

GUIDANCE DOCUMENT FOR SUBJECT CHOICES BETWEEN CYCLES

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General Provisions

Transitions between cycles often mark significant milestones in the educational development of students. In these transitions, the choice of subjects can be a significant decision, opening some doors and closing others. The European School Ljubljana takes these transitions seriously, and this policy aims to ensure that the choices made by the students are timely and well-informed.

All subject choices, especially for students enrolling during the school year, are subject to the Enrolment Policy of the European School Ljubljana, as well as the availability of school staff and facilities.

Subject choice on the transition from Nursery to P1

The only choice on entering P1 from ESLj Nursery or directly from outside ESLJ is the choice of L2. The following procedure will apply:

- A presentation on L2 options will be conducted for the students and parents/guardians of existing Nursery students by the end of February.
- Parents will select their choice of L2 on the standard ESLj re-enrolment form in accordance with the enrolment policy for the upcoming year.
- Students joining the school from outside the ESLj Nursery will select their preferred L2 through the standard enrolment form.
- Subsequent changes to L2 can only be made in accordance with standard rules applicable to European Schools, as outlined in the Enrolment Policy of the European School Ljubljana.

Subject choice on transition from P5 to S1

The only choice on entering S1 from P5 or directly from outside ESLj is the choice of L3. The following procedure will apply:

- A presentation on L3 options will be conducted for existing P5 students by the end of March.
- Students/Parents will select their choice of L3 on the standard ESLj enrolment form in accordance with the enrolment policy for the upcoming year.
- Students joining the school from outside ESLj P5 will select their preferred L3 through the standard enrolment form.

Subject choice on transition from S1 to S2

The only choice on entering S2 from S1 or directly from outside ESLj is the choice of Latin. The following procedure will apply:

- A presentation on Latin will be conducted for existing S1 students.
- Students/Parents will select their choice of Latin on the standard ESLj re-enrolment form in accordance with the enrolment policy for the upcoming year.
- Students joining the school from outside ESLj S1 will select their preferred Latin choice through the standard enrolment form.
- Entry into Latin after S2 will require the support of the Latin teacher following appropriate testing to ensure the level of competence is appropriate.
- Choice of Latin in S2 applies for the S2-S3 period. Stopping Latin between S2 and S3 is not possible.

Subject choice on transition from S3 to S4

1. Principles

Subject choices on the transition from S3 to S4 are significant in that this is the first time that students may opt in or opt out of certain subjects which will impact on future subject choices in S6 and beyond.

2. Subject Choice Guidelines

On the transition to S4 students may select from the following subject options:

- Art (2 periods per week)
- Music (2 periods per week)
- ICT (2 periods per week)
- Economics (4 periods per week)
- L4 (4 periods per week)
- Latin (4 periods per week) – if Latin previously chosen in S2/S3
- Ancient Greek (4 periods per week)

Students must choose a minimum of 4 and a maximum of 8 periods per week in total from the above subjects.

The choice of an optional subject commits a pupil for 2 years (S4 and S5). They cannot change, add, or drop options from the start of the 4th year. However, a pupil can change between Maths 6 and Maths 4 by approval of both math teachers

- 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.

New students joining from outside the ES system into S4 or S5 may choose from the above subjects with the support of the applicable subject teachers. This support will take the form of:

- Standardised testing for Language subjects (L4, Latin, Ancient Greek) to ensure the level of competence is appropriate, or
- Individual interviews with subject teachers to ensure an appropriate level of existing knowledge for the subject (Art, Music, ICT, Economics).

Students joining mid S4/S5 cycle may only choose from the existing subjects presently offered by the school to existing S4/S5 students.

3. Implementation Procedure

For selecting subjects from S3 to S4, the following procedure will apply:

- Presentations by subject teachers will be given to students by the end of March.
- Students/Parents will select their subject choices on the standard ESLj re-enrolment form in accordance with the enrolment policy for the upcoming year by the end of March.
- Students joining the school from outside ESLj S3 will select their preferred choices through the standard enrolment form. Prior to enrolment confirmation, prospective students will be subject to the entry conditions outlined above regarding teacher support for new joiners into Languages and other subjects as applicable. Students enrolling after April 15th may only choose from the subjects already selected by ESLj students.

Subject choice on transition from S5 to S6

1. General Provisions

The subject choices made in the transition from S5 to S6 are crucial in that they ultimately lead to options for the European Baccalaureate, and as such the process for selection and change of options will comply wherever possible with the procedures outlined by the Office of Secretary General.

2. Subject Options

In line with the requirements of the European Baccalaureate the following subjects and combinations are offered in S6/S7 at ESLj.

COMPULSORY SUBJECTS				OPTIONS				COMPLEMENTARY SUBJECTS ⁵	
Column 1		Column 2		Column 3		Column 4		Column 5	
Language 1	4 p.	STS	2 p.	Ancient Greek	4 p.	Advanced L1	3 p.	Biology Lab ⁴	2 p.
Language 2	3 p.	Geography 2	2 p.	Latin	4 p.	Advanced L2	3 p.	Chemistry Lab ⁴	2 p.
Maths 3 Or	3 p.	History ²	2 p.	Biology	4 p.	Advanced Maths ³	3 p.	Physics Lab ⁴	2 p.

Maths 5	5 p.	Philosophy ²	2 p.	Chemistry	4 p.		ICT	2 p.
Ethics	1 p.			Physics	4 p.		Sociology	2 p.
Physical Education	2 p.			Geography	4 p.		Sport	2 p.
				History	4 p.		Art ²⁵	2 p.
				Economics	4 p.		Music ⁵	2 p.
				Philosophy	4 p.		Language ⁵⁷	2 p.
				Language 3	4 p.			
				Language 4	4 p.			
				Art	4 p.			
				Latin	4 p.			
				Music	4 p.			

Notes:

1 STS 2p. is compulsory unless Physics, Chemistry, or Biology is chosen in column 3.

2 All courses in column 2 must be taken if not chosen in column 3.

3 Advanced Maths can only be chosen together with Maths 5 periods in column 1.

4 Laboratory subjects may only be taken if the corresponding 4-period subject has been chosen.

5- Art 2 p. and Music 2 p. not allowed if taken in column 3.

7 Language 5 must be different from L1, L2, L3 and L4.

2.1 Number of Periods

The minimum number of periods to choose is 31, out of which at least 29 must be from compulsory subjects and the options in column 3 (see the table above).

The maximum number of periods is 35. Exceptionally, 36 or 37 periods may be allowed by the Head of School, following a recommendation of the class council.

Note that if only two 4-period options are chosen, these will have to be taken as the two written examinations along with L1, L2 (or Advanced L2), and Mathematics. Choosing more than two 4-period options will therefore give more flexibility to choose European Baccalaureate examinations later.

3. Implementation Procedure

The process for student subject choices from S5 to S6 involves the cooperation of the students, parents, homeroom teachers, subject teachers, and school coordinators (Baccalaureate and Careers Guidance). It consists of the following elements:

3.1 Presentation to students and parents:

The process for subject selection for S5 students moving into S6 commences with an introduction presentation to students and parents. The presentation covers an overview of the transition process from S5 to S6 and from S6 to Higher Education (*or other options*) with the critical role played by the European Baccalaureate. The presentation covers the following:

- Subject choices available at ESLj.
- Prerequisites needed for subject options.
- Rules regarding subject choices and combinations.
- Impact of subject choices on university options.
- An overview of the process for choosing subjects and rules regarding future changes.

3.2 Information morning for S5 Students:

Students are given information regarding the subject selection process and a brief overview of the S6-S7 cycle and European Baccalaureate:

- General presentation on S6/S7 cycle, Baccalaureate
- Information on individual subjects e.g., 2P Geography vs 4P Geography, Advanced Options, Mathematics 3P vs 5P vs Adv Math, 2P v 4P options and complementary subjects
- Rules about subject choices and instructions on the use of the online calculator (<https://www.eslj.sclj.si/eslj-calculator>)
- Short presentations by subject teachers for general information on subjects
- Instructions on the rules regarding changing subjects between S6 and S7

- 3.3 Students discuss options with teachers and parents using the online calculator to ensure subject choices meet the rules.
- 3.4 Individual Student meetings with teachers where choices are confirmed by teachers.
- 3.5 Student choice form completed and signed by the student and parents/guardians, including comments by compulsory and 4 Period subject teachers, BAC coordinator, Careers Guidance, and finally the Head of School.
 - A copy of the S6 Student Choice form is attached in Appendix 1.
- 3.6 Changes are permitted only in the following circumstances:
 - Changes will be considered before 30 June, based on S5 final year results and expectations of future success.
 - No other student / parent-initiated changes are possible.
4. Process for new joiners entering S6 from outside European School Ljubljana

Students are permitted to enrol in ESLj for entry into S6 provided they meet all prerequisites for subjects and have sufficient L1 and L2 competence. The following procedure will apply:

- a. Students or their parents/guardians will initiate enrolment using the enrolment form via the school's website.
- b. The enrolment coordinator will ensure that preliminary requirements are met (*for example age, prior schooling, etc*).
- c. The enrolment coordinator will discuss with the student and their parents/guardians the requirements for subject choices and direct the student to the web tool as an introduction. This meeting will include the general presentation to parents and students as per the process for existing S5 students.
- d. The enrolment coordinator will arrange meetings with, and assessment by, the relevant subject teachers to ensure that the student's prior knowledge is of a sufficient level to facilitate entry into the S6 program. Particular attention will be given to L1 and L2 competencies.
- e. Students entering the program in S6 will not be admitted without demonstrated competency in L1 and L2 or a realistic pathway to achieving this by the end of S6. Prospective

students will also be advised regarding the likelihood of progression to S7 being withheld, requiring the student to repeat S6 in the event that L1 and L2 are of an insufficient standard.

- f. The student will complete the final subject selection form as per the process for existing S5 students. The enrolment coordinator will facilitate the circulation of the form for comment to Compulsory and 4 Period subject teachers, BACC coordinator, Careers Guidance, and finally the Head of School.
- g. The timing for this process will depend on the timing of the application; however the following deadlines will apply:
 - i. Prospective students applying before 15 April of the previous (S5 equivalent) year will be provided with all subject choices as per the process for existing students.
 - ii. Prospective students applying after this date will be limited to subject choices already made by existing S5 students. For example, new teachers will not be recruited to accommodate subject choices made by new joiners where this is not already required to accommodate the choices of existing students.

5. Process for students transferring to European School Ljubljana from within the European Schools System.

For prospective students seeking to enrol into S6/S7 at the European School Ljubljana from another school with the European School system, the following process will apply:

- a. Students or their parents/guardians will initiate enrolment using the enrolment form via the school's website.

- b. The enrolment coordinator will discuss with the student and their parents/guardians the requirements for subject choices and direct the student to the web tool as an introduction. This meeting will include the general presentation to parents and students as per the process for existing S5 students.
- c. Passing grades in the prerequisite subjects for S6 at another European School will be considered a sufficient indicator of having met the academic standards for entry into the ESLJ program. Where doubt exists, the enrolment coordinator will arrange meetings with the relevant subject teachers, and those subject teachers may contact the equivalent teacher at the existing school to confirm suitability.
- d. The student will complete the final subject selection form as per the process for existing S5 students. The enrolment coordinator will facilitate the circulation of the form for comment by all compulsory and 4 Period subject teachers, BACC coordinator, Careers Guidance, and finally the Head of School.
- e. Where subject choices are not available at ESLj to accommodate the transition, for example, a language section not being offered requiring a change in L1 or L2 from one school to the next, the European Schools regulations regarding subject changes will apply (2014-11-D-11-en-9)
- f. The timing for this process will depend on the timing of the application however, the following deadlines will apply:
 - i. Prospective students applying before 15 April of the previous (S5 equivalent) year will be provided with all subject choices as per the process for existing students.
 - ii. Prospective students applying after this date will be limited to subject choices already made by existing S5 students. For example, new teachers will not be recruited to accommodate subject choices made by new joiners where this is not already required to accommodate the choices of existing students.

b. The enrolment coordinator will discuss with the student and their parents/guardians

6. Subject Changes between S6 and S7

As per the General Rules of the European Schools, changing subjects between S6 and S7 should be rare and tightly controlled. The following provisions will apply:

- a) Starting a new subject in S7 is strictly forbidden.
- b) Changes of language level are not allowed in S7. (*For example, changing from L3 Spanish to L4 Spanish.*)
- c) When entering S7, a course can be dropped only if all the following conditions are fulfilled:
 - i. The pupil's timetable must still have at least 31 periods.
 - ii. There must still be at least two 4-period option courses.
 - iii. There must still be 29 periods, considering compulsory and optional courses altogether.
 - iv. There must still be at least one science (STS or 4 period Biology, Chemistry, or Physics).
- d) Between S6 and S7, only the following changes of level are possible:
 - i. Mathematics 5 ↔ Mathematics 3
 - ii. 4-period option ↔ Compulsory 2-period course (same subject) These are the only subjects for which this transition from 2 to 4 or from 4 to 2 periods

can be requested: Geography, History, and Philosophy. Students may request a transition from a 4 period science subject to STS, subject to all other requirements being met.

- iii. In consultation with the Baccalaureate Coordinator, a written request explaining the reasons for dropping a course or changing its level must be submitted to the Head of School.
- iv. No request will be accepted unless the Class Council recommends it. Any change needs to be approved by the Head of School on the recommendation of the Class Council.
- v. A change to a more advanced course (5 periods Mathematics or 4 periods option) is conditional upon the passing of a level test demonstrating the pupil's ability to keep up successfully with the requirements of the course requested. The level test will be organised at the end of year 6.

APPENDIX: Subject Choice Forms

NAME: _____
CURRENT S5 CLASS: _____

1. Compulsory Subjects without choice.
 - ETHICS
 - PHYSICAL EDUCATION

L1 and L2 (Enter the language of L1 and L2 and mark 4P or 7P with X)

Subject	Main (4 Periods)	Advanced (7 Periods)	Teacher Initial
L1 ()			
L2 ()			

Mathematics (Mark with X)

Subject	3 Periods	5 Periods	Advanced 8 Periods	Teacher Initial
Mathematics				

2. Humanities (choose 2 Period or 4 Period for each subject)

Subject	2 Periods	4 Periods	Teacher Initial
History (L2)			
Geography (L2)			
Philosophy (eng)			

3. Sciences (Choose at least one)

Subject	2 Periods	4 Periods	Teacher Initial
Biology (L1)			
Physics (L1)			
Chemistry (L1)			
Science, Technology, Nature* (L1)			

4. Optional 4 Period Subjects

Subject	Select with X	Teacher Initial
L3 ()		
L4 ()*		

APPENDIX: Subject Choice Forms

Economics (eng)*		
Art (eng)*		
Music (eng)*		
Latin*		
Ancient Greek*		

*If these subjects have not been studied at S5 level, teacher approval is required to take them at S6.

5. Complementary Subjects (All 2 Periods)

Subject to resource constraints, a minimum of 5 students per complementary subject may be applied.

	Select with X	Teacher Initial
L5 ()		
Laboratory Physics* (L1)		
Laboratory Biology* (L1)		
Laboratory Chemistry* (L1)		
ICT (eng)		
Sociology (eng)		
Art** (eng)		
Music** (eng)		
Sport		

*Laboratory subjects can **only** be chosen if the relevant 4P science subject is also chosen

** Art and Music **cannot** be chosen if the same 4P subject is also chosen.

Final Approvals	Signature
Baccalaureate Coordinator Mr Matthew Charlesworth	
Careers Guidance Coordinator Mr Matthew Charlesworth	
Head of School Ms Spela Peklar	

	Signature
Student	
Parent or Guardian	

Date and place: _____