



ADMISSIONS POLICY

Admissions conditions and fees

The European Schools were created to provide children whose parents work for European Union institutions with an education in their mother tongue.

Families who do not belong to European institutions can still apply to the school.

Applications will be processed according to the family's category and the number of available places.

Children who are admitted to the school in the middle of their studies are placed in the year group that corresponds to the same level of studies in the country from where they come.

In general, they are enrolled in the language section of their dominant language.

If necessary, they will take an assessment test in order to determine their grade level and/or dominant language.

Applications are accepted all year long if classes are not full (except for the last two years of secondary, S6 and S7).

Students who attended the school for the 2020/2021 school year are automatically enrolled for the coming year (no re-enrolment is necessary).

Children who are currently in the last year of the nursery and primary cycle and who meet the age requirements will be automatically included on the admission lists for P1 or S1.

Every family has the right to send in an application. Depending on their situation, children will be put into category A, B1, B2, B3, B4 or B5. Admissions rules vary depending on the category. Underneath is a summary of the different cases.

Category A	Children of European Community staff as outlined in Article 1 of the Convention Defining the Statue of the European Schools (pupils in category 1 in Type 1 European Schools)
Category B1	Children of staff of other European institutions (for example, the Council of Europe) and of staff of international institutions and organisations Children of staff of the European School of Paris-La Défense
Category B2	Children of diplomatic and consular staff of European Union member states, non-member states and other countries
Category B3	Children whose families temporarily live in or around Courbevoie



	and who will most likely attend a school outside of the French educational system later on In this category, priority is given to children whose parent(s) is/are working abroad in research institutes, higher education or business.
Category B4	Children whose mother tongue or dominant language is a European language other than French
Category B5	Children whose families have European mobility projects Children whose parents wish for them to be educated in line with the spirit of the European Schools

In terms of admission, children in category A are given priority, then children in categories B1 to B5 in numerical order. For children whose brothers and sisters already attend our school, their situation is taken into consideration.

At the start of the school year in September 2021, only A categories will be able to apply for all levels. For the other categories, only applications for the following levels will be considered:

- **M1 EN** (year of birth 2017)
- **M1 FR** (year of birth 2017)
- **M2 EN** (year of birth 2016)
- **P3 FR** (year of birth 2013)
- **P4 FR** (year of birth 2012)
- **P5 FR** (year of birth 2011)
- **P5 EN** (year of birth 2011)
- **S4 EN** (year of birth 2007)
- **S5 EN** (year of birth 2006)

For enrolment in S6, only pupils already enrolled in a European School will be able to apply.

In categories B3, B4 and B5, priority will be given to children for whom no other suitable schooling (international or bilingual sections) can be found because of their mother tongue; in the same categories, priority will be given to children living in or around Courbevoie (because the school does not have boarding facilities).

Applying to and attending the school are free of charge. However, some school supplies and books remain the responsibility of the families.



Admissions procedure and required documents

Before applying to the European School of Paris-La Défense, please read carefully through all of the admissions conditions.

Each person applying to the European School must fill in the application form in its entirety. This form is available in an editable PDF and must be sent digitally along with all of the required documents to the following e-mail address: ee.admissions@ac-versailles.fr.

When e-mailing your application form in, you must also attach the following documents:

- Parents in categories A, B1, B2 and B3 must provide copies of their **contract of employment** and a **certificate of employment**.
- Parents in categories B3, B4 and B5 must provide a **cover letter detailing why they are applying to the school**.
- A **birth certificate** or the **child's page in the livret de famille**.
- The **school reports from the previous year and the first term of the current year**.
- For children not living with their parents, **legal guardianship papers**.
- The **vaccine page** of the child's medical passport (mandatory diphtheria-tetanus-polio vaccine).

If you wish to register several applications, you must send one email per child with the relevant attachments.

Key enrolment dates

- **Enrolment admissions:** 18 January 2021 - 22 March 2021
 - Results of the enrolment for category A families: 16 April 2021 by e-mail
 - Results of the enrolment for families in other categories: 25 May 2021 by e-mail

**The admissions office will be closed from 9 July to 23 August 2021.*

The date of submission of the application is the date stamped by the school secretariat, after having established that the enrolment form has been properly completed and that all the supporting documents have been duly produced and attached to the application. A confirmation e-mail is sent to the parents of pupils who have submitted a complete application once it has been checked.

Except in the exceptional cases described below, applications for category A pupils must be submitted during the first phase, from 18 January to 22 March 2021, late applications will be inadmissible and automatically rejected as of right.



Special conditions for category A students

The legal guardians of category A pupils have priority for admission and have exceptional right to send in admissions applications all throughout the school year.

In order to be able to organise enrolment procedures for all pupils, the legal guardians of category A pupils are kindly requested to register their children between **18 January and 22 March 2021**.

Only the legal guardians of category A pupils **taking up their duties in Paris from 1 March 2021** are authorised to submit their applications after the enrolment deadline **until 31 March 2022**.

By way of derogation, applications from category A pupils whose legal representatives are posted in Paris before 1 March 2021 will be accepted after the enrolment phase if the applicants can establish a **case of force majeure** on the basis of documentary evidence produced - otherwise it will be disregarded - when their application is submitted. A case of force majeure is determinable based on objective events beyond the applicant's control which undoubtedly hinder the submission of their application between 18 January 2021 and 22 March 2021.

Applications for category A pupils after the start of the school year are submitted between 7 September 2021 and 31 March 2022.

For pedagogical reasons, the school has set **31 March 2022 as the date after which no further enrolment applications may be submitted** during the school year.

Applications for enrolment during the school year will be allowed, restrictively and on condition that the following three cumulative conditions are fulfilled, save in exceptional cases affecting the pupil concerned that are duly justified at the time of submission of the application:

- a) they involve categories A pupils for whom no other enrolment application for the 2021-2022 school year has been submitted,
- b) the pupil concerned is being educated outside France when the application is submitted,
- c) one of the following two cases arises three months at the earliest before the start of the child's actual schooling:
 - one of the pupil's legal representatives will be taking up his/her post in Paris,
 - one of the legal representatives residing outside France will be settling in Paris on a long-term basis in the context of a change to the family situation.

Acceptance of places

Applicants will be required to confirm, within **eight calendar days**, at the latest, if they wish to accept a place available offered to them.

Enrolment will be definitive only when the applicants accept the place offered to them. A place not accepted by the deadline, will be deemed to have been refused.



École Européenne
Paris La Défense
à Courbevoie