

# The Admission Policy of the European School Ljubljana

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## **General provisions**

This policy is based on the Rules on Implementation of the European School Ljubljana programme which were adopted by the Minister of Education, Science and Sport and were published in the Official Gazette of the Republic of Slovenia (Uradni list RS, št. 39/18 in 113/20), the General Rules of the European Schools (2014-03-D-14-en-16) and The European School Curriculum: Structure and Organisation of Studies and Courses in the European Schools (2019-04-D-13-en-10).

## **Enrolment**

Enrolment in Nursery (N1-N2) of the European School Ljubljana Programme is available to children who will reach the age of four in the calendar year during which they begin attending school.

Enrolment in primary year 1 of the European School Ljubljana Programme is available to children who will reach the age of six in the calendar year during which they begin attending school.

Enrolment in primary year 1 of the European School Ljubljana Programme is also available to children above the age of six who have not yet been enrolled in the basic school education programme or who failed to successfully complete their first grade of basic school education.

## **Enrolment criteria**

Priority during enrolment in the European School Ljubljana Programme is given to children of staff working at institutions and agencies of the European Union.

Before the application deadline's expiration, enrolment will be also available to other children according to the following priority order:

1. Children who have already attended a European Schools Programme;
2. Children of foreign citizens working on diplomatic missions and consular posts, international organisations and offices of international organisations, companies and other organisations in the Republic of Slovenia;
3. Children of citizens of the Republic of Slovenia who are or will be posted for work at EU institutions and agencies or on

diplomatic missions and consular posts or international organisations;

4. Children of other citizens of the Republic of Slovenia and other foreigners with a permanent or temporary address in the Republic of Slovenia.

Upon expiration of the application deadline, enrolment is possible until all available vacancies have been filled.

## **Enrolment procedures**

The European School Ljubljana shall publish a call for enrolment to primary year 1 of the European School Ljubljana Programme in accordance with the schedule specified by the school calendar for each school year.

The application term for enrolment in primary year 1 of the European School Ljubljana Programme begins in February of the school year prior to enrolment, during the periods specified by the school.

The European School Ljubljana shall decide on the application within eight days after the expiration of the application deadline and serve parents the decision on enrolment.

Parents can apply a pupil for enrolment in primary year 2 and higher years of the primary or secondary level of the European School Ljubljana programme in accordance with the deadlines from the second paragraph.

There is no enrolment to the last year of Secondary (S7). Pupils must start their studies in the European School Ljubljana Programme from the penultimate year (S6) in order to take the European Baccalaureate examinations.

The European School Ljubljana decides on enrolment in accordance with the criteria for enrolment and criteria for the distribution of pupils into language sections by the beginning of the new school year, provided that the requirements for enrolment or progression to a higher year have been met.

A decision on the fulfilment of requirements for enrolment in the European School Ljubljana Programme from primary year 2 up to secondary year 6 is made on the basis of certifying documents, demonstrating the scope of completed prior education, or in accordance with general rules of European Schools on the equivalence of grades and education levels (table of equivalences of teaching levels/year groups).

Provided that there are vacancies and under specific circumstances, enrolment may also be possible during the school year. The enrolment criteria, the placement criteria for the language section and the school's staffing and facilities must be taken into account in the procedure.

Enrolment documents are not processed between 1<sup>st</sup> July and 20<sup>th</sup> August, and between 1<sup>st</sup> of September and 10<sup>th</sup> of September.

The enrolment process is carried out in 5 steps:

1. Parents complete the online inquiry form (available on the ESLj website).
2. The Enrolment Coordinator provides parents with a link to the online enrolment form for the relevant grade.
3. Parents complete the enrolment form and add all the required documents.
4. After the enrolment form is complete, the school prepares the learning contract that must be signed by parents and by the director.
5. After the signature of the learning contract, the European School Ljubljana shall issue the parents and/or the pupil a confirmation of enrolment in the relevant year of the European School Ljubljana Programme.

### Required documents:

1. Completed enrolment form;
2. Copy of the photo page of the parents' passports or ID-cards;
3. Copy of the photo page of the pupil's passport or ID-card (showing date of birth) or copy of the pupil's birth certificate;
4. School reports from the previous educational institutions or official certified copies that include the descriptions of subjects and learning outcomes, as well as a certificate of the promotion to the year above for pupils from P2 on;
5. Certifying documents for exercising the right to placement in a specific language section, different from the one decided by the criteria;
6. Other certifying documents for pupils with special education needs;
7. Medical certificate for any medical requirements of the child including special dietary requirements.

In case the school reports or other documents are not in English or Slovenian, a translation to one of these languages must be provided.

### **Criteria for enrolment in language sections**

A pupil has the right to be enrolled in the language section of their mother tongue or dominant language.

A pupil who cannot be enrolled in a language section of their mother tongue or dominant language (hereinafter: a student without a language section) has the right to be enrolled in the English language section. The pupil can also exercise the right to enrol in the Slovene language section, providing these pupils with a possibility to pursue education according to the European School Ljubljana Programme in accordance with the curriculum of the Slovene language section.

In exceptional cases, a pupil that is entitled to request enrolment in the Slovene language section pursuant to the first paragraph can be transferred to the English language section if:

1. He or she already attended a programme for preschool children that was provided in English or attended a programme where English was used as the language of instruction;
2. Within a maximum of two years, the work of one of the parents at an EU institution or agency, diplomatic mission or consular posts, or

work abroad will require the pupil to be enrolled in a programme where English is used as the language of instruction.

3. If the enrolment of a pupil in the specific language section is impossible according to the provisions of previous paragraphs, the pupil's language skills can be determined through testing tailored to their age and previous education, on which basis the pupil is enrolled in the suitable language section.

The Head of School authorises the decision regarding the language section of a pupil, taking into consideration the pupil's mother tongue/dominant language (L1), proficiency (L1 and/or L2), results of the language tests and other substantial circumstances, which may influence the pupil's aptitude when studying at the respective school level and language section.

Determination of L1 at the time of the pupil's enrolment is permanent. A change of L1 may only be authorised by the Head of School for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members.

### **Choosing L2, L3 and optional subjects**

The study of L2 starts in Primary 1. In the English language section, it is possible to choose between French or German; in the Slovenian language section, it is possible to choose between English, French or German. The pupil's L2 must be different from his or her L1.

Determination of L2 is permanent. A change of L2 may only be authorised by the Head of School for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members.

The study of L3 starts in Secondary 1. It is possible to choose between English, French, German, Italian, Spanish and Slovenian. The pupil's L3 must be different from his or her L1 and L2.

Before starting S4, pupils must choose 4-8 periods per week of optional subjects, set out and offered in the European School Ljubljana Programme in such a way that the total number of their weekly periods is between a minimum of 31 and a maximum of 35 periods.

The choice of an optional subject commits a pupil for 2 years (s4 and s5). (S)he cannot change, add or drop options from the start of the 4th year. However, a pupil can change from Maths 6 to Maths 4

- i) In the 4th year, at the end of the 1st semester,
- ii) at the end of the 4th year before entry to S5, subject to the approval by the S4 end-of year Class Council.

Before starting S6 pupils must choose options within compulsory subjects, optional subjects and complementary subjects, set out and offered in the

European School Ljubljana Programme. A pupil's timetable must comprise at least 31 and not more than 35 periods, of which at least 29 periods must be chosen from compulsory subjects and options.

Subject selections cannot be changed after June 30<sup>th</sup> of the previous school year, and the choice commits a student for 2 years.