

# The Admission and Exclusion Policy of Tallinn European School

## 1. General provisions

- 1.1. The Policy is made available on TES website [tes.edu.ee](https://tes.edu.ee).
- 1.2. The Director of TES (hereinafter the Director) is entitled to make a proposition to the Supervisory Board of Foundation Euroopa Kool to change the Policy if it is necessary for bringing the Policy into compliance with legal acts, international agreements or the terms and conditions introduced by the Board of Governors and/or inspectors of the European Schools.
- 1.3. The Policy is based on the following documents:
  - 1.3.1. General Rules of the European Schools – Ref: [2014-03-D-14-en-10](#) (Chapter VII, articles 47 and 49) (hereinafter the General Rules).
  - 1.3.2. Organisation of studies and courses in the European Schools – Ref: [2019-04-D-13-en-2](#) (Chapters 2 and 3).
  - 1.3.3. Policy on the Provision of Educational Support in the European Schools – Ref: [2012-05-D-14-en-10](#).

## 2. Admission

- 2.1. TES has 2 enrolment categories:
  - 2.1.1. Category I enrolments described in clause 2.2.1., for which the study place is guaranteed at any time during the school year;
  - 2.1.2. Category II enrolments described in clauses 2.2.2. – 2.2.7., if there are study places available.
- 2.2. TES enrolls:
  - 2.2.1. Children of employees of the European Union (hereinafter EU) institutions and agencies;
  - 2.2.2. Children of foreigners living and working in Estonia, if the children cannot study in their mother tongue/dominant language (called L1 in European Baccalaureate curriculum, hereinafter L1) in a local state or private school;
  - 2.2.3. Children of TES teachers and employees with an employment contract of at least 0,6 workload, if the children cannot study in their mother tongue/dominant language (L1) in a local state or private school;
  - 2.2.4. Provided there are unfilled study places, children of the members of Estonian diplomatic corps;
  - 2.2.5. Provided there are unfilled study places, children who could study in their mother tongue/dominant language (L1) in a local state or private school, but who have

studied previously for at least 2 (two) years in a European School abroad at Primary (P1-P5) or Secondary (S1-S6) level;

2.2.6. Provided there are unfilled study places, children whose mother tongue/dominant languages (L1) is not one of the section languages of TES (English, French), but who have studied previously for at least 2 (two) years in an international school abroad on Primary 1 to Secondary 5 level in one of these languages;

2.2.7. Provided there are study places available, siblings of previously enrolled TES pupils under the aforementioned conditions.

2.3. TES enrolls children at Nursery (N1-N2), Primary (P1-P5) and Secondary (S1-S6) levels.

2.3.1. Pupils shall be admitted to the level groups in Nursery and Primary as follows:

2.3.1.1. N1: at the beginning of the school year in September of the calendar year in which the child reaches four years of ages,

2.3.1.2. P1: at the beginning of the school year in September of the calendar year in which the child reaches six years of age.

2.4. There is no admission to the last year of Secondary (S7). Pupils must start their studies in TES from the penultimate year (S6) in order to take the European Baccalaureate examinations.

2.5. Children who are transferring from educational institutions of EU Member States will automatically be assigned to the class indicated by the "Table of Equivalences", Annex II of the General Rules of the European Schools.

2.6. When assessing the level of the education acquired outside the EU educational systems, the International Standard Classification of Education developed by UNESCO is taken into consideration (International Standard Classification of Education – ISCED).

2.7. For children coming from outside the EU educational systems, the maximum age deviation for a class level is nine (9) months from its average age. In exceptional cases, the maximum age of a child can exceed up to fifteen (15) months the average age of children in the same class.

2.8. Intention to seek admission outside the normal age range of class level should be notified on the application. The justification of the request will be considered by the Director, considering relevant points in the Pupil's education, health, and social maturity.

2.9. The parents or a legal representative (hereinafter the Parent(s)) 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 period:

- 3.1.1. The Parents will complete the online application form <https://tes.edu.ee/online-application-for-enrolment/>;
- 3.1.2. The Parents will fill in Pupil's Profile form;
- 3.1.3. TES will make a pre-selection (see section 10) based on the Pupil's Profile form and application and will decide which families will be invited to the Family Interview;
- 3.1.4. Based on the Pupil's Profile form, the Family Interview will take place. Family interviews are conducted by the Deputy Director of the respective cycle. During the Family Interview the Special Educational Needs, the dominant language/mother tongue (L1) and language level of the prospective Pupil are ascertained.
- 3.1.5. The Deputy Director has the right to include other experts to the Family Interview, such as Special Education Coordinator, teachers, psychologist etc.
- 3.1.6. Language tests for Primary and Secondary Pupils (P3-S6) are carried out if necessary.
- 3.1.7. Trial day(s) for all Pupils are carried out if necessary.

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 Pupil's age and previous education. The activities are led by the TES' pedagogical staff. During the Trial day(s) the Pupil's social maturity and academic readiness to study with the requested year group are 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 Admission Secretary who will provide all prospective families with information regarding TES and admission procedures. Admission Secretary coordinates the organisation of the admission procedures.

#### 4. Admission decision

- 4.1. The Director will make the final decision on admission based on the proposal of the Deputy Director. On reasoned occasions, the Director is entitled to change the admission decision.
- 4.2. The Director's acceptance letter will be sent to the Parents after the Pupil has completed the admission procedure of TES and this acceptance has to be approved by the Parents in a written form within 30 calendar days and not later than by the end of the school year.
- 4.3. The Pupil is officially considered to be a Pupil of TES after the Schooling Contract has been signed between TES and the Parent.
- 4.4. TES has the right to postpone the admission of a Pupil in the following case:
  - 4.4.1. 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 family to Estonia).
  - 4.4.2. All required documents (see clause 5) have not been presented.
- 4.5. TES reserves the right to reverse its admission decision in the following case:
  - 4.5.1. the Pupil's Parents are unable to provide the necessary information at the time of enrolment (clause 1.5. in Policy on the Provision of Educational Support).
  - 4.5.2. The need for accommodation in the learning environment or the learning process 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 accommodation.

## 5. Required documents

- 5.1. The Parents submit the application for enrolment.
- 5.2. The following documents must be submitted when applying to TES:
  - 5.2.1. Copy of the photo page of the Parents passports or ID-cards (showing date of birth);
  - 5.2.2. Passport-size photograph of the Pupil;
  - 5.2.3. 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;
  - 5.2.4. If an international Pupil 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 Pupil in Estonia from a competent authority in a format which can be reproduced in writing;
  - 5.2.5. School reports from the previous 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);

- 5.2.6. For home schooled children any other relevant document, including the current year's standardized tests scores;
  - 5.2.7. Medical form filled by the Parents and a copy of the Pupil's vaccinations information that is issued by his/her healthcare provider. Certified copies of documents related to any Special Educational Needs;
  - 5.2.8. Attestation certificate issued by the employer of the Parents (this requirement is applicable to children of the employees of the EU institutions and agencies);
  - 5.2.9. Online Application Form;
  - 5.2.10. Pupil's Profile form filled by the Parents.
- 5.3. In case the school reports or other documents are not in English, French or Estonian, a translation to one of these languages has to be provided.
- 5.4. The documents are submitted to the TES Director.
- 5.5. If the documents are incomplete, TES will inform the Parents about it. Incomplete documents will not be processed.
- 5.6. Once the complete application documents have been received by TES, the Parents will be sent an invoice with the registration fee of 200 euros. The registration fee does not apply to the children of employees of EU institutions and agencies, if the child's tuition fee is paid directly by the institution or the agency. If the tuition fee will be paid by the Parents, then the registration fee is applied.
- 5.7. The registration fee is a one-time, non-refundable fee. The registration fee is to be paid by bank transfer or credit card payment. Cash payments are not accepted. In case the registration fee is not paid, the application documents will not be processed.

## **6. Admission procedure for a new academic year**

- 6.1. The admission procedure for a new academic year starts in January and lasts until the official end of the school year.
- 6.2. Admission documents are not processed during the summer holidays.
- 6.3. All prospective families will get the admission decision in written form after the Family Interview, if the application form with the complete set of required supporting documents has been submitted and the registration fee has been paid. The processing of the documents outside the official admission period may take longer.

## **7. Special educational needs**

- 7.1. In admitting children with special educational needs, TES follows the rules set in the Policy on the Provision of Educational Support.
- 7.2. A child has special educational needs if his/her medical condition, physical disability, learning, behavioural or emotional differences call for special educational provision to be made for him/her.

- 7.3. On enrolment, the school will collect relevant information from the Parents, including the Pupil's level of academic attainment and previous educational support provision and/or special educational needs. It is the responsibility of the Parents to guarantee that the information given is correct, reliable, and complete.
- 7.4. In certain cases, considering the best interest of a child with special educational needs, the Pupil may require support from an external specialist, development of a support programme or acquisition of additional supporting resources, the implementation of which will require co-financing by the Parents.
- 7.5. In cooperation with the Parents, TES, taking into consideration TES' resources, attempts to make appropriate provision for the Pupil's pedagogical and social integration. If this is not possible, the Pupil shall not be admitted to TES.
- 7.6. If a Pupil needs adaptation of the curriculum due to severe learning difficulties, or in case his/her special needs cannot be dealt with within the context of a regular size class, he/she will not be admitted to TES, or, if already enrolled, will be redirected to a more suitable educational institution.

## 8. Language sections

- 8.1. TES has English and French language sections.
- 8.2. The Parents are 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.
- 8.3. 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 will be enrolled in the language section in which he/she has the highest proficiency.
- 8.4. 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 Parents' preference.
- 8.5. A Pupil must choose his/her mother tongue/ dominant language (L1) as Language 1 (L1) in case such possibility exists. In case there is no respective mother tongue/ dominant language (L1) learning possibility in TES, the Pupil's L1 is his/ her language of instruction in his/her language section, e.g. English or French.

## 9. Language of instruction

- 9.1. TES provides the mother tongue/dominant language (L1) courses at Primary level (P1-P5) and at Secondary level (S1-S7) in the mother tongues of the Category I enrolments (the children of employees of the EU institutions and agencies). The condition applies only to the official languages of the EU. Pupils enrolled under the Category II conditions can participate in the mother tongue/dominant language (L1) courses, if a course already exists and if it does not create a new group. Should the course have



to be terminated, the Pupils enrolled under the Category II conditions concerned would have to switch their L1 to their Language 2 (L2) and would have to choose a new L2. They would be allowed two years to catch up with the new L2.

- 9.2. The Director 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.
- 9.3. Should there be any dispute about the Pupil's L1, it will be the Director's responsibility to determine which language it is, based on the information provided by the Pupils' Parents on the application form and by requiring the Pupil to take comparative language tests, organised and under the control of TES' teachers. The tests will be organised whatever the Pupil's age and teaching level.
- 9.4. Determination of L1 at the time of the Pupil's admission is definitive in principle. A change of L1 may only be authorised by the Director for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members.
- 9.5. If necessary, TES, in cooperation with the Parents, will arrange language support for SWALS or provide other learning support to reduce the Pupils' language lag in the section language.
- 9.6. The study of L2 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. The Pupil's L2 must be different from L1.
- 9.7. L2 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.
- 9.8. Art, Music and Physical Education can be taught in mixed language groups in one of the three working languages (English, French or German).
- 9.9. The study of Language 3 (L3) starts in Secondary 1. The Pupil's L3 must be different from L1 and L2.
- 9.10. The study of Language 4 (L4) starts in Secondary 4. The Pupil's L4 must be different from L1, L2 and L3.
- 9.11. Estonian as Host Country Language (HCL) is taught to all Pupils as a compulsory subject from Primary 3 to (gradually) Secondary 3 and is not offered as L3.
- 9.12. At the time of admission, and according to the General Rules of the European Schools (§ 47d), if a Pupil's knowledge of a language required for the continuation of his/her education is poor or non-existent because his/her former school followed a different curriculum, his/her Parents shall undertake to send him/her to classes in that language. This applies in particular to the L2 and L3 levels and means that the school is not responsible for organising and tutoring the catching up of new Pupils with their current class required language levels.

## 10. Selection criteria

10.1. When making the admission decision the following criteria will be considered:

10.1.1. Nursery 1 to Primary 2:

10.1.1.1. The Pupil meets the requirements specified in clause 2;

10.1.1.2. The Pupil has reached the minimum required age by 31 December of the academic year concerned (N1 – age of 4; N2 – age of 5; P1 – age of 6; P2 – age of 7);

10.1.1.3. The application has been submitted in the form set out on TES website, together with the required documents listed in clause 5.2. of the Policy;

10.1.1.4. Availability of places in a specific class;

10.1.1.5. Availability of places in a desired section;

10.1.1.6. Results of the Family Interview and the Trial day(s) have been assessed as sufficient.

10.1.2. Primary 3 to Secondary 6:

10.1.2.1. The Pupil meets the requirements specified in clause 2;

10.1.2.2. The application has been submitted in the form set out on TES website, together with the required documents listed in clause 5.2. of the Policy;

10.1.2.3. Availability of places in a specific class;

10.1.2.4. Availability of places in a desired section;

10.1.2.5. Results of the Family Interview and the Trial day(s) have been assessed as sufficient;

10.1.2.6. 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.

## 11. Exclusion

11.1. A Pupil will be excluded from TES:

11.1.1. If the Parents submit a corresponding application to TES (Application to Exit form);

11.1.2. If studies in TES are not pursued in the class where the Pupil is supposed to continue his/her studies;

11.1.3. 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);

11.1.4. If the Pupil or the Parents do not follow the School Rules, school values or refuse to study according to the EB curriculum;



- 11.1.5. If the Pupil does not meet the promotion requirements twice in succession;
- 11.1.6. If the Pupil does not meet the graduation requirements of TES during the standard period of study;
- 11.1.7. If the Parents have 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 or the Parents;
- 11.1.8. When the Schooling Contract expires due to the Pupil meeting the graduation requirements of TES;
- 11.1.9. In case of the decease of the Pupil;
- 11.1.10. If the Schooling Contract is terminated or ends for any reason. The Schooling Contract may be terminated by TES if there has been a breach of contract, which among other things is:
  - 11.1.10.1. A significant violation by the Pupil or the Parents of requirements laid down in School Rules;
  - 11.1.10.2. Failure to pay tuition fee or fee for additional services for at least 60 days without valid reason and without notifying the Director;
  - 11.1.10.3. When a Pupil arrives to participate in studies in a state of intoxication (including drugs or alcohol);
  - 11.1.10.4. When the Pupil's behaviour was or could be dangerous to other pupils, parents or TES teachers or employees.
- 11.2. The Director decides the exclusion of the Pupil.
- 11.3. In case of graduation or exclusion, TES will issue the Parents, or in case of a Pupil with full active legal capacity, the Pupil:
  - 11.3.1. A graduation certificate due to graduation;
  - 11.3.2. A school report for the current school year signed by the Director and authorised with the TES stamp when the Pupil is excluded from TES after the end of a study period;
  - 11.3.3. A school report signed by the Director and authorised with the TES stamp and a results' report for the current study quarter of the school year when the Pupil is excluded from TES during the study period;
  - 11.3.4. An extract from the Pupil's health card.
- 11.4. When a Pupil is excluded from TES, the Pupil or the Parents undertake to return the access card, books received from TES library, locker keys and settle all other arrears related to TES and external service providers.

## Annex

### The Procedure for Application and Granting of Tuition Fee Reductions in Tallinn European School

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#### 1. General Provisions

- 1.1. The present procedure for application and granting of tuition fee reductions (hereinafter the *Procedure*) stipulates the conditions for applying for and granting the tuition fee reductions for a child/children (hereinafter Child/Children) of the Tallinn European School (hereinafter *TES*).
- 1.2. Study allowances are not granted in TES.
- 1.3. This Procedure does not apply to Children of employees of the European Union (hereinafter EU) institutions and agencies if the tuition fees are paid by a third party who has undertaken such an obligation.

#### 2. Types and rates of tuition fee reductions

- 2.1. In accordance with the Articles of Association of the European Schools, TES is entitled to grant tuition fee reductions.
- 2.2. TES is entitled to grant tuition fee reductions in the following cases:
  - 2.2.1. More than one Child from one family is studying in TES, and the conditions mentioned in clause 2.4 (hereinafter *Family-based Reduction*) are met;
  - 2.2.2. The parent or legal representative (hereinafter the Parent(s)) of the Child studying in TES works as a teacher, or other staff member of TES, with a minimum of 0,6 workload, and the conditions specified in clause 2.5 (hereinafter the *Employee's Reduction*) are met. According to the Procedure, other staff members are teacher's assistant, aftercare teacher, pedagogical or other support personnel, director, deputy director or other administrative staff.
  - 2.2.3. Exceptional tuition fee reductions. Requirements described in clause 2.6.
- 2.3. Granting these tuition fee reductions is the right of TES, not the obligation, and in doing so, TES has extensive degree of discretion. TES adheres to the principle of equal treatment but has the right to consider the budgetary constraints and other subjective and objective circumstances (i.e., TES is not bound to earlier decisions made for families with the same or similar number of children or families with the same or similar income and consider the circumstances of each case individually).
- 2.4. **Family-based Reduction**
  - 2.4.1. For the first Child (this is the child of the family who has reached the highest level of schooling), the tuition fee is "full amount" depending on the academic level (Secondary cycle, Primary cycle, or Nursery cycle). For the second Child, and the

following Children, 10% (ten percent) of the applicable amount may be granted for each Child depending on the academic level.

- 2.4.2. If one of the Children of the family is enrolled in the Nursery and is eligible for any municipal subsidies, then the Family-based reduction will not be granted for that Child. Other Children of the same family may be granted the family-based reduction correspondingly.

## 2.5. Employee's Reduction

- 2.5.1. If the Child's Parent works as a teacher or other staff member in TES and one (1) or more Child/Children is/are studying in TES, Foundation Euroopa Kool (hereinafter referred to as the *Keeper of TES*) is entitled to grant a tuition fee reduction of 75% (seventy five percent) of the tuition fee established for the corresponding academic level for the Child/Children studying in TES.
- 2.5.2. If the Parent can apply for the Employee's Reduction, no other benefit can be applied for.

## 2.6. Exceptional tuition fee reductions

- 2.6.1. The exceptional tuition fee reductions may be offered only to parents who pay the tuition fees privately and do not receive fee reimbursements or subsidies from their employer, public organization, private persons, insurance or from any other source.
- 2.6.2. The exceptional reductions can be applied in addition to the current "Family-based Reduction".
- 2.6.3. To apply for the exceptional reduction, parents must submit a request in writing to [director@est.edu.ee](mailto:director@est.edu.ee) justifying the need for the reduction and providing any necessary evidence that enables the school to assess the financial situation of the family.
- 2.6.4. The reduction can be allocated only for pupils who have studies at TES two (2) full school years.

## 2.7. The limit on the number of tuition fee reductions

- 2.7.1. TES is entitled to grant reductions in one academic year in the total amount of up to 10 (ten) tuition fees of the Secondary cycle. In the event that the limit is fulfilled, the Keeper of TES can suggest to grant the tuition fee reduction in a smaller rate in such a way that the rate of tuition fee reduction of everyone eligible for the tuition fee reduction at the respective period is reduced proportionally.

## 3. Applying for tuition fee reductions

- 3.1. Application for a tuition fee reduction is submitted by the Child's Parent (hereinafter the *Applicant*).
- 3.2. Applications for tuition fee reductions must be submitted in writing to [director@est.edu.ee](mailto:director@est.edu.ee).

- 3.3. Application for the tuition fee reduction referred to in clause 2.4. must be submitted by September 15<sup>th</sup> (if the Child attends TES from the beginning of the school year) or upon arrival (if the Child is enrolled during the school year). Application for the tuition fee reduction referred to in clause 2.6. must be submitted by September 15<sup>th</sup>. Application for Employee's Reduction can be submitted at any time during the academic year.
- 3.4. TES is entitled to request further information and evidence from the Applicant and to verify the data submitted for the tuition fee reduction and/or submit such data to the competent authorities and persons for inspection, following the personal data processing procedure of TES.
- 3.5. The application will be preserved and destroyed in accordance with the Records Management Procedure and the list of documents of TES.

#### **4. Granting and application of tuition fee reductions**

- 4.1. The decision of granting the tuition fee reduction is made for the period after the reduction is granted and until the end of the academic year.
- 4.2. The decision about granting the exceptional reduction is made by the School management after the consultation of the application and justifications. The decision is confidential and is not justified. All decisions are final.
- 4.3. The prerequisite for receiving any of the tuition fee reductions is the following:
  - 4.3.1. The Child has good learning outcomes and behaviour;
  - 4.3.2. The Child conscientiously participates in learning activities;
  - 4.3.3. Tuition fees are paid from family funds (payment of tuition fees is not supported by other third parties);
  - 4.3.4. Accurate information is provided in the application for a tuition fee reduction.
- 4.4. In the event of becoming clear that the grounds for granting the tuition fee reduction have expired, the tuition fee reduction is terminated or discontinued. TES has the right to discontinue granting of the tuition fee reduction in the event of expiry of the grounds of granting of the tuition fee reduction or to terminate the application of the tuition fee reduction even if the legal representative of the Child does not sign the relevant annex.
- 4.5. If TES identifies after granting the tuition fee reduction that the application for or the actual circumstances of the tuition fee reduction did not comply with the conditions for eligibility for the relevant tuition fee reduction and the Applicant was or should have been aware of the non-compliance with the said conditions, TES shall unilaterally terminate the application of the tuition fee reduction retroactively and the Applicant undertakes to reimburse all the tuition fee reduction amounts to TES.