Established in 1960 -

**APPLICATION FOR ADMISSION
Nursery and Primary School
School Year 2023/2024**

Beginning of the school year: Monday, 4 September 2023

Legal representatives are kindly requested to read carefully terms and conditions for the admission and to sign wherever requested.

Legal representatives working for EU Institutions are kindly requested to provide, as soon as possible, a certificate attesting their personal number, the type of contract, relevant duration and the date of entry into service.

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

AGE REQUIREMENTS IN THE EUROPEAN SCHOOLS

- a) Pupils shall be admitted to the nursery school at the beginning of the school year in September of the calendar year in which the child reaches four years of age. **(born in 2019)**
- b) Pupils shall be admitted to primary year 1 at the beginning of the school year in September of the calendar year in which the child reaches six years of age. **(born in 2017)**
- c) In principle, no child may be admitted to the school if he/she is two years (three years for secondary years 4-7) older than the normal age resulting from application of the above provisions to his/her particular case.
- d) Pupils with special educational needs: these cases are dealt with in accordance with the provisions laid down by the Decision of the Board of Governors on the policy on the provision of educational support in the European Schools (document 2012-05-D-14-en-10, which can be consulted on www.eursec.eu).

TABLE OF EQUIVALENCES OF TEACHING LEVELS/YEAR GROUPS

The table of equivalences in Annex II (Cf. 2014-03-D-14-en-11 which can be consulted on www.eursec.eu), shows the equivalences of teaching levels/year groups between the different education systems of the EU Member States and the European Schools system.

REGULATIONS FOR LANGUAGE TEACHING IN THE EUROPEAN SCHOOLS

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 normally 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 (Students Without A Language Section) 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. (Article 47.e. of the General Rules of the European Schools.)

Determination of L1 at the time of the child's enrolment is definitive in principle.

A change of Language 1 may only be authorized by the Director for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members.

IN THE EUROPEAN SCHOOLS, PUPILS CAN IN PRINCIPLE STUDY UP TO **FIVE LANGUAGES**.

Nursery cycle

Language 1 (L1)	It is taught from the age of admission into the nursery cycle and is the language of the section in which the pupil is enrolled. For SWALS, Language 1 is different from the language of the section.
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Primary and secondary cycles

Language 1 (L1)	It is taught from primary year 1 and is the language of the section in which the pupil is enrolled. For SWALS, Language 2 will be the language of the section.
Language 2 (L2)	It is taught from primary year 1: this language can only be DE (German), EN (English) or FR (French) and must be different from Language 1. In secondary years 3-5, a pupil's Language 2 (DE, EN or FR) is his/her working language for Human Sciences, History, Geography, Economics and Religion/non-confessional ethics.
Language 3 (L3)	It is taught from secondary year 1; it can be any official language of the European Union countries not studied as L 1 or L 2. L3 in year 1 is a beginners' course.
Language 4 (L4)	It is taught as an option from secondary year 4; it can be any official language of the European Union countries not studied as L1, L2 or L3. L4 in year 4 is a beginners' course.
Language 5 (L5)	It is taught as a 2-period complementary course from secondary year 6. It is a course for beginners, i.e. pupils who have never formally studied the language in question.

Official languages of the European Union

BULGARIAN (BG)	DUTCH (NL)	FRENCH (FR)	IRISH (GA)	MALTESE (MT)	SLOVAK (SK)
CROATIAN (HR)	ENGLISH (EN)	GERMAN (DE)	ITALIAN (IT)	POLISH (PL)	SLOVENE (SL)
CZECH (CS)	ESTONIAN (EE)	GREEK (EL)	LATVIAN (LV)	PORTUGUESE (PT)	SPANISH (ES)
DANISH (DK)	FINNISH (FI)	HUNGARIAN (HU)	LITHUANIAN (LT)	ROMANIAN (RO)	SWEDISH (SV)

PROVISIONS RELATING TO THE ORGANISATION OF EDUCATIONAL CHOICES IN THE EUROPEAN SCHOOLS

Courses in the European Schools are organised in accordance with the decisions of the Board of Governors and with the rules in force.

INSTRUCTIONS

Please fill in this application for admission with your utmost care. The mandatory particulars required on this form must be completed by the applicant.

It will only be taken into consideration WHEN ALL THE DOCUMENTS REQUIRED HAVE BEEN SUPPLIED.

Once the application has been submitted, the applicant may not change the enrolment application.

DOCUMENTS TO BE SUPPLIED WITH THE ENROLMENT APPLICATION:

	<ul style="list-style-type: none"> ▪ A passport-sized photo 35X45 jpg. on white background
	<ul style="list-style-type: none"> ▪ A birth certificate issued by the local authority, where the child was born, or a certified copy thereof.
	<ul style="list-style-type: none"> ▪ An employment certificate issued by the personnel department of your institution. Where both legal representatives are employed by the European institutions, only the person who receives education and/or family allowances from the institution is required to supply the employment certificate. ▪ Financial Agreement validity, declaration by the Company.
	<ul style="list-style-type: none"> ▪ Full school reports for the 2020/2021, 2021/2022 school years and the last report(s) received in 2022/2023. If the school does not issue school reports during the year, a school attendance certificate. <i>These documents are not necessary for admission to the nursery or primary year 1.</i>
	<ul style="list-style-type: none"> ▪ At the end of the current school year, the school report for 2022-2023 indicating whether the child has been promoted to the year above. If the Class Council's decision is not clearly indicated in the final report, a school certificate stating whether the child has been promoted to the year above. <i>These documents are not necessary for admission to the nursery or primary year 1.</i>
	<ul style="list-style-type: none"> ▪ In cases of separation/divorce, the supporting document (in DE, EN, FR or IT), which establishes that the person applying for enrolment has official parental authority over the child and if he/she is acting alone, that he/she has sole parental authority over the child, or that he/she is acting with the other legal representative's permission. Where appropriate, the judicial decision allowing the applicant to apply for the child's enrolment alone.
	<ul style="list-style-type: none"> ▪ For in-year enrolments, a school attendance certificate for year 2023/2024. <i>This document is not necessary for an enrolment in the nursery.</i>

Kindly return the form SOLELY starting from page 5 to page 11.

**IF YOU ARE INTERESTED IN THE TRANSPORT AND CANTEEN SERVICES,
PLEASE FILL-IN AND RETURN RELEVANT FORMS IN ANNEX**

GENERAL RULES OF THE EUROPEAN SCHOOLS

The General Rules of the European School is hereby entirely accepted, as well as any amendment approved by the Board of Governors of the European Schools, during the student school path. (Regulation available on the website: www.eursec.eu).

GDPR EU REGULATION IMPLEMENTATION 2016/679

European School Privacy Information: <https://www.eursecva.eu/en/home/documents-and-links/privacy/>

A.7. Pedagogical Reform WG – Proposal for a Language Policy in the European Schools + annexes (4) 2019-01-D-19-fr-3¹

SWALS are those pupils whose mother tongue/dominant language is an official language of an EU Member State (with the exception of Irish and Maltese) but for whom no language section in their 2019-04-D-12-en-3 9/25 mother tongue/dominant language (L1) exists in their school. If one of the language sections of the European Schools corresponding to a category I or II pupil's mother tongue/dominant language is not open in the school, this pupil is entitled to tuition in his/her L1, working on the assumption that the School has at its disposal a duly qualified teacher, or can recruit one. If one of the language sections of the European Schools corresponding to category III pupil's mother tongue/ dominant language is not open in the school, this pupil is entitled to tuition in his/her L1, 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 concerned would have to switch their L1 to their L2 and would have to choose a new L2. They would be allowed two years to catch up.

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 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. The undersigned declares that he/she has read the school general rules (see extract to be signed, unabridged edition on the website www.eursec.eu) and undertakes to respect them.

The applicant undertakes to pay all the fees, including the school insurance premium, the photocopy contribution, the renting of the locker, the books published 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 bind themselves jointly and severally to pay all the fees even in case of future separation or divorce.

PLEASE TAKE NOTE THAT DEPOSITS ARE NOT REIMBURSABLE.

The undersigned declares that he/she has been informed that the School may require the child to take a language test in order to check what his/her dominant language is and choose the appropriate language section, in the child's best interests. Once the language section has been determined, the pupil is supposed to remain in the same section throughout his or her schooling and declares also to be informed of the pedagogical reform about SWALS L1 tuition of students in category III.

Date:

Signature (legible) of the legal representatives:

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¹ Cfr. 2019-04-D-12-en-3 (www.eursec.eu) 9/25 Decisions of the enlarged meeting of the Board of Governors of the European Schools Meeting of 9-12 April 2019 – Athens (Greece) Approved by written procedure No 2019/28 on 8 July 2019

DECLARATION

The undersigned declares that he/she has read, understood and accepted the General Rules of the European Schools which can be found on the website <https://www.eurasc.eu/en/Office/official-texts/basic-texts/> in the English, French and German versions.

Signature (legible) of the legal representatives

I, the undersigned, declare that I accept that the Complaints Board (<http://www.schola-europaea.eu/cree/>) is the only one competent, in the first and last instance, to hear, after exhausting the administrative route, disputes relating to the application of the Convention defining the Statute of the European Schools (completed at Luxembourg on 21 June 1994) to the persons named therein and relating to the legality of a contested act which is based on the Convention or on rules established on the basis of it (including the General Rules of the European Schools).

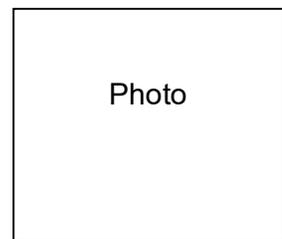
Signature (legible) of the legal representatives

FOR OFFICIAL USE ONLY:

Data di ricevimento	Data di Inserimento	Ciclo	Classe	Sezione linguistica	Codice datore di lavoro

Parere del Direttore aggiunto	Decisione del Direttore	Eventuali osservazioni

INFORMATION SHEET



I. INFORMATION CONCERNING THE PUPIL:

Surname:

First name(s):

Sex : M / F

Date of birth: Fiscal Code:

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

Nationality 1: Nationality 2:

Language(s) spoken at home: with mother

Language(s) spoken at home: with father

Level and year requested²: Nursery YEAR 1 2

 Primary YEAR 1 2 3 4 5

Language section requested:

Beginning from:

Pupil's main residence:

Street: N°..... Postcode:

Town/City: Phone/ Mobile:

² TABLE OF EQUIVALENCES - ANNEX II 2014-03-D-14-en-11 (www.eursec.eu)

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..

LINGUISTIC COMPETENCES (Please indicate mothertongue and all the languages spoken by the child):

Languages	Number of years of study	Degree of knowledge
		basic/intermediate/very good/excellent
		basic/intermediate/very good/excellent
		basic/intermediate/very good/excellent

PUPILS WITH LEARNING DIFFICULTIES / DISABILITIES

Has your child already received educational support? Yes No

Does your child have:

- learning difficulties requiring educational support?* Yes No
- learning disabilities requiring intensive educational support?* Yes No

If so, please specify:

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Please attach a detailed diagnosis and/or a multidisciplinary medical-psychological-pedagogical assessment and contact the school Directorate for further information³. Information and documents communications will be treated in the strictest confidentiality.

School Psychologist

Parents/ Legal Responsible give their permission to child possible consultations of the school psychologist* Yes / No

Additional information:

Does your child attend the JRC Garderie at Ispra? Yes / No

³ See document 2012-05-D-14-en-10, which can be consulted on the European Schools' website www.eursec.eu
 * Information available on the psychologist webpage: www.eurscva.eu

II. INFORMATION ABOUT THE FAMILY

Number of children in the family:

Number of children at the European School:

Information about children already attending the European School:

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

Information concerning other children whom you envisage enrolling into the European School Varese in the years to come:

<u>Surname and first name</u>	<u>Date of birth</u>	<u>Year of enrolment</u>	<u>Lang. section/class</u>
.....
.....
.....



☞ **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:

Relationship:

Tel./ Mobile:

III. INFORMATION ABOUT THE LEGAL REPRESENTATIVES⁴

Surname:
First name:
Relationship to the child : Mother Father Other :
Nationality: Language:
Profession⁵: Employer:
Personal N° (EU employees only):
Date of start of contract: Date of end of contract:
Tel. office: Mobile:
Email office:

Private address :

Street: N°
Postcode: Town/City:
Tel. : Mobile:
Personal email:



Surname:
First name:
Relationship to the child : Mother Father Other :
Nationality: Language:
Profession: Employer:
Personal N° (EU employees only):
Date of start of contract: Date of end of contract:
Tel. office: Mobile:
Email office:

Private address :

Street: N°
Postcode: Town/City:
Tel. : Mobile:
Personal email:

If the parents are separated or divorced: Please indicate which legal representative(s) has/have

- parental authority over the child father **and** mother (joint authority)
 sole authority father or sole authority mother
- main custody of the child (main residence) father **or** mother or equal residency

⁴ A child's legal representatives are invested with parental authority over him/her. They are required to consent to enrolment jointly, unless one of them is able to claim sole parental authority over the pupil under the law or pursuant to a judicial decision.

⁵ If you are a professional (wo)man or an entrepreneur, please state clearly the exact name of your company.

If the applicant for enrolment does **not have parental authority** over the child concerned but is regarded as having this child as a dependant:

Surname:
First name:
Relationship to the child : Mother Father Other :
Nationality: Language:
Profession⁶: Employer:
Personal N° (EU employees only):
Date of start of contract : Date of end of contract:
Tel. office: Mobile:
Email office:

Private address :

Street: N°
Postcode: Town/City:
Tel. : Mobile:
Personal email:
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☞ **Letters of payment be sent to:** FATHER MOTHER OTHER
☞ **Correspondence be sent to:** FATHER MOTHER OTHER

The applicant confirms that the information provided in this form is true to the best of his/her knowledge and hereby undertakes to notify the Director's secretariat of any changes to this information, which may occur.

Date:

Signature legible of the legal representatives:

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⁶ If you are a professional (wo)man or an entrepreneur please state clearly the exact name of your company.

CHOICE of SUBJECTS

Pupil's SURNAME and first name:

Language section requested: Class:

I. For pupils in the NURSERY CYCLE

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:

- BULGARIAN CROATIAN CZECH DANISH ESTONIAN FINNISH GREEK HUNGARIAN LATVIAN
- LITHUANIAN POLISH PORTUGUESE ROMANIAN SLOVAKIAN SLOVENIAN SPANISH SWEDISH

Other National Language (ONL):

Only for pupils who have Irish nationality: Irish Yes No
 Only for pupils who have Maltese nationality: Maltese Yes No

II. For pupils in the PRIMARY CYCLE

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:

- BULGARIAN CROATIAN CZECH DANISH ESTONIAN FINNISH GREEK HUNGARIAN LATVIAN
- LITHUANIAN POLISH PORTUGUESE ROMANIAN SLOVAKIAN SLOVENIAN SPANISH SWEDISH

Other National Language (ONL):

Only for pupils who have Irish nationality: Irish Yes No
 Only for pupils who have Maltese nationality: Maltese Yes No

Language 2 (1st foreign language):

- German English French

For SWALS Language 2 will be the language of the section.

Religion / Non denominational ethics classes (*)

Please indicate alternative options: **and**

in case it is not possible for the desired course to be organised:

- Catholic Protestant Orthodox Jewish Islamic
 Ethics

(*)These courses are organised in accordance with the provisions adopted by the Board of Governors.⁷

Date: Signature legible of the legal representatives:

**END OF THE FORM TO BE COMPLETED AND RETURNED
IF YOU ARE INTERESTED IN THE TRANSPORT AND CANTEEN SERVICES, PLEASE
 FILL-IN AND RETURN RELEVANT BUS FORMS**

⁷ See document [2014-02-D-14-en-3](#), which can be consulted on the European Schools' website www.eursec.eu

INFORMATION FORM

To be handed in together with the pupil's application form for the European School of Varese

The information herein required is essential to take into consideration the pupil for the transport programme of the European School of Varese and is not in any case binding for the purposes of the following contract (point 1):

1. In June the new bus programme 2023/2024 will be available and it will be possible to stipulate the contract for the school transport service. The information for the enrolment to the transport service will be sent **only** to those who will have manifested their interest by filling out this form, which must be returned to the main administrative office of the School together with the application form.

2. The admission of the pupil to the European School of Varese is an essential condition for sending and accepting the transportation service agreement 2023/2024.

INFORMATION REGARDING THE PUPIL

Surname Name

Date of Birth

Address

Streetcivic number

Town

School Cycle and requested class:

- Nursery 1 2
 Primary 1 2 3 4 5
 Secondary 1 2 3 4 5 6 7

Requested language section: French English Italian Dutch German

INFORMATION REGARDING THE PUPIL'S LEGAL REPRESENTATIVES

Surname Name

Telephone number

Surname Name

Telephone number

E-mail address where to send further information for the enrolment to the transport service:

1.

2.

Please fill out and select all the requested information.



COOPERATIVA MENSA della SCUOLA EUROPEA di VARESE

WEB: www.comsev.eu

INFORMATION FORM

to be handed in together with the pupils application form for the European School of Varese

If you are interested in the canteen service at the European School of Varese, please fill out the information form and you will be contacted by the COMSEV office.

Only when the pupils have been admitted to the European School of Varese the legal representatives can activate the canteen service.

The prices of the canteen service are established from year to year during meeting of the Board of Administration in May. To be able to use the service at a discounted price, you have to submit an application form for membership. Every year, since June, prices are updated on the annual canteen service request form, which has to be completed on-line on the website www.comsev.eu.

BEGINNING FROM :

INFORMATION REGARDING THE PUPILS:

Surname Name
sex M F date of birth. ... / ... / Cycle. ... Class. Language Sect.

Surname Name
sex M F date of birth. ... / ... / Cycle. ... Class. Language Sect.

Surname Name
sex M F date of birth. ... / ... / Cycle. ... Class. Language Sect.

Surname Name
sex M F date of birth. ... / ... / Cycle. ... Class. Language Sect.

INFORMATION REGARDING THE PUPIL'S LEGAL REPRESENTATIVES

Surname Name

E-mail addresses: @.....
..... @.....

Surname Name

E-mail addresses: @.....
..... @.....

PRIVACY DISCLOSURE: I declare that I have read the disclosure for the processing, communication and dissemination of ordinary personal data concerning me and my family members, within the limits indicated in the disclosure on the COMSEV website and I declare that I am aware of the rights granted to me by Article 7 of the cited EU Regulation No 2016/679.

Varese (date)

Signature