



# APPLICATION FOR THE ENGLISH SECTION PRIMARY SCHOOL CLASSES P1 - P5

FOR THE ACADEMIC YEAR 20.../20...

*Pupils generally attend the European Schools for a total of 12 years. Commencing with one's first day at school, a pupil's school career culminates in achieving the European Baccalaureate. In the terminology of the European Schools, these twelve years comprise a five-year PRIMARY CYCLE (primary school) followed by a seven-year SECONDARY CYCLE (secondary school). The European School RheinMain shares this terminology forthwith in its usage of language, as is evident in this document. 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. (cf. 'General Rules of European Schools', Article 49)*

The undersigned: (please provide full name) Mother: \_\_\_\_\_  
Father: \_\_\_\_\_ Legal Guardian: \_\_\_\_\_ of the child herewith  
applies to the European School RheinMain gGmbH for enrolment at the European School RheinMain  
(hereinafter ESRM):

## 1. Pupil's Details

First name(s) \_\_\_\_\_

Surname \_\_\_\_\_

Date of birth \_\_\_\_\_

Place of birth \_\_\_\_\_

Country of birth \_\_\_\_\_

If born abroad, month/year of relocation to Germany \_\_\_\_/\_\_\_\_

Gender ☐ female ☐ male

Nationality 1: \_\_\_\_\_ Nationality 2: \_\_\_\_\_

Mother tongue: \_\_\_\_\_ other languages: \_\_\_\_\_

Other languages spoken at home:

Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Child resides with ☐ parents ☐ mother ☐ father ☐ legal guardian named above



### 1.1 Requested Class:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

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. (cf. 'General Rules of European Schools', Article 49)

### 1.2 English Language Section (Language I)

The language section equals Language I, in which pupils were taught from 1st grade of Primary School. In most cases Language I is the child's mother tongue.



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### 1.3 Language II (1st foreign language)

Language II is taught from 1st grade of Primary School. Starting from 3rd grade of Secondary School Language II will become the teaching language for History and Geography (compulsory subjects) and from 4th grade of Secondary School for Economics (optional subject).

☐ German ☐ French

Current level in selected Language II:

☐ mother tongue ☐ fluent ☐ good ☐ beginner

### 1.4 Religion/Ethics lessons:

The minimum number of pupils required for a course is pursuant to the Decisions of the Board of Governors

☐ Roman Catholic

☐ Protestant

☐ Orthodox

☐ Ethics

### 1.5 Has your child ever been identified as and/or placed in a special needs or gifted programme?

☐ Yes ☐ No

If yes, please attach relevant documentation, for example the most recent psycho-educational testing, speech/language or occupational therapist evaluations and a copy of an IEP/ILP from the current/previous school, if applicable.

### 1.6 Does your child require any special provisions?

☐ Yes ☐ No

If yes, please describe:

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Additional comments:

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## 2 Enrolment Information

### 2.1 Has your child previously attended nursery or school?

☐ Yes ☐ No

Date of 1st school attendance:.....at.....

Class	Name of school/ nursery	School year/ Nursery year	School category	Country	Language(s) of tuition

Has promotion been denied at any stage? ☐ Yes ☐ No

Has a year been repeated voluntarily? ☐ Yes ☐ No

Names and grade levels of siblings attending ESRM:

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Names and grade levels of siblings who are not attending ESRM:

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### 2.2 Languages

Language	No. of years' tuition in this language (if applicable)	Comments



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### 3 Parents' Details

	Mother	Father	Legal guardian
First name			
Surname			
Nationality			
Street, house no.			
Postcode/town			
Country			
Email address			
<b>Addressee invoice</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone (private)			
Mobile (private)			
Occupation			
Employer			
Telephone (work)			
Email address (work)			

Changes in family circumstances (e.g. legal custody), guardianship, address or change of employer should be notified to the School as soon as possible. This is to ensure the safety and well-being of your child during your time at work. ESRM cannot be held responsible for the consequences of correspondence not received.

### 4 Items and documents to be submitted with the application

1. A passport-sized photograph of your child
2. A copy of your child's birth certificate or a statement from the registry office for birth records
3. A copy of your child's last school report including grades for the last school year accompanied, where applicable, by a proof of advancement (promotion) to the next grade\*
4. Parents who are divorced or living separately - proof of legal custody for the child
5. Children who do not live with their parents - proof of legal custody from child's legal guardian



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Following successful enrolment at the ESRM, please supply a copy of the following documents 6 months prior to the start of school:

1. A copy of your child's vaccination card
2. The completed form "Health Checklist".
3. The completed form "Copyright Consent".
4. Proof of Residence.

### 5 The undersigned is/are legal guardian(s) and hereby agree(s) to the following legal terms and conditions:

#### 5.1 School fees:

School fees (monthly) for the English section are as follows, valid until further notice:

Monthly Parental Contribution (in Euro)				
Annual income up to	Class 1-4	Class 5-10	Class 11-12	
40.000 Euro	300	300	400	
50.000 Euro	300	300	500	
60.000 Euro	400	400	600	
70.000 Euro	500	500	700	
80.000 Euro	600	600	800	
90.000 Euro	700	700	900	
100.000 Euro	800	800	1.000	
110.000 Euro and more	800	800	1.100	

#### School fee reduction

Please note the requirements for school fee reductions on our website: [HERE](http://www.es-rm.eu) (www.es-rm.eu -> Admissions)

*Sibling discount:* There is the possibility of a sibling discount depending on income.

In case questions regarding the tuition and its rules and regulations arise, please contact the bursar via telephone: 06101-505 66 58 or email: [A.Margraf@es-rm.eu](mailto:A.Margraf@es-rm.eu).

In exceptional circumstances, we reserve the right to grant a deduction to school fees, courtesy of the school scholarship fund, in individual cases and at our absolute discretion.

*Rebate for siblings:* The eligibility for a rebate for siblings depends on your income.

All fee payments should be made according to the schedule below to the following bank account:

Frankfurter Volksbank eG  
IBAN: DE56 5019 0000 6501 0168 19  
BIC: FFVBDEFF

Supplying a direct debit authorization is mandatory. You will receive a direct debit authorization form with the confirmation letter.

- 25 per cent before the school year commences on 1st June
- 25 per cent at the beginning of the school year on 1st September



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- 25 per cent during the school year on 1st December
  - 25 per cent during the school year on 1st March
- a) The annual fees can be revised up to the 31st March of the current academic year.
- b) In addition to the fees, a flat rate amount of € 100 per pupil shall be levied on 1st October each year to cover incidental expenses for miscellaneous items such as photocopies, insurance etc. This charge will be adjusted annually by 31st March each year in accordance with projected costs and expenses for the forthcoming school year. Further costs that may occur over and above the aforementioned amount are expenses for textbooks, school trips, spending money, visiting museums, attending events, catering (lunch at the canteen) and third party costs.
- c) Once the application has been accepted, the parents will be informed in writing and a statement for the required registration fee in the amount of € 250 will be included. This is a one-time, non-refundable registration fee and cannot be subtracted from, or set-off from school fees even if the application is withdrawn.
- d) We reserve the right in individual cases and at our absolute discretion to grant a deduction to school fees, whereby there shall be no claim or entitlement to do so.
- e) Pursuant to the General Rules of the European Schools, a child whose fees or whose mandatory charges have not been duly settled - on time, in full – is normally excluded from attending the European School Rhein Main.

### 5.2 Notice of Leaving and Withdrawal from the School

- a) In the event that you wish to rescind your enrolment, the first instalment of the fees shall be refunded provided that we receive notification in writing by 31st July. In the case of later notification, quarterly deadlines (31st October, 31st January, and 30th April) will be applied for refunding. A two-week written notice has to be given to withdraw a pupil from the school.
- b) Should the enrolment for the child be cancelled during the school year, then in accordance to paragraph 5.2.a an additional 1/12 of the total fees is payable until the cancellation takes effect during the first half year. Should the cancellation take effect in the second half of the school year, an additional 2/12 of the yearly fees are to be paid until the cancellation becomes effective.
- c) The year lasts from September 1 to August 31 of the following year. The first half of the year lasts until the end of February.

### 5.3 Explanation

- a) Applications shall be processed in chronological order of their submission as a general rule, but without obligation to do so. There shall be no claim or legal entitlement to accept an Application. The Application shall be considered accepted once notification to this effect has been confirmed in writing; pupils may not participate in lessons beforehand.

Pursuant to Article 45 of the General Rules of European Schools, enrolment shall not be considered definitive until all requisite documents have been correctly received and are in the child's personal student-file.

Gemäß Artikel 45 der ‚Allgemeinen Schulordnung der Europäischen Schulen‘ wird die Aufnahme des/des Schülers/Schülerin erst endgültig, wenn alle erforderlichen Unterlagen in der Schülerakte vorliegen.



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- b) The undersigned hereby acknowledges the 'General Rules of European Schools' and the Decisions of the Board of Governors of European Schools (see [www.eursec.org](http://www.eursec.org)) and agrees to comply with all terms and conditions.
- c) The undersigned herewith confirms that all information given in this document is accurate and correct; the undersigned agrees to notify ESRM without delay of any changes, especially those concerning family circumstances (e.g. legal custody of child, contact information such as phone numbers or email addresses) or changes in employment.
- d) ESRM undertakes to comply with the regulations and due diligence requirements stipulated by the 'General Rules of European Schools' and the Decisions of the Board of Governors of European Schools. The School's liability arising from any claim of employee misconduct shall be limited to and not exceed the liability amount as foreseen in the policy for Legal Liability Insurance taken out by ESRM.
- e) In accordance with the Decisions of the Board of Governors of European Schools, ESRM is not obliged to provide courses in optional subjects which do not have a sufficient number of participants.
- f) This contract is subject to the 'General Rules of European Schools' and the Decisions of the Board of Governors of European Schools; the law of the Federal Republic of Germany applies in all other respects.
- g) Court of jurisdiction shall be Frankfurt am Main, notably for legal proceedings arising from failure to pay school fees and/or mandatory charges.
- h) Should one or more of the provisions herein, including terms and conditions in whole or in part, be or become invalid or unenforceable, or should a legal loophole exist herein, the validity of the residual clauses shall in no way be affected. In such instance the parties shall endeavour to replace the invalid or unenforceable provision with one that equates in sense and purpose; parties undertake to fill the loophole with a provision that reflects the sense and meaning of this agreement and comes closest to the parties' intention had such points been considered from the outset.

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Date, Place

Signature of legal guardian 1

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Date, Place

Signature of legal guardian 2

Please note that only fully completed applications with all necessary documentation provided can be processed. Once you have received the official acceptance letter, this application will be your official school contract.

Please send the completed application to [ADMISSIONS@es-rm.eu](mailto:ADMISSIONS@es-rm.eu) or by post to:

European School RheinMain  
Admissions  
Theodor-Heuss-Straße 65  
61118 Bad Vilbel