



Escuela Europea de Alicante

ScholaEuropaea / European School of Alicante

# Enrolment policy school year 2024/2025

The purpose of the European Schools is to educate together children of the staff of the European Communities. Besides the children covered by the Agreements provided for in Art. 28 and 29 of the « Convention defining the Statute of the European Schools », other children may attend the Schools within the limits set by the Board of Governors.

## 1. Age requirement to enroll in the European school

- Pupils shall be admitted to the **Early Education** school at the beginning of the school year in September of the calendar year in which the child reaches four years of age.
- 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.
- As a general rule, entry to subsequent years shall be subject to the same age requirement, increased by the number of years corresponding to the class.
- In principle, no pupil may be admitted to the School if he/she is two years (three years for the classes 4 to 6 of the Secondary) older than the normal age.

## 2. Cycles

Nursery cycle: N1 + N2 (4 and 5 years-old pupils) form a single year group

Primary cycle: P1 to P5

Secondary cycle: S1 to S7

## 3. Language sections/mother-tongues

The European School of Alicante has the following language sections:

|    |                          |
|----|--------------------------|
| ES | Spanish language section |
| EN | English language section |
| FR | French language section  |
| DE | German language section  |

In the case where the section corresponding to a pupil's mother-tongue/dominant language does not exist, he/she will be enrolled into one of the existing language sections.

He/she will attend classes in his/her mother-tongue/dominant language organized for so-called **SWALS** (Students Without A Language Section) as Language (L1).

SWALS pupils benefit from the provision of their dominant language tuition until the end of their studies<sup>1</sup>

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<sup>1</sup> This principle is relevant to category I and II pupils. Category III pupils are entitled to tuition in their 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. L1 Courses in S6 and S7, are protected from termination.

This principle may be waived only when 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 could consider, in that case, that the child will be capable of continuing his/her schooling in the language in question.

At present, the European School of Alicante has the following L1 for **SWALS**:

Nursery-Primary: Bulgarian, Czech, Danish, Dutch, Estonian, Finnish, Greek, Hungarian, Italian, Lithuanian, Portuguese, Polish, Slovak, Slovenian, Swedish, Romanian.

Secondary: Bulgarian, Czech, Danish, Dutch, Estonian, Finnish, Greek, Hungarian, Italian, Lithuanian, Portuguese, Polish, Slovak, Swedish, Slovenian.

#### **4. Mother-tongue/dominant language**

In the European Schools pupils are admitted to the language section corresponding to their mother-tongue or to their dominant language, in accordance with Article 47e) of the General Rules of the European Schools, which stipulates the following:

*“ e) 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 (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.** 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. 2014-03-D-14-en-9 33/66 Should a new language section be created, children previously enrolled with SWALS status and who had the language of this new section as their Language 1 will automatically be admitted to the newly created language section without the need for them to be required to take comparative language tests. In that case, a change of L1 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.”*

For further information, you may consult the Language Policy of the European Schools (2019-01-D-35-en) readable <https://www.eursec.eu/BasicTexts/2019-01-D-35-en-4.pdf>

## 5. Definition: categories of pupils

Pupils of the European Schools (ES) are divided into 3 categories, defined as follows:

- **Category I**

Pupils whose parents belong to a European Institution or similar organisation, in accordance with Chapter XII of the Digest of Decisions of the Board of Governors <https://www.eursec.eu/en/Office/official-texts/decisions> and who are employed directly and continuously for a minimum period of one year.

These pupils are exempt from school fees.

The School accepts the applications of Category I pupils at any time during the academic year.

- **Category II**

Pupils covered by individual agreements between the School and an Enterprise, each entailing specific rights and obligations for the pupils concerned, particularly as regards school fees.

The School accepts regularly the applications of Category II pupils at any time during the academic year. New admissions will be subject to the availability in the class requested.

- **Category III**

Pupils who do not belong to categories I and II.

These pupils would be admitted to the European Schools **in so far as places are available**, in accordance with an order of priority listed <https://www.eursec.eu/en/European-Schools/enrolments/admission>. Priority will be given to siblings of pupils already enrolled in the school.

The ordinary school fees fixed by the Board of Governors would be payable for these pupils.

**The Director can determine the number of places available for this category only after becoming aware of the number of applications from pupils of categories I and II.**

## 6. Enrolment files

**We will continue with the same procedure to deal with all files as efficiently as possible for the forthcoming enrolment campaign 2024-2025.**

The applications can be considered only when all relevant parts of the enrolment form will have been duly filled in all required documents would have been attached. Incomplete applications will be put on hold.

Documents to be attached to the enrolment application file:

- A recent passport size photo of the child
- A birth certificate or civil status certificate (original or certified copy of original)
- Only for category I, an employment certificate issued by the personal department of the Institution attesting the personal number, kind of contract, the date of begin of service and the duration.
- Only for category III: Applications for the enrolment of Category III pupils will be considered only on condition that the sum of **200€** as administrative costs for the handling of the application

advance payment of school fees for the 2024-2025 school year would have been paid in the following account indicating as concept Enrolment fee + full name and surname of the pupil.

**BANK: BBVA-BANCO BILBAO VIZCAYA ARGENTARIA**  
**BIC: BBVAESMM**  
**IBAN: ES12 0182 5596 97 0290000330**

Proof of payment must be attached to the enrolment application file.

**Important note: This sum of money is non-refundable.**

**When the enrolment application will be successful, this advance payment must be deducted from the prepayment invoice (25% school fees) for school year 2024-2025.**

- From Primary 2 onwards, School reports for 2022-2023 school year and the interim report for 2023-2024. If the school does not issue an interim report, an attendance certificate should be produced.  
At the end of the current school year, the school report for 2023-2024 indicating whether or not the child has been promoted to the above year. If the class council's decision is not clearly indicated in the final report, a school certificate stating whether or not the child has been promoted to the above year should be produced.
- In cases of separation/divorce, the supporting document (in ES, DE, EN or FR) 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, copy of the judicial decision allowing the applicant to apply for the child's enrolment alone will have to be joined.
- A detailed diagnosis and/or a multidisciplinary medical-psychological-pedagogical assessment (in ES, DE, EN or FR) and contact the School management for more information if the pupil has special educational needs and an Intensive Learning Support might be necessary.

Information for the School Medical service:

- A medical form is required to be sent directly by e-mail.

## **7. Enrolment contact**

Parents may contact the School for any questions, namely about choice of subjects, languages and options.

Appointments can be made with the Management of each cycle to discuss the matter:

### **Nursery and Primary**

Ms. Katre Mehine – Deputy Director

[ALI-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu](mailto:ALI-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu)

Ms. Evelyn Olivier – Assistant to the Deputy Director

[ALI-ASSISTANT-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu](mailto:ALI-ASSISTANT-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu)

Phone secretariat: (+34)965.161.188

E-mail secretariat: [ALI-NURSERY-PRIMARY-SECRETARIAT@eursc.eu](mailto:ALI-NURSERY-PRIMARY-SECRETARIAT@eursc.eu)

## **Secondary**

M. José Luís Hernández – Deputy Director  
[ALI-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu](mailto:ALI-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu)

Mr. Tiago Pita – Assistant to the Deputy Director  
[ALI-ASSISTANT-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu](mailto:ALI-ASSISTANT-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu)

Phone secretariat: (+34) 965.151.003  
E-mail secretariat: [ALI-SECONDARY-SECRETARIAT@eursc.eu](mailto:ALI-SECONDARY-SECRETARIAT@eursc.eu)

## **8. Additional information regarding category III new enrolments**

The Director can determine the number of places available for this category only after becoming aware of the number of applications from pupils of categories I and II.

When deciding on the number of category III pupils who may be admitted, the Director must see to it that enough places are kept free in each class to allow a reasonable number of the children coming into Categories I and II to be admitted during the year, without leading to a class being divided.

### **Category III pupils may not be admitted to a class which already counts 24 pupils.**

The Director shall decide on a case by case basis taking into account the specific needs of the school.

Category III pupils for whom admission is requested in a class higher than 1<sup>st</sup> Year Primary must satisfy also the condition that they have successfully completed the class before the one they are applying for.<sup>2</sup>

Except in exceptional circumstances, no enrolment of category III pupils in the English and Spanish speaking sections is possible during the school year.

When a pupil is first enrolled in a European School, the legal representatives shall undertake to pay the sums owed within the time period set by the school.

## **9. Enrolment terms for different categories of families**

### **9.1 Enrolment term for category I - EUIPO**

**From Thursday 1 February until Friday 1 March 2024**

Parents are invited to read carefully the “Vademecum” readable in EUIPO’s intranet. This document will provide them an initial overview of the different aspects of the European School of Alicante.

For further information, particularly about general issues related to the enrolment of pupils, parents are invited to first refer to the document “FAQ”, published on EUIPO’s Intranet.

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<sup>2</sup> The previous type of school and curriculum followed, linguistic competences and the general level of education must meet the requirements of European Schools.

Should perspective parents have difficulties to find the necessary information, they should not hesitate to get in contact with the school, using the relevant contacts indicated here above.

#### **Enrolment form & Information for the school Medical Service:**

The forms can be downloaded from the intranet of EUIPO. Forms are prepared to be filled in digitally and **must not be reformatted under any circumstances.**

#### **Time period for submission of applications:**

Parents will be contacted when, at the end of the enrolment period (after 1<sup>st</sup> of March), the file should not yet be complete.

#### **Delivery of application forms and other documents to be supplied**

The enrolment application in ORIGINAL should be submitted as follows:

- Hand in to the secondary security guard (in a sealed envelope marked – **enrolment-**)
- or
- Send by post or courier service to the following address:  
*Escuela Europea de Alicante*  
*Atn.: Secretaría de Dirección (inscripciones)*  
*Av. Locutor Vicente Hipólito, s/nº*  
*E-03540 Alicante*

#### **Delivery of information for the school medical service**

The medical form for the school medical service should be sent **directly** by email.

Parents are kindly invited to respond promptly to any requests for information/clarification that might be sent to them by the School, so to complete as soon as possible the enrolment process.

Applications will be dealt with from 4<sup>th</sup> of March onwards and replies will be sent to parents by e-mail.

### **9.2 Enrolment term for category I: other European Institutions**

#### **From Thursday 1 February until Friday 1 March 2024**

Families belonging to other European Institutions are invited to contact the Director's Assistant by e-mail [ALI-EXECUTIVE-ASSISTANT@eursc.eu](mailto:ALI-EXECUTIVE-ASSISTANT@eursc.eu)

The enrolment application and Vademecum will be sent by e-mail.

### **9.3 Enrolment term for category II:**

Category II pupils are accepted under the terms of the agreement signed with the employer and in accordance with the rules approved by the Board of Governors of the European Schools.

An e-mail shall be sent to the Director's Assistant [ALI-EXECUTIVE-ASSISTANT@eursc.eu](mailto:ALI-EXECUTIVE-ASSISTANT@eursc.eu) so that an informative meeting can be organised with the Management at any time.

#### **9.4 Enrolment term for families with siblings already attending the European School Alicante From Thursday 8 February until Friday 1 March 2024**

On the 8<sup>th</sup> of February, families will be informed by SMS (School Management System) announcement of the online pre-enrolment procedure for siblings.

Parents are requested to kindly respond promptly to any requests for information/clarification that might be sent to them by the School.

Replies will be sent to parents by e-mail.

**We request parents not to call the secretariats of the School**, so as not to delay handling of files.

#### **9.5 Enrolment term for new category III families From Monday 15 April until Friday 3 May 2024**

Parents are invited to read carefully the Vademecum readable on the school website.

The same day the enrolment term opens (Monday 15<sup>th</sup> of April), a circular from the Director will be published to **inform on the availability of places and the online enrolment procedure**.

**Parents are strongly invited to do not apply for levels for which the school would not have category 3 available places. There is no hope to get your enrolment application accepted and you would lose your money.**

Parents are requested to kindly respond promptly to any requests for information/clarification that might be sent to them by the School.

Replies will be sent to parents by e-mail.

While we acknowledge the eagerness of parents to get news on their enrolment application, we also remind that answer to category 3 enrolments can only be given when the situation of category 1 and 2 enrolments will have been clarified. Given the number of enrolment applications our School receives, **we kindly request parents not to call the secretariats of the School**, so as not to delay handling of files. Parents will be contacted when their application will be examined, when necessary.