



Admission policy

Year 2023-2024

Admissions conditions and fees

The European Schools were created to provide the children whose parents work for European Union institutions with an education in their mother tongue. **Those schools are not intended to be bilingual schools.**

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

Applications will be processed according to the category that each family falls into 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. They will be enrolled in the language section of their dominant language following a test which the management reserves the right to conduct.

Ex: To enter in the English-speaking section, pupils must demonstrate a proficiency in the English language, both written and oral.

Applications are accepted until the 31st of March 2024 if classes are not full (except for the last two years of secondary, S6 and S7).

Students who attended the school for the 2022/2023 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 admitted P1 or S1 accordingly.

Depending on their situation, children will be put into category as summarized in the table below. Admissions rules vary depending on the category. Underneath is a summary of the different cases.

| | |
|--------------------|---|
| A1 Category | Children of staff of the European Communities under agreement with the school: EBA, ESMA, GSA and European Commission Cf. article 1 of the Convention defining the Statute of the European Schools (Category 1 pupils in type 1 European Schools) |
| A2 Category | Children of staff of European institutions and European communities who do not have an agreement with the school Children of staff of international institutions and organizations |
| B1 Category | Children of staff of diplomatic and consular representations |
| B2 Category | Children of the staff of the European School of Paris-La Défense |



| | |
|--------------------|--|
| B3 Category | Children from siblings with one child currently enrolled in the school |
| C1 Category | Children of families living in Courbevoie or in the direct proximity of Courbevoie on a non-permanent basis and for whom a continuation of their education in a school system other than the French system is envisaged. |
| C2 Category | Children whose one of the native languages is a European language other than French, or whose shared language is a European language other than French. |
| C3 Category | Children for whom the family wishes an education in the spirit of the European Schools. |

In terms of admission, priority is given to children in A1 category and then all others in the order as outlined in the table above.

At the start of the school year in September 2023, only **A1** categories will be able to apply for all levels. For the enrolment in S6, only pupils who are already enrolled in a European School will be allowed to apply.

For categories A2 to C3, applications will be considered only for the following levels will be considered in the **English-speaking section**:

| Level | Date of born | Equivalence in English system |
|-------|--------------|-------------------------------|
| M1 EN | 2019 | Reception |
| M2 EN | 2018 | Year 1 |
| P5 EN | 2013 | Year 6 |
| S1 EN | 2012 | Year 7 |
| S2 EN | 2011 | Year 8 |

For categories A2 to C3, applications will be considered only for the following levels in the **French-speaking section**:

| Level | Date of born | Equivalence in English system |
|-------|--------------|-------------------------------|
| M1 FR | 2019 | Moyenne section |
| P5 FR | 2013 | CM2 |
| S1 FR | 2012 | 6 ^{ème} |

In categories C1, C2 or C3, 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.



Admission procedure and required documents

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

We draw your attention to the basic proficiency levels at the different cycles for language 2 (L2) and language 3 (L3).

| Subject | S1 | S3 | S5 | S7 |
|---------|-----|------|------|------|
| L2 | A2* | B1* | B2* | C1* |
| L3 | | A1+* | A2+* | B1+* |

* The European Framework of Reference for Languages (CEFR) is a classification that enables students to assess their level of proficiency in a foreign language. Reference document for the basic level of competence for European schools: <https://www.eursc.eu/Documents/2013-08-D-11-en-1.pdf>

To apply to the European School the application form must be fully completed for each child. This form is available in an **editable PDF** and must be **sent digitally** along with all the required documents to the following e-mail address: ee.admissions@ac-versailles.fr (*Handwritten forms will be returned*)

In the case of multiple demands for registration, such as for a sibling, you must send **one e-mail per child** with the relevant attachments.

The **following documents** are required when you send your form by e-mail:

- Parents in categories A1, A2 and B1 must provide copies of their **contract of employment** and a **certificate of employment**.
- Parents in categories C1, C2 and C3 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).

Key enrolment dates

Enrolment admissions: 10th of January 2023 – 12th of March 2023

- Results of the enrolment for **A1** category: 21st of April 2023 by e-mail
- Results of the enrolment for the other categories (**A2, B1, B2, B3, C1, C2 & C3**): Between the 23rd and the 26th of May 2023 by e-mail

**The admissions office will be closed from 12th of July to 27th of August 2023.*

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 categories A1 pupils must be submitted during the first phase, from 10th of January to 12th of March 2023. Late applications will be unaccepted and automatically rejected.

Special conditions for A1 category students

The legal guardians of category A1 pupils have priority for admission and have exceptional right to send in admission applications all throughout the school year.

To be able to organise enrolment procedures for all pupils, the legal guardians of category A1 pupils are kindly requested to register their children between **10th of January and 12th of March 2023**.

Only the legal guardians of A1 category pupils **taking up their duties in Paris from 1st of March 2023** are authorised to submit their applications after the enrolment deadline **until 31st of March 2024**.

By way of exemption, applications from A1 category pupils whose legal representatives are in office in Paris before 1st of March 2023 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.

For pedagogical reasons, **no further enrolment applications may be submitted** after 31st of March 2024.

Applications for enrolment during the school year will be allowed, as long as the following three cumulative conditions are fulfilled:

- they involve A1 categorie pupils for whom no other enrolment application for the 2023-2024 school year has been submitted,
- the pupil is being educated outside France when the application is submitted,
- 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 in office in Paris,
 - one of the legal representatives residing outside France will be settled in Paris on a long-term basis in the case of a change in the family situation.

Acceptance of places

Applicants will be required to confirm, within **eight calendar days**, at the latest, if they wish to accept. Accordingly:

- Before the 19th of April 2023 for A1 category
- Before the 4th of June 2023 for other categories

Enrolment will be confirmed only when the applicants accept the place. If not accepted before the deadline, the place will be considered as refused.