



# **TERMS AND CONDITIONS OF ADMISSION AND EXCLUSION PROCEDURE OF TALLINN EUROPEAN SCHOOL**

## 1. GENERAL PROVISIONS

- 1.1. The terms and conditions of admission and exclusion procedure (hereinafter the Procedure) of Tallinn European School (hereinafter TES) provides the prerequisites for admission, a list of required documents, bases for selection criteria and exclusion of a child or children, including Nursery level child or children (hereinafter Pupil(s)).
- 1.2. The Procedure is made available on TES website ([www.est.edu.ee](http://www.est.edu.ee)).
- 1.3. The Director of TES (hereinafter the Director) is entitled to change the present Procedure if it is necessary for bringing the Procedure into compliance with the law, other legal acts, international agreements or the terms and conditions introduced by the Board of Governors and/or inspectors of the European Schools.
- 1.4. The Procedure remains unchanged from the introduction of the admission time schedule until the beginning of the next school year, unless the law of admission terms and conditions or a regulation that is issued under this law requires the change.
- 1.5. The Procedure is based on the following documents:
  - 1.5.1. General Rules of the European Schools – Ref: [2014-03-D-14-en-5](#) (Chapter VII, articles 47 and 49) (hereinafter the General Rules).
  - 1.5.2. Organisation of studies and courses in the European Schools – Ref: [2011-01-D-33-en-9](#) (Chapters 2 and 3).

## 2. ADMISSION

- 2.1. TES primarily enrolls:
  - 2.1.1. Children of employees of the European Union (hereinafter EU) institutions and agencies;
  - 2.1.2. Children of foreigners living and working in Estonia, if at least one parent works in a foreign diplomatic position and if the children's mother tongue / dominant language (L1) is not Estonian;
  - 2.1.3. Children who have studied abroad in the European Schools' system or international schools for at least three years, due to the fact that one of their parents works or worked in a foreign state according to the employer's written confirmation;
  - 2.1.4. Children of foreigners living and working in Estonia, if the mother tongue / dominant language (L1) of the children is an official language of the EU;
  - 2.1.5. Children of TES teachers and employees with a contract of at least 60%, if the mother tongue / dominant language (L1) of the children is not Estonian.
- 2.2. In case of vacancies TES may admit children not mentioned in point 2.1. who are interested in studying in the European Schools' system.
- 2.3. TES enrolls children at Nursery (N1-N2), Primary (P1-P5) and Secondary (S1-S6) levels.
- 2.4. There is no admission to the last year of Secondary (S7). Pupils have to start their studies in TES from the penultimate year (S6) in order to take the European Baccalaureate examinations.
- 2.5. The accepted median age for a class level is the minimum age of the class with an ideal range of nine (9) months above and below this age. In exceptional cases the maximum age of the child cannot exceed more than two (2) years of the average age of children in the same class.
- 2.6. When assessing the level of the education acquired in some EU Member States and determining the school level, a table of conformity imposed by the General Rules. When assessing the level of the education acquired in some other foreign state, the International Standard Classification of Education developed by UNESCO is taken into consideration (International Standard Classification of Education – ISCED).

- 2.7. Intention to seek admission outside the median age group should be notified on the application. The justification of the request will be considered by the Admissions Committee, taking into account relevant points in the Pupil's education, health and social maturity.
- 2.8. The parents or a legal representative of the Pupil are obliged to provide TES with correct information about the Pupil's previous education, including information about the latest successfully completed period of study in the Pupil's previous school (a certificate of promotion to the year above).

### **3. Admission procedures**

- 3.1. The following procedures are carried out during the admission:
  - 3.1.1. The parent or a legal representative will complete the online application form <https://tes.innove.ee/en/online-application-for-enrolment/>;
  - 3.1.2. The parent or a legal representative will fill in TES' questionnaire / Nursery Entry Profile;
  - 3.1.3. TES will make a pre-selection (see section 11) based on the questionnaires / Nursery Entry Profiles and applications and will decide which families will be invited to the Family Interview;
  - 3.1.4. Based on the questionnaire / Nursery Entry Profile, a Family Interview will take place. During the Family Interview the Special Educational Needs, dominant language / mother tongue (L1) and language level of the prospective Pupil is ascertained.
  - 3.1.5. One or two Trial day(s) are carried out for all applicants.
  - 3.1.6. For Primary and Secondary pupils (P3-S6) language tests are carried out.
- 3.2. The Trial day(s)
  - 3.2.1. The Trial day(s) are held at TES.
  - 3.2.2. The Trial day(s) include a learning situation in a school environment and age-appropriate activities with the year group corresponding to the applicant's age and previous education. The activities are led by the TES' pedagogical staff. During the Trial day(s) the applicant's social maturity and academic readiness to study with the requested year group is observed.
  - 3.2.3. TES has the right to hold the Trial day(s) outside the official study period (i.e. during school holidays) and in a different setting.
- 3.3. In case the Pupil cannot attend the Family Interview, Trial day(s) or language tests during the official admission period, TES has the right to postpone the admission of the Pupil until the family's relocation to Estonia. TES has the right to carry out language tests for Language 1, Language 2 and Language 3 to determine the Pupil's language level.
- 3.4. TES has the right to carry out tests and / or evaluations in specific subjects if a need for it emerges from the documentation submitted, during the Family Interview or Trial day(s).
- 3.5. The contact for admission inquiries is the Office Manager who will provide prospective families with information regarding TES and admission procedures. The Office Manager coordinates the organisation of admission procedures including the guided tour in TES prior or during the Trial day(s).
- 3.6. The Director will form an Admission Committee. The members of the Admission Committee are the Deputy Director, Support coordinator, Nursery teacher, Primary teacher, Secondary teacher and Office Manager. Should there be a need for the substitution of a member, the substitution will be decided by the Director.

### **4. Admission Committee**

- 4.1. The duties of the Admission Committee:
  - 4.1.1. to carry out Family Interviews;
  - 4.1.2. to carry out Trial day(s) in Nursery, Primary and Secondary levels;
  - 4.1.3. to carry out language tests of the Language Section (English or French);
  - 4.1.4. to carry out language tests in Language 2 (French, German or English) starting from Primary 3 up to Secondary 6. Language 3 will be tested if the Pupils apply for Secondary 2 to Secondary 6.

- 4.1.5. to evaluate the results of language tests (or, if necessary, the subject-based tests) and indicate the need for language support or any other support measures which become evident during the admission procedure.
- 4.2. The family interview is based on the TES' Questionnaire / Nursery Entry Profile. The teachers and the Office Manager will not take part in the Family Interviews.
- 4.3. The feedback from the members of the Admission Committee will be submitted in a written form after Trial Day(s) and evaluation of language tests or, if necessary, the subject-based tests.
- 4.4. The Admission Committee will make a collegial proposal on admission to the Director.
- 4.5. The Admission Committee will handle all personal data according to the regulations of Personal Data Protection Act.

## **5. Admission decision**

- 5.1. The Director will make the final decision on admission based on the proposal of the Admission Committee. On reasoned occasions, the Director is entitled to change the admission decision. The admission procedure from submitting the online application until the final decision on admission by the Director might take up to 30 working days (more outside the official admission period).
- 5.2. The Director's acceptance letter will be sent to the parents or a legal representative one week after the Pupil has completed the Trial day(s) at TES and this acceptance has to be approved by the parents in a written form within 30 calendar days and no later than 22 June.
- 5.3. The Pupil is officially considered to be a Pupil of TES after the Schooling Contract has been signed between TES and a parent or a legal representative.
- 5.4. TES has the right to postpone the admission of a Pupil in the following case:
  - 5.4.1. all the facts which form the basis of the application have not been ascertained (i.e. in case the Trial day(s), language tests or the Family Interview have been postponed until the relocation of the child to Estonia);
- 5.5. TES reserves the right to reverse its admission decision in the following case:
  - 5.5.1. the requirements for changes and adjustments of the study organisation due to the Pupil's special educational needs are not clear and therefore it might later become evident that TES is not able to provide such changes and adjustments.
- 5.6. In the case mentioned in point 5.4.1. the fact of conditional admission will be fixed in the acceptance letter as well as in the Schooling Contract.

## **6. REQUIRED DOCUMENTS**

- 6.1. A parent or their legal representative with written consent may submit the application for enrolment.
- 6.2. The following documents must be submitted when applying to TES:
  - 6.2.1. Copy of the photo page of the parent's or their legal representative's passports or ID-cards (showing date of birth);
  - 6.2.2. Passport-size photograph of the Pupil;
  - 6.2.3. 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;
  - 6.2.4. If an international student candidate has relocated to Estonia, a document which shows that he/she has a permanent or a valid temporary residence permit or a right of residence, or in the absence

- of such document, evidence of the legal stay of the student candidate in Estonia from a competent authority in a format which can be reproduced in writing;
- 6.2.5. School reports from foreign state educational institutions or official certified copies that include the descriptions of subjects and learning outcomes, as well as certificate of the promotion to the year above (not applicable for Pupils up to P1);
  - 6.2.6. For home schooled children any other relevant document, including the current year's standardized tests scores;
  - 6.2.7. A certificate or a copy of the Pupil's state of health that is issued by his/her healthcare provider; certified copies of documents related to any Special Educational Needs, in Estonian, English or French;
  - 6.2.8. Attestation certificate issued by the employer of the parent or legal representative (this requirement is applicable to children of the employees of the institutions and agencies of the EU);
  - 6.2.9. Filled-in online Application Form;
  - 6.2.10. Filled-in Admission Questionnaire or Nursery Entry Profile
- 6.3. In case the school reports are not in English, French or Estonian, a translation to one of the languages has to be provided.
- 6.4. The documents are submitted to the TES Director.
- 6.5. Incomplete documents will not be processed.
- 6.6. Registration fee
- 6.6.1. Once the complete application has been received by TES, the parents or a legal representative will be informed in writing and a statement for the required registration fee in the amount of 60 € will be included. The registration fee does not apply to the children of employees of EU institutions and agencies.
  - 6.6.2. Registration fee is a one-time, non-refundable fee. If the Pupil is accepted to TES, the registration fee will be deducted from the annual tuition fee.
  - 6.6.3. The registration fee is to be paid by bank transfer or credit card payment. Cash payments are not accepted.
  - 6.6.4. In case the registration fee is not paid, the application documents will not be processed.
- 6.7. Admission documents are not processed during the period of 23 June until 10 August.
- 6.8. On a reasoned occasion (e.g. moving to Estonia during the school year), TES is entitled to handle the Pupil's application for enrolment and to make a decision about the admission at a different time than mentioned in clause 7.1.

## **7. ADMISSION FOR A NEW ACADEMIC YEAR**

- 7.1. Admission for a new academic year starts on 15<sup>th</sup> November and lasts until 22<sup>nd</sup> June. Information about the vacancies in year groups will be published on the school's website.
- 7.2. Prospective families will get the admission decision in written form at the latest, 30 calendar days after the submission of application form with complete set of required supporting documents and paid registration fee. Processing of the documents outside the official admission period may take longer.

## **8. SPECIAL EDUCATIONAL NEEDS**

- 8.1. Special educational needs are changes and adjustments needed in the ordinary study organisation due to the Pupil's giftedness, health condition, physical disability, behavioural and emotional difficulties or a long period away from studies.

- 8.2. In cooperation with parents or legal representatives, TES, taking into consideration the school's resources, attempts to find the best solutions for integrating and supporting Pupils with special educational needs, while also considering the circumstances of the Pupils' special needs, the availability of the necessary support services and economic aspects.
- 8.3. In certain cases, when considering the best interest of a Pupil with special educational needs, the Pupil may require the support of an external specialist, the development of a support programme, or the acquisition of additional supporting resources, the implementation of which may require co-financing by the parents or legal representatives of the Pupil. The Support coordinator is responsible for organising the necessary cooperation between support specialists, instructors of talented Pupils and teachers, to support the educational development of the Pupil with special educational needs. The coordinator supports and supervises teachers in identifying potential special educational needs and makes suggestions to teachers, parents and the Director on future pedagogical work. This includes proposing measures offered at TES in support of the development of the Pupil. Upon further research, the coordinator might suggest to all relevant parties the evaluation of the child by external specialists.
- 8.4. In the event that a Pupil needs an adapted curriculum due to severe learning difficulties, he/she will not have access to EB session (i.e. Secondary 6 and Secondary 7).

## 9. LANGUAGE SECTIONS

- 9.1. TES has English and French language sections.
- 9.2. The parent or a legal representative is required to enrol the Pupil in the language section that corresponds to his/her mother tongue / dominant language (L1). Dominant language is the language the Pupil feels most comfortable speaking, reading, and writing, e.g. the language is the strongest language of the Pupil.
- 9.3. A Pupil speaking any Anglo-Saxon, German or Scandinavian language as mother tongue/ dominant language (L1), is enrolled in the English language section.
- 9.4. A Pupil speaking French or other Romance language (Italian, Portuguese, Romanian or Spanish) as mother tongue / dominant language (L1), is enrolled in the French language section.
- 9.5. In case the language section corresponding to a Pupil's mother tongue / dominant language (L1) does not exist (Students Without a Language Section / SWALS), the Pupil undertakes to enrol in the language section in which he/she has the highest proficiency.
- 9.6. In case the language section corresponding to Children of employees of the EU institutions and agencies mother tongue / dominant language (L1) does not exist, the Pupil's language section will be based on the Pupil's parent's or a legal representative's preference.<sup>1</sup>
- 9.7. A Pupil must choose his/her mother tongue / dominant language (L1) as Language 1 in case such possibility exists. In case there is no respective mother tongue / dominant language (L1) learning possibility in TES, the Pupil's Language 1 is his/her language of instruction in his/her language section, e.g. English or French.

## 10. LANGUAGE OF INSTRUCTION

- 10.1. TES provides the so-called mother tongue / dominant language (L1) programme at Primary level (P1-P5) and at Secondary level (S1-S7) in the mother tongues of the children of the employees of the institutions and agencies of the EU. The aforementioned condition applies only to the official languages of the EU. All Pupils are allowed to participate in the existing mother tongue / dominant language (L1) programmes.

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<sup>1</sup> Clause approved by Tallinn European School Board on 24.01.2018

- 10.2. The Director authorises the decision regarding the language section of a Pupil, taking into consideration the child's mother tongue / dominant language (L1), proficiency (Language 1 and/or Language 2), 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.
- 10.3. If necessary, TES, in cooperation with a parent or a legal representative, will arrange language support for SWALS or provide other learning support to reduce the Pupils' language lag.
- 10.4. The study of Language 2 starts in Primary 1. In English Section, it is possible to choose between French or German; in the French Section, it is possible to choose between English or German. It is important that the Pupil's Language 2 is different from Language 1.
- 10.5. Language 2 is the language of instruction in European Hours starting from Primary 3, European Studies starting from Secondary 1, Human Sciences starting from Secondary 3 and in Geography, History, Ethics and Economics starting from Secondary 4.
- 10.6. Art, Music and Physical Education can be taught in mixed language groups in one of the three working languages (English, French or German).
- 10.7. The study of Language 3 starts in Secondary 1. The Pupil's Language 3 must be different from Language 1 and Language 2.
- 10.8. The study of Language 4 starts in Secondary 4. The Pupil's Language 4 must be different from Language 1, Language 2 and Language 3.
- 10.9. At Primary level there is 1 (one) Estonian lesson per week for all Pupils.

## **11. SELECTION CRITERIA**

- 11.1. When making the admission decision the following criteria will be considered:
  - 11.1.1. NURSERY 1 TO PRIMARY 2:
    - 11.1.1.1. The Pupil meets the requirements specified in clause 2;
    - 11.1.1.2. The Pupil has achieved the minimum required age at least by 31 December of the academic year concerned (N1 – age of 4; N2 – age of 5; P1 – age of 6);
    - 11.1.1.3. The application has been submitted in the form set out in Annex 1, together with the required documents listed in clause 6.2. of the Procedure;
    - 11.1.1.4. Availability of places in a specific class;
    - 11.1.1.5. Availability of places in a desired section;
    - 11.1.1.6. Results of the Family Interview and the Trial day(s) have been assessed as sufficient.
  - 11.1.2. PRIMARY 3 TO SECONDARY 6:
    - 11.1.2.1. The Pupil meets the requirements specified in clause 2;
    - 11.1.2.2. The application has been submitted in the form set out in Annex 1, together with the required documents listed in clause 6.2. of the Procedure;
    - 11.1.2.3. Availability of places in a specific class;
    - 11.1.2.4. Availability of places in a desired section;
    - 11.1.2.5. Results of the Family Interview have been assessed as sufficient;
    - 11.1.2.6. Results of the Trial day(s) have been assessed as sufficient;
    - 11.1.2.7. Results of the Language and, in specific cases, subject-based tests and the learning outcomes acquired in a previous educational institution have been assessed as sufficient.

## **12. EXCLUSION**

- 12.1. A Pupil will be excluded from TES:

- 12.1.1. If a parent or their representative with a written consent submits a corresponding application to TES (Annex 3 – Application to Exit form);
  - 12.1.2. If studies in TES are not pursued in the class where the Pupil is supposed to continue his/her studies;
  - 12.1.3. If the Pupil has not participated in studies for at least 50% (fifty percent) of the volume of lessons, except in cases where the absence is due to illness or other valid reasons. The reasons mentioned under this clause must be certified in writing (e.g. medical certificates);
  - 12.1.4. If the Pupil or his/her parents or a legal representative do not follow the School Rules, school values or refuse to study according to the EB curriculum;
  - 12.1.5. If the pupil does not meet the promotion requirements twice in succession;
  - 12.1.6. If the pupil does not meet the graduation requirements of TES during the standard period of study;
  - 12.1.7. If the parent or a legal representative has failed to inform TES of all significant circumstances related to the pupil or of new significant circumstances (e.g. special educational needs) that have emerged during the study period and that may affect or interfere with the proper performance of the Schooling Contract by TES, the pupil, the parent or a legal representative;
  - 12.1.8. When the Schooling Contract expires due to the Pupil meeting the graduation requirements of TES;
  - 12.1.9. If the Schooling Contract is terminated or ends for any reason.
  - 12.1.10. Such a breach of contract among other things is:
    - 12.1.10.1. A significant violation by the Pupil or his/her parents or a legal representative of requirements laid down in School Rules;
    - 12.1.10.2. Failure to pay tuition fees or fees for additional services for at least one semester without valid reason and without notifying the Director;
    - 12.1.10.3. When a Pupil arrives to participate in studies in a state of intoxication (including drugs and alcohol);
    - 12.1.10.4. When the Pupil's behaviour was or could be dangerous to other students, parents or TES teachers or employees.
- 12.2. In case of the death of the Pupil.
- 12.3. The Director decides the exclusion of the Pupil.
- 12.4. In case of graduation or exclusion, TES will issue the parent or the legal representative, or in case of a Pupil with full active legal capacity, the Pupil:
- 12.4.1. A graduation certificate due to graduation;
  - 12.4.2. A school report for the current school year signed by the Director and authorised with the TES seal when the Pupil is excluded from TES after the end of a study period;
  - 12.4.3. A school report signed by the Director and authorised with the TES seal and a results report for the current study quarter of the school year when the pupil is excluded from TES during the study period;
  - 12.4.4. An extract from the pupil health card claimed by the parent or a legal representative, or, in case of a Pupil with full active legal capacity, by the Pupil.
- 12.5. When a Pupil is excluded from TES, the Pupil, the parent or a legal representative undertakes to return the student card, books received from TES library, locker keys and settle all other arrears related to TES and external service providers.

### **13. APPLIED ENACTMENTS**

- 13.1. In the school year 2018/2019 French section opens in Nursery and Primary level.
- 13.2. French section will grow gradually.