



European Schools

Office of the Secretary-General

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REPORT OF THE 'GENERAL RULES OF THE EUROPEAN SCHOOLS' WORKING GROUP

Joint Teaching Committee

Meeting on 22 November 2007

I. BACKGROUND

The 'General Rules of the European Schools' Working Group was mandated to update the 2004-D-6010-fr/en/de-5 versions of the General Rules of the European Schools approved by the Board of Governors at its February 2005 meeting in Brussels.

The Working Group met on 4 May and 3 October 2006 and 11 July 2007. This report outlines the context of the updating work.

It should be noted that new version 2007-D-4010 of the General Rules proposed by the Working Group takes account of the amendments to Articles 8, 45, 46, 50, 50ba, 66.1 and 67 approved by the Board of Governors at its meeting in Lisbon of 18 April 2007 and of the amendment to Article 6 approved by the Board of Governors at its meeting in Brussels of 23 October 2007.

II. OUTCOME OF THE WORK

The Working Group first endeavoured to clarify the wording of the text as a whole, harmonising the terminology used and establishing a link with other specific texts, such as the Service Regulations for the Administrative and Ancillary Staff and the Financial Regulation.

Accordingly, the concept of 'parents' has been clarified in a new preamble defining the term 'the pupil's legal representative', which refers to both parents and pupils who have reached the age of majority. This preamble also seeks to make it clear whom the school may approach in communicating with pupils' legal representatives.

The Working Group went on to revise a number of articles, including:

- Article 17, dealing with the convening and chairing of the meetings of Councils and Committees,
- Article 18, with respect to the voting rules for Class Councils,
- Article 21, concerning the Discipline Committee, which has been incorporated into Article 44 in Chapter VI 'Discipline', for consistency's sake. Following detailed examination of this article its wording has been made more logical, with particular reference to the composition of and procedure for convening Discipline Committee hearings and the operating arrangements.
- Article 30, which becomes Article 29, concerning the method of payment of school fees,
- Article 31, which becomes Article 30, on regular attendance at classes,
- Article 61, on school reports, and more particularly the first paragraph, which sets the timetable for communication of this information,
- Article 62, concerning promotion to the year above, the wording of which has been clarified,
- Article 66, on administrative appeals, to which three new paragraphs have been added, the last of which defines the arrangements for notification of decisions,
- the annexes, including equivalences and the national holidays of Bulgaria and Romania.

Finally, the entire new version was read by the legal adviser of the Office of the Secretary-General.

To facilitate consultation, the amendments are printed in a different font from the one used in the General Rules in force, thus allowing easier comparison between the updated version and the current text.

III. PROPOSAL

The Working Group invites the Joint Teaching Committee to express an opinion on the proposed new version of the General Rules of the European Schools (2007-D-4010-fr/en/de-1), which will then be presented to the Administrative and Financial Committee and submitted to the Board of Governors for approval.



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GENERAL RULES OF THE EUROPEAN SCHOOLS

Joint Teaching Committee

Meeting on 22nd November 2007

GENERAL RULES OF THE EUROPEAN SCHOOLS

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PREAMBLE

In the context of the present rules, “the pupil’s legal representative(s)” should be understood to mean the person or persons invested with parental authority in the case of a minor or the pupil him/herself if he/she has reached the age of majority.

Concerning the school and without notification to the contrary, when the pupil is a minor the persons recognised as father and mother of the pupil are both presumed to be invested with parental authority.

Without explicit notification, the school shall presume that it can contact indiscriminately one or other of the pupil’s legal representatives.

When a pupil’s legal representatives so wish, in so far as they make an explicit request by communicating to the school their respective addresses and the legal justification of their entitlement to parental authority, the school shall send to each all the information relative to the education of the pupil, covered by the present rules.

CHAPTER I

RESPONSIBILITIES OF DIRECTORS

The Director is the School's legal representative in dealings with parents and the public authorities.

He/She is responsible for teaching and education in his/her school.

He/She is responsible for management of the staff.

He/She is responsible for the budget and for administration

GENERAL

Article 1

The Director shall manage the School in accordance with the Convention defining the Statute of the European Schools and the Decisions of the Board of Governors. He/She shall be the School's legal representative. He/She shall be responsible for managing the School.

He/She shall be assisted by one or more Deputy Directors and *an administrator-bursar*, to whom he/she *delegates* duties.

He/She shall implement instructions issued by the Boards of Inspectors and the Administrative Board.

He/She shall ensure that syllabuses and timetables are followed.

He/She shall be involved in preparations for meetings of the Board of Governors in accordance with Article 11 of the Rules of Procedure of the Board of Governors.
He/She shall be accountable to the Board of Governors for the proper running of the school.
He shall apply principles of sound economic management of resources.

EDUCATIONAL RESPONSIBILITIES

Article 2

The Director shall endeavour to imbue his/her School with a European spirit and to promote cooperation between all the parties involved in school life by instigating and encouraging initiatives on their part.

He/She shall foster and develop among teaching staff the spirit necessary for fruitful cooperation in the interests of the unity of the School.

The Director shall establish contact with *the pupils' legal representatives* and with the Parents' Association to promote the closest possible cooperation between families and the School in the pupils' interests. ***He shall organise information meetings for this purpose.***

He/She shall promote pupils' participation in school life under the relevant provisions of the house rules.

Article 3

The Director shall be responsible for coordinating studies between the different cycles and between the various year groups and language sections. To that end:

1. He/she shall allocate pupils to classes and groups.
2. He/She shall allocate classes and groups in the subjects taught to the teachers and shall draw up a timetable for each year group and language section at the beginning of the school year. In doing so he/she shall take account as far as reasonably possible of the wishes expressed by members of staff and the best interests of the pupils. This timetable shall be communicated on request to members of the Board of Inspectors
3. He/She shall convene meetings of the Councils and Committees provided for in Article 16 of these Rules outside teaching hours.
4. He/She shall take all necessary steps to ensure coordination between the nursery, primary and secondary cycles and harmonisation of teaching, in accordance with the instructions issued by the Board of Governors and the Boards of Inspectors.
5. The Director shall visit classes regularly and shall participate in evaluation of classroom teaching and of teachers' performance.
6. ***He shall allocate tasks to the educational advisers and to the principal educational adviser.***

Article 4

He/She shall make arrangements for cover for absent staff in accordance with the provisions laid down by the Board of Governors and the Secretary-General.

Article 5

The Director shall ensure that the necessary measures are taken to maintain order and discipline within the School.

In collaboration with the Education Councils provided for in Chapter II, he/she shall draw up house rules to be observed by pupils both on school premises and during all activities organised by the School. These rules will include pupils' rights and obligations.

With the assistance of the *principal educational adviser, the educational advisers and the teaching staff*, he/she shall organise the supervision of pupils before, during, *after* and *also* between classes *and during free periods*.

He/she shall collaborate in the organisation of extra-curricular activities.

ADMINISTRATIVE AND BUDGETARY RESPONSIBILITIES

Article 6

The Director shall be responsible for the proper functioning of the School with the assistance of administrative and ancillary staff. He/She shall ensure a good level of service.

The Director shall be responsible for management of administrative and ancillary staff. He/She shall ensure that the provisions of the Service Regulations for these staff are applied.

Article 7

The Director shall be responsible for management of the teaching staff.

He/She shall ensure implementation of the provisions of the Regulations for Members of the Seconded Staff and of the Conditions of Employment for Part-Time Teachers.

He/She shall resolve with the competent national authorities administrative problems arising from secondment or appointment of staff to the School. He/She shall be responsible for local recruitment of part-time teachers after consulting the national Inspector, and he/she shall use a transparent method of selection.

Article 8

With the exception of the particular competence conferred on the Central Enrolment Authority for the Brussels European Schools, the Director shall decide on the admission and withdrawal of pupils on the basis of the provisions laid down in Chapter VII.

Article 9

The Director shall prepare and implement the budget under the supervision of the Administrative Board in accordance with the *financial* regulations drawn up by the Board of Governors.

Article 10

The Director shall draw up and maintain an inventory of school furniture, of teaching materials and of all furnishings belonging to the School in accordance with the requirements laid down in the Financial Regulations.

He/She shall delegate responsibility for the library, scientific collections and demonstration equipment to specialist staff, which shall draw up their own inventories and be accountable to him/her for material in their charge.

Article 11

The Director shall organise the school archives. These shall include:

- a) a file of all pupils enrolled;
- b) a file of enrolments and of those struck off the register;
- c) the end-of-semester and interim reports provided for in Article 61
- d) the absences file for the previous year;
- e) a complete set of the documents provided for in Article 26 for the previous three school years;
- f) as complete a set as possible of the end-of-term/semester tests and a complete set of the examinations organised in the previous three school years;
- g) a confidential personal file for each pupil. *The pupil's legal representatives* shall have access to this file upon written request and in the presence of the Director or his delegate.
- h) documents concerning the Baccalaureate in accordance with the Arrangements for Implementing the Regulations for the European Baccalaureate
- i) *the minutes of the Class Councils.*

OTHER RESPONSIBILITIES

Article 12

As part of his official obligations the Director shall guarantee inviolability of domicile on school premises.

Article 13

The Director shall represent the School outside. He/She shall be the only person authorised to give information about the School to the press. When representing the school to the outside world, including the press, he/she must comply with the policy of the Board of Governors.

Article 14

The Director may authorise persons from outside the School to visit the School, to participate in school events and to sit in on and observe classes with the agreement of the teachers concerned.

Article 15

The Director shall be responsible for security on school premises.

Should a particular event occur at the School (e.g. death, serious accident, fire, explosion, infectious disease, threats, etc.), the Director must notify the relevant service.

CHAPTER II Regulations for Councils

Article 16

These Councils are:

1. Class Councils
2. Subject Councils
3. General Councils
4. Education Councils
5. Discipline Councils (*see Chapter VI*)

Article 17

Convening and chairing of councils

Convening and chairing of Discipline Councils are covered in Chapter VI.

The Subject Council is convened by the Director and chaired by a member of the teaching staff.

The other Councils referred to in Article 16 shall be convened and chaired by the Director or Deputy Director. The Director may delegate the chairmanship of a Council to a Deputy Director or, for the Class Councils only, to a member of the teaching staff.

The different Class Councils for any given year shall have, normally, the same Chair, whatever the language section.

Except in cases of emergency the date of meetings shall be fixed by the Director at least one *calendar* week in advance and he/she *shall provide an agenda as well as any documentation in his/her possession.*

Voting members may add *further items to the draft* agenda up to the day preceding the meeting.

In cases of emergency the Director may initiate discussion of items not included in the *draft* agenda.

Where not less than one quarter of the members of one of the Councils so request in writing with a precise indication of a *draft* agenda, the Director shall convene a meeting of that Council or Committee at the earliest opportunity.

The Councils and Committees shall normally meet outside school hours.

Article 18

Class Councils

1. Class Councils shall normally meet
 - a) at the end of each term or of each semester in the secondary cycle
 - to assess pupils' academic results and behaviour
 - to propose measures to be taken where necessary.
 - b) ***without prejudice to the implementation of the provisions of SEN Regulations***, at the end of the school year (in both primary and secondary cycles) to take decisions on promotion in accordance with ***the provisions of*** Articles 57, **59** and 62.
Additional Class Councils may also be convened in the light of particular circumstances.
2. Meetings of Class Councils shall be attended by all staff who teach the class, including distance teachers and teachers responsible for Learning Support and SEN pupils.
Attendance at Councils shall be compulsory, except where dispensation has been granted by the Director on duly substantiated grounds.
Distance teachers may be in communication with the Class Council by means of an interactive system (audio/video).
3. ***Voting Rules***
 - a) ***Teachers who have taught the pupil one or more subjects during the school year shall have one vote.***
 - b) ***In the case of the replacement of a teacher during all or part of the school year, the Director shall designate the teacher to attend the Class Council and to vote.***
 - c) ***If a teacher teaches more than one subject, he/she shall have only one vote.***
 - d) ***Teachers responsible for learning support and/or SEN do not have voting rights.***
 - e) ***The chair shall take part in the vote, in which case his/her vote is decisive, in the event of a tie.***
 - f) Decisions are taken by simple majority of members present with the right to vote. ***Abstentions are not permitted.***
 - g) There is no secret vote.
 - h) Any such decisions shall be the joint responsibility of members of the Class Council.
4. The secretary, designated by the Director, shall produce ***a report of the meeting of the Class Council, in which will appear duly justified decisions. A copy of the report can be sent to a pupil's legal representatives on written request to the Director.***

5. The deliberations of Class Councils shall be *confidential*. Only the Director shall be entitled to communicate to authorised persons *the report of the class council summarising the terms of the decisions and their justification*.

Article 19

Subject Councils

1. Subject Councils shall meet at least twice a year to coordinate teaching of the same or associated subjects.
2. Subject Council meetings shall be attended by all staff teaching the relevant subject or subjects. Attendance at meetings shall be compulsory, except where dispensation has been granted by the Director on duly substantiated grounds.
3. A summary record shall be produced. Any member of the Council may request that his/her views be put on record in the form of a written note to be supplied by him/her.

Article 20

General Councils

1. General Councils shall be convened, as the need arises, to deal with matters affecting the whole School (General Council) or a particular cycle (cycle General Council). These councils have a consultative role.
2. All teachers shall attend General Councils; cycle General Councils shall bring together the teachers of the cycle in question. Attendance at Councils shall be compulsory, except where dispensation has been granted by the Director *on written request for* duly substantiated grounds.
3. The secretary, designated by the Director, shall produce a summary record. Any member of the Council may request that his/her views be put on record in the form of a written note to be supplied by him/her. The record shall be approved by the Director and submitted to the Council at *its next meeting*.
4. For specific issues requiring prior investigation General Councils may propose the setting up of working parties.

Article 21

Education Councils

1. In each School two Education Councils shall be formed, one for the primary and nursery cycles, the other for the secondary cycle. Each of the Education Councils shall normally meet twice per term. The two Education Councils may hold joint meetings on issues affecting the whole School.

2. The task of the Education Councils shall be to seek optimum conditions for effective teaching and to promote positive and stimulating human relations. In particular, they shall seek to introduce all measures likely to highlight the School's European character. They may set up working parties. They may adopt resolutions for submission to the competent authorities of the European Schools. If the Director takes a decision which runs counter to a recommendation made by the Education Council, he/she shall give his/her grounds for doing so. Discussions *of individual cases* must be excluded.
3. Composition:
 - a) The Education Council for the nursery and primary cycles shall be composed of elected representatives of the teachers, elected representatives of the Parents' Association, the Director and Deputy-Director. The Director may invite to attend members of the direction, administrative and ancillary personnel, and any others whose presence he considers useful.
 - b) The Education Council for the secondary cycle shall be composed of elected representatives of the teachers, elected representatives of the Parents' Association and elected representatives of the pupils, the Director and Deputy-Director. The Director may invite to attend members of the direction, administrative and ancillary personnel, and any others whose presence he considers useful.
 - c) The School's Administrative Board shall determine the number of representatives *in each school*; this number has to be the same for each of the groups *entitled to representation*.
4. Organisation:
 - a) The Education Councils shall draw up their own rules of procedure.
 - b) The secretary, designated by the Director, shall produce a summary record of the Council *meetings*. The text shall be approved by the Director. The record shall be submitted to the Council for approval at the next meeting.
5. The members of the Education Committees shall be authorised and invited to communicate the content of the *reports* of meetings to their constituents.

CHAPTER III

INSTRUCTIONS FOR MEMBERS OF STAFF

Article 22

General

Members of the teaching staff, like all those directly involved with the School, shall undertake to do all in their power to enhance its prestige and promote its development. They shall perform their duties according to the provisions *in the rules as applied in the Convention defining the Statute of the European Schools*. They shall follow the instructions issued by the Board of Governors, the Secretary-General, the Boards of Inspectors *as well as the Administration Board* and the *School* Director.

In discharging their duties they shall take care, by maintaining self-imposed strict objectivity, not to offend the religious and political convictions of pupils and their families and to respect their culture.

To ensure the proper functioning of the School teachers shall encourage pupils' active cooperation and autonomy and shall promote the development of their personalities.

They shall strive both inside and outside the School to inculcate in their pupils the highest intellectual, moral and social standards.

They shall avail themselves of every opportunity to foster in pupils an attachment to *their* own country and a respect for *that* of others.

On the national day of each of the Member States of the European Union¹ the contribution made by the country in question shall be mentioned in the School. Teachers shall encourage any initiative taken by pupils to organise a special event outside school hours. This shall also be the case on the occasion of European Union Day

Article 23

Class teachers

The Director shall appoint a class teacher for each class in the secondary cycle. In the nursery and primary cycle the teacher in charge of the class shall discharge this function.

Class teachers shall be responsible for:

- centralising information on the progress and conduct of pupils in their class,
- assisting the Director and colleagues in disciplinary matters concerning these pupils,
- preparing for meetings of Class Councils on instructions from the Director

¹ See annex VII: list of national days.

- reporting to the Director on all questions which he/she refers to them, and in general ensuring that the Director's *rules* and instructions are adhered to.

The class teacher is the link between *the pupil's legal representatives* - individually or representing the class - the pupil delegates of the class and all the teachers who teach the class.

Article 24

Communication with *the pupils' legal representatives*

1. Teachers shall take all necessary steps
 - a) to keep *the pupils' legal representatives* informed
 - of the work set and the results achieved
 - of conduct, application, class work and homework
 - of regular attendance and punctuality
 - b) and to inform them of any significant change in the pupil's academic progress.
 - c) to reply to any particular questions for information from *the pupils' legal representatives with respect to the present rules, to regulations adopted by the Board of Governors and to the general principle of the right to privacy recognised by the whole school community.*
2. At the beginning of the school year each teacher shall indicate a time outside teaching hours when he/she will be available to see *the pupils' legal representatives* by appointment to discuss the behaviour and progress *of the pupil*. This timetable must be communicated to *the pupils' legal representatives*. Teachers may also take the initiative and ask *the pupils' legal representatives* to come and see them. They shall notify the Director if parents do not respond.
3. The above provisions shall also be applicable in the case of distance learning. Communication may then be established using ICT.
4. *In accordance with Article 2, the Director shall organise meetings for the pupils' legal representatives, which teachers are required to attend.*

Article 25

Absences and Discipline

Teachers must report pupils' absences and all breaches of discipline *to the Director*, in accordance with the *provisions of the present general rules* and the house rules.

Article 26

Class work

1. Every nursery and primary cycle teacher must be able to account for the written planning of the work done in his/her class. Annual and periodic plans must be given to the Deputy Director.
2. Secondary teachers shall have a clear and transferable record of forward planning for each term or semester (depending on the School's organisation). They shall also keep a regularly updated record of material covered. In this record, the connection between planning and realisation shall be made clear.
The record of material covered shall be placed in the school archives at the end of the school year and kept for three years.
3. These documents shall be available at all times to the Director and the Inspectors.

Article 27

Principal Educational Advisers and Educational advisers

Principal Educational advisers and Educational Advisers shall assist the Director, ***the Deputy Directors and the secondary school teachers. Their*** educational and administrative tasks consist notably in :

- supervision of pupils
- maintenance of order and discipline
- monitoring of pupils
- administrative assistance connected with pupils' schooling.

They may also be required to teach subjects in which they have the requisite academic qualifications, as provided for in Article 36(5) of the Staff Regulations. These duties shall be allocated on the basis of a roster drawn up by the Director at the beginning of each school year.

CHAPTER IV

RESPONSIBILITIES OF *THE PUPILS' LEGAL REPRESENTATIVES*

Article 28

Undertakings entailed by enrolment

By applying to the Director *or to the Central Enrolment Authority for the Brussels' schools* to have their child enrolled, parents undertake to respect *the rules as applied in the Convention defining the Statute of the European Schools*. A copy of these rules shall be at their disposition in the school secretariat or on the web site of the European Schools (www.eursc.eu).

Article 29

By applying for enrolment of a pupil in a European School, the pupil's legal representatives undertake to pay school fees undertaken to pay the fees fixed by the Board of Governors and other amounts due to the School within the time period set for payment.

An advance payment amounting to 25% of the school fees set by the Board of Governors for the relevant teaching level for the coming school year must be paid by 30 June of the current year or, on first enrolment, by the date set by the Director, namely before the pupil's first day at school. Advance payments are not refundable.

Where the school fees, including advance payments due for the following year, are still outstanding or have not been paid in full at the end of a school year in July, the pupil in question shall be deemed by the School to have been struck off the roll and will no longer be admitted to the European Schools as from the beginning of the following school year.

If a duly substantiated request is submitted, the Director may grant an extension for payment up to the first day of the school year following the date when the payments were due.

Article 30

Regular attendance at classes

1. *Without prejudice to the SEN regulations, attendance at classes shall be organised as follows*

a) Acceptance of a place at the School shall imply the right and the obligation to attend all courses of instruction listed in the curriculum and to do such work as is

set. Pupils are also required to take part in any organised activities declared compulsory by the Director.

b) Attending all courses of instruction shall mean regular and punctual attendance at the classes indicated in a calendar and timetable produced and given to pupils at the beginning of the year.

c) A pupil's attendance at classes is necessary to ensure his/her development and to enable the teacher to make a full and accurate assessment.

d) A pupil's attendance at a course shall be considered regular if the number of periods of presence is at least 90% of the number of periods actually organised.

2. Dispensations

a) Physical education

i. A pupil may be excused attendance at physical education classes only at the request of *the pupil's legal representatives* and on production of a medical certificate¹ that it would be inadvisable for him/her to take part.

ii. Except in duly certified cases of permanent disability, dispensation may only be granted for one semester/term, *according to the organisation of the school year*. It may be renewed only if a further medical certificate is produced. The Director may, if he/she considers it necessary, have the pupil examined by the School doctor.

b) In exceptional cases and on duly certified medical grounds, a pupil may be excused part of his homework by the Director. Such authorisation may not be outright; it may be granted for a specified period only, at the express request of *the pupil's legal representatives* on the understanding that the pupil's chances of promotion at the end of the year may be jeopardised.

3. Absences

a) Recording of absences

The School shall keep a record and daily register of pupils' absences. At the end of each semester/term, the School shall draw up a list of absences for each pupil. *Unauthorised* absences will be clearly identified and will be dealt with severely

b) Consequences of absences

i) In the event of unauthorised absence for more than 15 consecutive days, the pupil shall be deemed to have left the School. *The pupil's legal representatives shall be so informed by registered letter*.

ii. Should repeated unauthorised absences of one or more periods continue to occur after the Director's warning, the Discipline Committee may decide on the pupil's exclusion.

iii. In the secondary cycle, should the number of periods during which a pupil is absent from a course be such that there is a risk that it will not be possible for an A mark to be awarded, the Director will warn the pupil's legal representatives of the consequences outlined in paragraph e) for classes 4 – 6 and in paragraph g) for 7th year classes.

iv. If, at the end of the first *term or* semester, the number of absences seems likely to exceed the threshold of 10% of the periods actually organised in one

¹ Local regulations and practice have precedence over the present regulations.

or more subjects, the Director will warn *the pupil's legal representatives* of the risk of non-promotion or of being unable to take the Bacculaureate examinations.

c) Absences on personal grounds

- i. Only the Director may give a pupil permission to be absent from School.
- ii. Except in cases of *force majeure*, *the pupil's legal representatives* must apply for such permission at least one week in advance. Applications shall be made in writing, indicating the period of absence and giving reasons.
- iii. Permission may be granted for a maximum of two days plus reasonable travelling time.
- iv. *Except in cases of force majeure*, permission may not be granted for the week preceding or the week following school holiday periods or public holidays.
- v. In the case of the death of a *close relative* a longer absence may be permitted.

d) Absences on sick grounds

- i. In the event of a pupil's being unable to attend school because of illness, *the pupil's legal representatives* will inform the Director of the reason in writing, not later than the second day of absence.
- ii. After an absence of more than two days, primary and secondary pupils will only be allowed to return to school on production of a medical certificate¹ by *the pupil's legal representatives*.
- iii. The Director may, if he/she considers it necessary, have the pupil examined by the School doctor.
- iv. Without written notification from *the pupil's legal representatives* or production of a medical certificate within the period laid down in points i and ii, such absences shall be regarded as unauthorised and punishable by the Director.
- v. Where a pupil contracts an infectious disease, *the pupil's legal representatives* must notify the Director in writing and adhere strictly to the ruling of the Administrative Board, drawn up in agreement with the school medical service, on the containment of infectious diseases, in particular as regards quarantine for him/her and other pupils living under the same roof. The pupil shall be readmitted to the School only on production of a medical certificate from a doctor recognised by the local health authorities or from the School doctor.¹
- vi. All pupils shall be examined periodically by the school medical service, if possible, every year. The costs of check-ups and of preventive measures shall be borne by the School.

e) Absence for a valid reason in years 4 to 6

- i. If a pupil in years 4 to 6 has a long period of absence for a valid reason, with the result that A marks for class work in the first semester cannot be awarded, the A marks for class work in the second semester will be doubled for calculation of the final mark.

¹ Local rules and practice have precedence over the present regulations.

- ii. If this absence means that a pupil cannot be awarded A marks for either the first or the second semester, his/her promotion will not be possible.
 - iii. Normally, a pupil, who by reason of a long period of absence for a valid reason has not been able to attend classes in the second semester, may not be promoted. In exceptional cases the Class Council may reconsider the case of such a pupil.
- f) Absences from written examinations in years 4 to 6
- i. Where a pupil is absent from a written examination in years 4 to 6, *the pupil's legal representatives* shall inform the Director of the reasons for his/her absence, immediately or the next day. In cases of illness, a medical certificate¹ is obligatory to justify the absence. The Director will pronounce on the validity of all other reasons and shall decide whether the absence is justified or not.
 - ii. A pupil who is absent (for a valid reason) from one or more first semester written examinations and has not had the opportunity to take a substitute examination, but who takes the second semester examinations in the same subjects, will have his/her final annual marks calculated on the basis of the results achieved in the second semester.
 - iii. A pupil who is absent (for a valid reason) from one or more second semester written examinations and has not had the opportunity to take a substitute examination shall be required to sit a promotion examination early in the new school year in the subjects he/she has missed, unless he/she obtained a mark of at least 7 in these subjects in the first semester and an A mark of at least 7 in the second semester.
 - iv. If a pupil is absent for a valid reason for the examinations in one or more subjects in the first and in the second semester, he/she shall be required to sit promotion examinations in the subjects which he/she has missed.
 - v. In cases where there is no valid reason for the absence or absences mentioned in points ii, iii, and iv, a pupil shall be awarded no marks (0) for the examinations missed. *The pupil's legal representatives* shall be notified of this decision.
- g) Absences in year 7: *A marks*
- Without prejudice to the provisions in Article 8 of the Arrangements for implementing the Regulations for the European Baccalaureate:*
- i. Where a pupil in year 7 has a long period of absence because of duly certified illness, with the result that A marks for class work in the first semester cannot be awarded, the A marks for class work in the second semester will be doubled for calculation of the final mark.
 - ii. If this absence means that a pupil cannot be awarded A marks for *either* the first or the second semester, it will not be possible for him/her to take the Baccalaureate examinations in that year.
 - iii. In the event of frequent periodic absences in year 7, the Class Council shall be required to decide whether the pupil's studies conform to the rules and may, in certain cases, call into question the validity of his/her registration for the Baccalaureate, determination of the A mark being jeopardised.

¹ Local rules and practice have precedence over the present regulations.

- h) Absences from written examinations in year 7: ***B marks***
Without prejudice to the provisions in Article 8 of the Arrangements for implementing the Regulations for the European Baccalaureate:
- i. Where a pupil is absent for a valid reason from one or more ***long*** part examinations organised by the School at the end of the first semester, he/she must sit ***replacement*** examinations conducted under the same conditions as the initial examinations, on dates decided by the Director.
 - ii. Where a pupil is absent for a valid reason from one or more ***short part examinations***, he/she must sit tests conducted under the same conditions as the initial tests, on dates decided ***by the teachers concerned***.
 - iii. Where a pupil is absent without grounds from one or more part examinations in year 7, he/she will not be allowed to take the Baccalaureate examinations.

Article 31

Other undertakings

The pupil's legal representatives shall sign any special communication concerning the pupil. ***They shall provide spontaneously any information likely to be relevant to the application of the present regulations, relative to the family situation or its modification, having repercussions on the administrative or educational situation of the pupil or on the general development of the pupil within the school.***

Article 32

The pupil's legal representatives shall be responsible for ensuring that ***pupils*** respect school ***premises*** and property and that books and objects ***put at their disposal*** by the School are returned. They shall be required to pay compensation to the School for any damage caused by the pupil, even unintentionally.

Article 33

Insurance taken out by the School

The School shall take out a collective insurance policy to cover the civil liability of the pupil's legal representative in all cases where action could be taken against him/her as a result of an accident caused by ***the pupil*** to other pupils, ***to a member of staff*** or to third parties.

This insurance policy shall also cover reimbursement to pupils who are victims of accidents, or to their legal representatives, of expenses (medical treatment, hospitalisation, etc.) incurred and payment of lump-sum compensation under the terms of the policy, which can be consulted in the School's Secretariat.

In return for such cover *the pupil's legal representatives shall pay* 85% of the premium fixed by the insurance policy¹.

The insurance cover provided for in this article shall be limited to personal accidents on school premises or on the way to and from school and during an outing organised by the School.

Cover for damage to property and other damage occurring off school premises shall be the responsibility of *the pupils' legal representatives*.

Article 34

The School *shall not be responsible* for objects brought to school by pupils.

Article 35

- a) The House Rules of each school shall determine opening hours of the school.
- b) The school shall not be responsible for pupils off the school premises. This rule shall not, however, apply to outings and *educational* activities organised by the school itself or by the school in conjunction with the Parents' Association.

¹ The Administrative Boards can set a rounded figure for the amount payable by the *pupils' legal representatives*.

CHAPTER V

PARTICIPATION

Article 36

The proper functioning and the effectiveness of a school presuppose the participation of all involved in school life.

Participation means *in the cases provided for by the statutes and regulations*:

- right to information
- right to formulate proposals
- sharing of decision-making power

Article 37

The participants *within the school*

Each member of the school community may act in an individual capacity to deal with a particular case *in so far as he/she has a direct interest*. This shall apply in particular to questions of discipline, work, pupils' results and promotion.

To deal with more general questions and for the sake of effectiveness, the various components of the school community shall be represented, *without prejudice to the provisions of their respective statutes*, as follows:

- a) *The pupils' legal representatives, excluding pupils having attained the age of majority*, shall form 'Parents' Associations' independently. At the beginning of each school year they shall elect representatives to sit on the Education Councils, the Administrative Board, the Board of Governors and the various councils to which they are invited. The *pupils' legal representatives, excluding pupils having attained the age of majority*, of a given class may elect class *representatives*.
- b) Secondary pupils shall form a 'Pupils' Committee': at the beginning of each school year the pupils of a class shall elect a delegate. All the delegates shall form a committee from among whose members representatives will be chosen for the education council and the administration board.
- c) Teachers shall elect two 'Staff Representatives' (nursery-primary and secondary), who shall sit on the School's Administrative Board. They shall also elect representatives to sit on the Education Councils.
- d) Administrative and ancillary staff shall elect a representative to sit on the Administrative Board.

Article 38

The representatives defined in Article 37 shall cooperate to promote the proper functioning of the School and to foster a climate of trust.

They shall do so in particular within the framework of the following meetings:

- The Administrative Board (see Chapter X of the present rules).
- The Education Councils (see Article 21 of the present rules).
- Any special meeting which the Director shall deem appropriate to convene.

In addition, in liaison with the other organs, *the Parents' Association as defined in the Convention defining the Statute of the European Schools may play a part* in the organisation and the management of extra-curricular activities and the canteen. *It* shall, moreover, be responsible for the organisation and the management of school transport.

Article 39

House rules

Participation shall include the application of house rules by each School, as provided for in Article 5. The draft rules, prepared by the Directorate, shall be discussed within the Education Councils.

CHAPTER VI

DISCIPLINE

Article 40

The purpose of disciplinary measures shall be to educate and train. The Director shall ensure that the measures are coordinated and standardised.

Article 41

A pupil who fails to observe the School rules *and general rules on communal life within the school* shall be subject to disciplinary measures.

Serious breaches of discipline shall be *immediately reported to the Director and a written report provided* to the director *on the first working day following the incident*.

Article 42

a) The list of *disciplinary measures* shall not imply that they can be imposed only in the order given.

All *disciplinary measures* from detention onwards shall be entered in the pupil's personal file *and kept for a maximum of 3 years*.

In a serious case, involving a risk to safety or health within the School, the Director may, as a precaution, return a pupil to the care of his/her *legal representatives* pending the convening of the Discipline Committee.

b) *Disciplinary measures* in the secondary cycle shall be as follows:

1. Reprimand.
2. Extra work, with a report to the *pupil's legal representatives*.
3. Detention.
4. Warning *and/or sanction* by the Director.
5. Warning *and or sanction* by the Director on a recommendation from the Discipline Committee, with or without threat of exclusion.
6. Temporary exclusion from the School
 - by the Director, *for a maximum of three working days*
 - *by the Director*, on a recommendation from the Discipline Committee, *for a maximum of 15 working days*..

7. Expulsion from the School decided by the Director on a recommendation from the Discipline Committee.

A pupil's expulsion does not *automatically* give him/her the right to enrol in another European School.

- c) *Disciplinary measures* in the primary cycle shall be of the same nature, except that expulsion shall not be possible.

Article 43

Disciplinary measures shall be taken at the three following levels:

- 1.1 The offence may be dealt with directly by *the member of staff who witnessed the incident: reprimand.*
- 1.2 *Appropriate action by the teacher concerned in collaboration with the class teacher, an educational adviser or the principal educational adviser: detention and/or extra work, both with notification of the pupil's legal representatives and information to the Director.*
2. *Director's intervention:* on the basis of a report submitted to him (Article 42), the Director shall summon the pupil and may issue a warning or *take disciplinary measures extending to a temporary exclusion of a maximum of 3 working days.*
3. *Director's intervention after consultation of the Discipline Council, which may propose any sanction including temporary exclusion for more than three days up to definitive expulsion.*

If the Director decides to bring the incident before the Discipline Council, he shall designate a reporter from among the teaching or supervisory staff, excluding members of the Discipline Council, to be responsible for drawing up the inquiry report.

Article 44

Discipline Councils

1. *In each school two Discipline Councils shall be constituted: one for the primary cycle and one for the secondary cycle.*
2. *The Discipline Council's task is to examine serious infractions by pupils of school rules and general rules on communal life within the school.*

3. If a pupil with special needs (SEN) is liable to be called before a Discipline Council the Director shall consult the Advisory Group¹

4. Composition of the Discipline Council

The Discipline Council shall be composed of the Director assisted by the Deputy **Director of the relevant cycle** (without voting rights), and members of the seconded staff, with one teacher from each language section in the school, with a minimum of five teachers from different nationalities. Attendance at Discipline Council hearings shall be compulsory, unless the Director waives this obligation for duly substantiated reasons.

The list of members of the Discipline Council is drawn up by the Director on the proposals of the seconded teachers by language section and/or national representatives, and communicated to the Administration Board of the school.

The Discipline Committee shall be chaired by the Director. In his/her absence, the Deputy **Director of the relevant cycle** shall preside. ***Attendance at Discipline Councils is compulsory, unless dispensation is granted by the director for duly motivated reasons.***

5. Convening of Discipline Council hearings

- a) The members of the Discipline Council shall receive from the Director a notice convening the hearing, of which they must acknowledge receipt.
- b) The pupil who is alleged to have committed an offence and ***his legal representatives*** shall receive from the Director a notice convening the hearing sent by registered letter at least one week before the scheduled date, except in cases of emergency.
- c) The notice convening the hearing shall
 - indicate the pupil's name and class
 - indicate the date, time and place of the meeting
 - set out the alleged offences
 - inform the pupil and ***his legal representatives*** that they may
 - consult the file documenting the alleged offences by the Director and ***according to the arrangements indicated by the latter,***
 - ***make written observations,***
 - be assisted by a representative of the Parents' Association or by a teacher from the school
 - request that a representative of the Pupils' Committee attend the discussions as an observer. In that case, it is up to ***the pupil's legal representatives*** to invite these persons to attend the hearing, ensuring that the Director is informed thereof.
- d) The members of the Discipline Council, ***the pupil's legal representatives*** and, where applicable, ***a person from the teaching staff or from the Parents' Association*** charged with assisting him/her in mounting his/her defence may request permission from the Director to examine the ***complete*** file documenting

¹ Cf. "Integration of pupils with special needs into the European Schools" 2003-D-4710-fr-6

the alleged offences. They may consult it on the spot in the Director's office, free of charge, or request a full or partial copy, at their own expense.

6. *Conduct of the proceedings before the Discipline Council.*

The order of the proceedings shall be as follows:

- Checking of attendance. The Chairperson shall check that the designated members of the Discipline Council who have not been granted a dispensation for duly substantiated reasons are present. In the event of absences, the Chairperson may decide to defer the hearing of the Council.
- Appointment of the secretary to the hearing. The Chairperson shall designate a secretary to the hearing among the members of the Discipline Council. The minutes shall be signed by the Director and the secretary to the hearing.
- Reading of the inquiry report. After the pupil, *his/her legal representatives* and, where applicable, *a person from the teaching staff or from the Parents' Association* charged with assisting him/her in mounting his defence *and* the representative of the Pupils' Committee have been introduced, *the* reporter designated by the Director shall present the inquiry report on which the appearance before the Discipline Council of the pupil against whom the case has been brought is based. This reporter may not be a member of the Discipline Council.
- Hearing of the persons summoned. The Discipline Council shall hear all the persons summoned by the Director to appear in the case concerned. The hearing shall be held in camera.
- Deliberation and decision. The Discipline Council shall deliberate in the presence of its members. The deliberations are *confidential*.
- *Voting procedures*. The Discipline Council shall decide on its proposals by a simple majority *of its members present*. In cases where temporary exclusion or expulsion is proposed, a two-thirds majority of the members present shall be required. *Abstention is not permitted*.

Voting is not secret. The *Director* and each member of the Discipline Council have one vote. If the Director is his/her country's only representative he/she has only one vote. *In the event of a tie, the Chairperson's vote is decisive*.

If an exclusion or expulsion proposal fails to produce a two-third majority, the Discipline Council shall be invited to vote a second time. If the second round of voting also fails to produce the required majority, a vote shall be taken on the other forms of disciplinary *measures* which may be *applied, from among those of lesser severity foreseen in article 42*. *The proposals thus adopted are a collective responsibility*.

If the Discipline Council does not make a proposal, the Director of the school may *decide on a specifically justified sanction from within his area of authority*.

The offence, the *disciplinary measure proposed*, the result of the vote along with the main arguments and justification for the *proposal* will be recorded in the minutes of the hearing *and annexed to the decision*.

7. At the end *of the hearing the secretary shall draft the Discipline Council's proposal which must include mention of the vote and the justification for the disciplinary measure proposed.*

8. *Notification of the decision*

Following the hearing of the Discipline Committee, the Director shall *orally* notify the pupil concerned and *his/her legal representatives* of the decision which he/she has taken on the basis of the proposal of the Discipline Council and shall inform them of the appeals procedure and the time limit laid down for the lodging of appeals. In the event of exclusion the date of entry into effect will be *specified*.

The decision will be kept in the pupil's file.

The Director's decision shall be confirmed by *written notification. The decision will come into effect on the morning after the sending of a registered letter - as attested by the postmark - or the sending of any other form of written communication to the addressee. The time limit, during which an administrative appeal to the Secretary-General may be lodged by the pupil or his/her legal representatives in conformity with article 44.9, which is seven calendar days, shall begin from the date of this notification. The appeal and any supporting documents shall be deposited with the Director of the school concerned, who will be responsible for transmission of the complete file to the Secretary-General.*

9. *Administrative Appeals*

An appeal may be lodged with the Secretary-General against disciplinary action in the form of either temporary exclusion of more than *10 working* days or expulsion.

On the basis of a file transmitted by the school, the Secretary-General shall give a ruling within two weeks of receipt of the appeal.

CHAPTER VII

ENROLMENT AND WITHDRAWAL OF PUPILS EQUIVALENCE OF STUDY

Article 45

Administrative formalities

The pupil's legal representatives shall make written application for enrolment to the Director. In the Brussels European Schools, the application for enrolment shall fulfil the requirements of enrolment policy and shall be sent, at the Director's behest, to the Central Enrolment Authority for the Brussels European Schools.

The applicant shall complete enrolment forms and produce documents authenticating the child's civil status, together with such medical certificates as are required in the country in which the School is situated.

He/She shall also produce a certificate from the pupil's former school indicating his/her results for the previous school year and, if relevant, whether he/she has qualified for promotion to the year above.

Enrolment shall not be considered definitive until it has been officially accepted by the Director, or by the Central Enrolment Authority for the Brussels European Schools, and until all the requisite documents are in the child's personal file and, *where applicable*, the required amount of the advance payment provided for in Article 29 (2) has been paid by the date set.

Article 46

1. In the European Schools whose seat is in Brussels, the Central Enrolment Authority shall decide on a pupil's enrolment taking account of enrolment policy and of the instructions issued by the Board of Governors.

2. In the other European Schools, the Director shall decide on a pupil's enrolment taking account of the instructions issued by the Board of Governors.

Article 47

Level required for acceptance

a) A table of equivalents (Annex V), drawn up in accordance with Article 11 of the Convention defining the Statute of the European Schools, indicates the level at which pupils who have successfully completed a period of study in *a public school*

or recognised by one of the Contracting Parties and hold a certificate to that effect from the educational authorities of that country are accepted. The table also sets out the conditions for recognition in each of those countries, pursuant to Article 5 of the Convention, of years of study successfully completed at the European School.

- b) A pupil may not normally be admitted to the *first year of the secondary cycle* of a European School unless he/she has fulfilled the conditions for admission to the year in his country of origin corresponding to secondary year 1, as shown in the table of equivalents (Annex V) drawn up in accordance with Articles *5 and* 11 of the Convention.
- c) If the certificate shows that the pupil failed to reach the required standard in one or more subjects, he/she shall be required to sit the relevant promotion examinations in the school he/she has been attending if this is not more than 100 km from the European School. If it is, he/she may sit the examinations at the European School instead of at his/her former school.
- d) 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, the *pupil's legal representatives* shall undertake to send him/her to classes in that language (notwithstanding the arrangements made by the school to integrate pupils without their own language section).

Article 48

Admission examinations

- a) The level at which pupils who are unable to produce a certificate of the kind indicated in Article 45 above, issued or recognised by the educational authorities of one of the Contracting Parties to the Convention defining the Statute of the European Schools, are accepted shall be decided by an entrance examination. When the results of this examination are known the Director shall decide to which year the pupil may possibly be admitted.
- b) Pupils who are unable to produce a certificate of promotion to the year above issued by a public or recognised educational authority shall sit the entrance examination provided for above.
- c) In order to be automatically promoted to the year above in the European School, a pupil must normally have successfully completed a full school year, either in a national education system *with an equivalent form of education* or in a European School. If this is not the case, the Director may require admission tests to be taken.

Article 49

Age requirement

- a) To be admitted to the nursery school, a child must be four years old by the September *of the civil year in which the school year begins*.

- b) Admission into the first class of the primary takes place *at the beginning of the school year* in September of the civil year in which the child reaches 6 years of age.
- c) In principle, no pupil may be admitted to the School if he/she is *two* years (three years for the classes *4 to 6 of* the secondary) older than the normal age resulting from the application of the above provisions to his/her particular case.
- d) SEN pupils: the cases of SEN pupils shall be dealt with in accordance with the provisions fixed by the Board of Governors for the Integration of SEN pupils into the European Schools.

Article 50

Particular circumstances in determining admission

Duly justified particular circumstances may, as and when necessary, be taken into consideration by the Director in determining admission, with reference to the requirements set out in Articles 47, 48 and 49.

Article 50.bis

Appeals against decisions on an application for enrolment

1. The only case in which an appeal may be lodged by *the pupil's legal representatives* against decisions taken on an application for enrolment shall be when it has been demonstrated that there has been a breach of procedure or when a new and relevant fact needs to be taken into consideration.

2. When the decision on an application for enrolment is taken by a Director, an administrative appeal may be lodged with the Secretary-General within two weeks of notification of the said decision. The Secretary-General must reach a decision on this administrative appeal within one month of its lodging.

A contentious appeal against the decision of the Secretary-General may be lodged with the Complaints Board, in accordance with Article 67.

3. When the decision on an application for enrolment is taken by the Central Enrolment Authority for the Brussels European Schools, a contentious appeal may be lodged direct with the Complaints Board, in accordance with Article 67.

Article 51

Withdrawal of a pupil

At least a *fortnight's* written notice shall be given before a pupil is withdrawn from the School.

Article 52

The Director shall issue each pupil leaving the School with a school attendance certificate.

This certificate shall indicate:

1. The period during which the pupil attended the School.
2. Regularity of attendance; where the pupil has been absent for more than two months, the length of the absence and the reason for it shall be given.
3. Whether the pupil has been promoted to the year above.
4. The year, in the territory of the Contracting Party where the pupil is to continue his/her studies, corresponding to the year in which he/she could have continued his/her studies at the European School. The correspondence will be established on the basis of the table of equivalents drawn up in accordance with Articles *5 and 11* of the Convention (see Annex V).
5. Should the pupil leave the School in mid-year after following courses for a minimum of three months in the secondary, the marks obtained in each subject will be given. In the case of the primary, the school will give the school report.
6. The school attendance certificate will not be delivered until all objects belonging to the school, notably borrowed library books, will have been returned and any outstanding bills paid.

CHAPTER VIII

ORGANISATION OF STUDIES

Article 53

The nursery cycle consists of two years

In the primary cycle, which consists of five years, the school year shall be divided into two semesters.

Article 54

For the secondary cycle, *which consists of seven years*, the school year shall be organised in three terms or two semesters for the observation cycle (1st, 2nd and 3rd years) and in two semesters for the other years.

CHAPTER IX

ASSESSMENT OF PUPILS RULES FOR PROMOTION TO THE YEAR ABOVE

A-Primary cycle

Article 55

School report and communication with *the pupil's legal representatives*

The school report, harmonised across all the language sections, is a tool for communication with *the pupil's legal representatives*

- At the beginning of the school year, the teachers will inform *the pupil's legal representatives* about the planned implementation of learning processes and about assessment of learning.
- In November, they will see *the pupil's legal representatives* individually to report orally on the pupils' *social activities and attitude towards the school* based on cross-curricular competences. If necessary, and in a spirit of joint responsibility, they will determine a strategy to improve the pupil's attitude to learning.
- Written information will be given to *the pupil's legal representatives* at the end of each semester in the school report:
 - a) At the end of February, the information will concern the competences being acquired. In the space provided for this purpose, the teacher can make observations about one or other competence or about the competences in general.
 - b) At the end of the school year, the school report must indicate the pattern of development of learning during the year and the standard of attainment. If during the second semester the teacher detects a definite risk of the pupil's having to repeat the year, *the director* shall be required to

notify *the pupils' legal representatives* in writing in late April or early May at the latest.

- c) In the case of SEN (special educational needs) pupils a permanent dialogue between teachers and *the pupil's legal representatives* must be assured.

Article 56

Assessment

Pupils' results will be assessed on the basis of specifically defined competences for each subject. For the assessment of competences teachers will use the four boxes provided for this purpose in the school report:

- the competence *has not been acquired*
- the competence has been partially acquired
- the competence can be *used confidently and applied appropriately*
- the competence can be *used confidently and applied appropriately and independently in new situations.*

For each competence, in each of the subjects, and on the basis of observations and of tests done in class, the teaching will indicate the standard of attainment. The pattern of development during the year will be indicated by explicit signs on the reverse side of the cover of the school report.

The last page of the school report:

- summarises performance in the four main subjects (Mother Tongue, Mathematics, Language 2, Exploring Our World)
- gives details of *the date of the meeting (November) with the pupil's legal representatives*, absences and the support which the pupil has received
- indicates the decision of the Class Council as to whether the pupil should be promoted or should repeat the year.

Article 57

Promotion to the year above

- a) At the end of the school year, the Class Council shall decide whether pupils are fit for promotion to the year above. *The standard of attainment in the second language shall not be taken into account for the pupils without a language section (SWALS) coming from outside the system and who have attended a European School for less than two years. The class council may overlook unsatisfactory results in subjects taught in a vehicular (working) language in the case of a new pupil at the end of his/her first year in the School.*
- b) In exceptional cases, where the standard of attainment of the competences fails to guarantee normal progression of learning, the Class Council may decide that a pupil should repeat the year. In that case, a report shall be made to justify the decision.
- c) *The pupil's legal representatives* shall have no right of appeal against the Council's decisions except in cases of breach of procedure or recognition of new facts by the Secretary-General, *on the basis of a file provided by the school and the pupil's legal representatives.* Appeals to the Secretary-General must

- d) As laid down in the provisions for Integration of SEN pupils in the European Schools, the cases of SEN (special educational needs) pupils with an adapted curriculum shall be considered with reference to the criteria set out in the agreement; the Advisory Group shall propose arrangements for progress and for the continuation of schooling to the Class Council. *The pupils' legal representatives* will receive an achievement certificate giving details of the progress made.

Article 58

Admission to the secondary cycle

Decisions on promotion from the primary cycle to secondary year 1 in the European Schools shall be taken by the Class Council composed of the Director or the Deputy for the primary cycle and the teachers of primary year 5.

To establish the necessary link between the primary and secondary cycles and to obtain useful background information on their prospective pupils, some secondary year 1 teachers shall attend the meeting of this Class Council. Where this procedure proves inapplicable, the Director shall put in place a different coordination system.

Article 59

Conditions for admission to the secondary cycle

The decision shall be taken on the basis of each pupil's personal file, which shall contain the school reports and any other relevant information.

- a) Pupils shall be promoted from the primary cycle to secondary year 1 in the European Schools provided that they have attended school regularly during primary year 5 and that the Council mentioned in the previous article has decided that they are fit for promotion. A report shall be made *in justification of* any case where promotion is not permitted.
- b) The standard of attainment in Language 2 shall not, however, be taken into account in the case of pupils who have been attending a European School for under two years and whose knowledge of this subject is inadequate.
- c) The Director shall inform *the pupil's legal representatives* of the Class Council's decisions.
- d) *The pupil's legal representatives* shall have no right of appeal against the Council's decisions except in cases of breach of procedure or recognition of new facts by the Secretary-General, *on the basis of a file provided by the school*

and the pupil's legal representatives. Appeals *to the Secretary-General* must be lodged within 7 calendar days of the end of the school year. *The appeal and any supporting documents shall be deposited with the Director of the school concerned, who will be responsible for transmission of the complete file to the Secretary-General.* The Secretary-General must give a ruling on the appeal by the 31 August. If the appeal is deemed admissible *and justified*, the Class Council shall reconsider the case.

B-Secondary cycle

Article 60

Assessment

1. Marking system: For assessment purposes teachers shall use a marking scale of 0 to 10. Equivalences between the various marks on the scale and the performance of the pupil are below.

The performance meets the requirements of the subject and the question particularly adequately. The mark 10 does not mean that the performance is flawless but it does denote a performance which is outstanding in all respects.	9-10
The performance fully meets the requirements of the subject and the question.	8-8.9
The performance generally meets the requirements of the subject and the question.	7-7.9
The performance does show weaknesses but still meets the requirements of the subject and the question on the whole.	6-6.9
The performance does not meet the requirements of the subject and the question but shows that the necessary basic knowledge exists and that the weaknesses can be remedied in the foreseeable future.	4-5.9
The performance does not meet the requirements of the subject and the question, the basic knowledge being so sketchy that the weaknesses can be remedied only in the comparatively distant future.	2-3.9
The performance does not meet the requirements of the subject and the question, the basic knowledge being so sketchy that	0.1-1.9

the weaknesses cannot be remedied in the foreseeable future.	
This assessment will be given in the event of a blank or unacceptable script, of the absence of an answer or of a practical project or of cheating.	0

2. In years 1-2-3, the term or semester mark and the final mark shall reflect all the observations and results available to the teacher of the subject concerned. It shall be expressed in whole marks.
3. In years 4-7, the semester mark shall comprise two components:
 - the A mark is the reflection of all the observations and of the pupil's overall performance, both written and oral, not taken into account in the B mark for the subject in question.
 - the B mark corresponds to the marks obtained in the semester examinations and tests in classes 4-6 and to the marks obtained in the part examinations for the Baccalaureate in class 7.
4. The A and B marks shall be expressed in whole and half-marks except in year 7, where they shall be expressed in whole marks accurate to one decimal place (see Annex VI).

Article 61

School reports

1. Calendar

1.1 Classes 1 - 6

- a) The Schools should use the following information system:
 - November: November report, containing comments plus numerical assessments, if considered appropriate.
 - January: First semester report, with the Class Council's opinion, *where appropriate*.
 - March/April: Report containing *comments and numerical assessments, where appropriate and indication of possible risk of failing the year. The fact that such a letter is not received is not in itself a guarantee of promotion to the year above, nor a breach of procedure within the framework of the deliberations concerning promotion to a higher class.*
When the pupils' legal representatives receive a warning letter about risk of failing, they are required to provide spontaneously any information in their possession liable to have an influence on the forthcoming class council.
 - July: end-of-year report, with the Class Council's decision on promotion.

b) Schools which have opted for a term calendar for years 1-3 *must* use the following information system:

- December: term report with the Class Council's opinion, *where appropriate*.
- March: term report with the Class Council's opinion, *where appropriate and indication of possible risk of failing the year. The fact that such a letter is not received is not in itself a guarantee of promotion to the year above, nor a breach of procedure within the framework of the deliberations concerning promotion to a higher class. When the pupils' legal representatives receive a warning letter about risk of failing, they are required to provide spontaneously any information in their possession liable to have an influence on the forthcoming class council.*
- July: *end-of-year* report, with the Class Council's decision on promotion.

1.2 7th year classes, *without prejudice to the Arrangements for implementing the Regulations of the European Baccalaureate*, the information system will be as follows:

- End of February: *semestrial report*
- Before the start of the European Baccalaureate written examinations, communication of the preliminary mark.

2. Detailed arrangements

a) Classes **1 - 3**, the term or semestrial report shall deal separately with each subject in the curriculum. The teacher responsible for teaching each subject shall give a mark (see Article 60). These marks shall be supplemented by teachers' written comments and, if necessary, by a general assessment of all the results, made by the Class Council.

b) **Classes 4 - 6.**

- i. The November and the March/April reports shall deal separately with each subject in the curriculum. The teacher responsible for teaching each subject shall give an evaluation in the form of a comment and a numerical assessment, if considered appropriate.
- ii. The semestrial reports shall include for each subject an A mark and a B mark (cf article 60). These marks shall be supplemented by teachers' written assessments and, if necessary, by a general assessment of the results (for the whole semester or year), made by the Class Council.

c) 7th year classes. The February report shall indicate the **A and B** marks obtained in the first semester, supplemented by comments, if considered appropriate.

Article 62

Promotion to the year above

A-Competence

1. Decisions on promotion to the year above shall be taken at the end of the school year by the relevant Class Councils.
2. When the Class Council takes a vote:
 - a) Teachers shall not reach a decision on the basis solely of the results achieved in the teacher's own subject but on the basis of the overall picture of the pupil as it emerges from all the information available to them.
 - b) Voting shall take place in accordance with the procedures laid down in Article 18(3) of the present Regulations.
3. *The pupils' legal representatives* shall have no right of appeal against the Council's decisions except in cases of breach of procedure or recognition of new facts by the Secretary-General, *on the basis of a file provided by the school and the pupil's legal representatives*. Appeals must be lodged within 7 calendar days of the end of the school year. The Secretary-General must give a ruling on the appeal by the 31 August. If the appeal is deemed admissible *and justified*, the Class Council shall reconsider the case.

B- Criteria taken into account

1. Decisions on promotion to the year above shall be taken at the end of the school year by the relevant Class Council, following examination of pupils' results, presented in the form of summary tables of final marks, expressed in whole marks in years 1-3 and in whole marks and in half-marks in years 4-6.
2. The final mark shall not necessarily correspond to an arithmetical average of the term or semester marks. It must be a reflection of the observations and results available to the teacher of the subject concerned, enabling him/her in particular to judge whether the pupil will be capable of keeping up successfully with the work in this subject in the year above.
3. Marks for religion/ethics, *as well as marks for ICT in classes 1 and 2*, shall not be taken into account for promotion purposes.
4. During their deliberations Class Councils shall take account in their decisions of
 - a) the promotion *weightings* given in Annexes I, II, III
 - b) the following considerations:
 - i. To be promoted a pupil needs to have the basic knowledge and skills, motivation and maturity required to keep up successfully with the work in the year above.
 - ii. A pupil's promotion should not impede the academic progress of the class in the year above.

- iii. Given the principle of compensation, the marks for all subjects which a pupil may drop at the end of years 5 and 6 shall also be taken into account, ***no matter the pupil's choice of subjects for the following.***
5. The Class Council may overlook unsatisfactory results in Languages 2, 3 or 4 or in subjects taught in a vehicular (working) language in the case of a new pupil at the end of his/her first year in the School. However, this derogation shall not apply to Language 3 in year 2 or to Language 4 in year 4 if the pupil has been attending the course in this subject since the beginning of the school year.
6. In fully justified special cases, ***notably*** prolonged absence ***and*** illness, the Class Council may waive the above rules in order to promote a pupil. The decision, and the reasons justifying promotion, must then be recorded in detail in the minutes of the Class Council's meeting.
7. A pupil shall not be allowed to repeat the same year in the secondary cycle twice. In special cases the Class Council may grant an exception to this rule. Before taking a decision the Class Council will hear the opinion of ***the pupil's legal representatives.***

C-Guidelines for the promotion of pupils in secondary years 1, 2 and 3

1. Pupils who have obtained a mark of at least 6 out of 10 in each of the promotion subjects shall be promoted to the year above.
2. ***Without prejudice to article 62, B-6, pupils in one or more of the following situations*** shall not be promoted to the year above, ***without need for deliberation,***
 - a) Pupils who have failed to achieve an average of 6 out of 10 calculated on the basis of all the marks obtained in the promotion subjects.
 - b) Pupils who have obtained either three or more marks under 6 in all the basic subjects or two marks under 6 in all the basic subjects and two or more marks under 6 in the other subjects.
 - c) Pupils who have obtained marks under 6 such that the sum of the promotion indices carried by these marks is the number 6 or more. (***Annex 1***)
3. ***All cases not covered under 1 and 2 shall be subject to special scrutiny.*** On the basis of all the information available to it, the Class Council shall declare the pupil promoted to the year above or not promoted.
4. Where there are only two unsatisfactory marks, such that the sum of the promotion ***weightings*** carried by these marks is 6 or more, the Class Council may decide, notwithstanding the provisions of paragraph C.2.c., to promote to the year above a pupil who has obtained two or more marks of at least 7 out of 10 in two or more other basic subjects.

Promotion subjects

Basic subjects

Language 1

Mathematics

Language 2 (called 1st foreign language as from year 6)
Human sciences
Integrated science
Language 3 (called 2nd foreign language as from year 6)

Other subjects

Art
Music
Physical education
Latin

The following are not promotion subjects:

- 1. Religion**
- 2. Ethics**
- 3. ICT (obligatory subjects in 1st and 2nd years)**
- 4. Complementary activities.**

D- Guidelines for the promotion of pupils in secondary years 4, 5 and 6

1. Pupils who have obtained a mark of at least 6 out of 10 in each of the promotion subjects shall be promoted to the year above.
 - a) *Without prejudice to article 62, B-6, pupils in one or more of the following situations shall not be promoted to the year above, without need for deliberation,*
 - b) Pupils who have failed to achieve an average of 6 out of 10 calculated on the basis of all the marks obtained in the promotion subjects.
 - c) Pupils who have obtained four or more marks below 6 out of 10 in all the promotion subjects.
 - d) Pupils who have obtained unsatisfactory marks such that the sum of the promotion indices carried by these marks is the number 8 or more. (*Annex II for classes 4 and 5, Annex III for class 6*).
2. *All cases not covered under 1 and 2 shall be subject to special scrutiny.* On the basis of all the information available to it, the Class Council shall declare the pupil promoted to the year above or not promoted.
3. Where there are only two or three unsatisfactory marks, such that the sum of the promotion *weightings* carried by these marks is 8 or more, the Class Council may decide, notwithstanding the provisions of paragraph D.2.c., to promote to the year above a pupil who has obtained two or more marks of at least 7.5 out of 10 in two or more other subjects among the compulsory subjects and/or the options.

E-Guidelines for distance learning

At the School's request, pupils may follow courses using distance learning methods, in accordance with the arrangements determined by the Board of Inspectors. The pupils concerned will then follow a syllabus identical with the one taught in 'traditional' classes. Examinations and assessment shall be organised in accordance with the rules and regulations in force.

CHAPTER X

ADMINISTRATIVE BOARD

Each school shall have an Administrative Board whose composition and competences are *governed* by articles 19 and 20 of the Convention *defining the Statute of the European Schools*.

Article 63

Chairmanship

In compliance with the Convention, the Secretary-General *of the European schools* shall chair the Administrative Board. In the absence of the Secretary-General, the Administrative Board shall be chaired by his/her Deputy or, failing this, by the representative of the Commission of the European Communities.

Article 64

Convening of Administrative Board meetings

1. The Administrative Board shall meet at least *twice during the school year* as convened by its Chairman. An emergency meeting may be convened at the request of three members.
2. The organisation of meetings of the Administrative Board shall be laid down in rules of procedure drawn up and adopted by the Board

Article 65

Decisions

The decisions of the Administrative Board shall be reached as far as possible by consensus.

If the Chairperson of the Administrative Board finds it impossible to reach consensus decisions he may postpone the issue in question or ask that the decision be made by the Administrative Board by a two-thirds majority. If a financial matter is in question and no consensus can be reached, the matter must be referred to the Administrative and Financial Committee.

Participants with observer status shall not vote.

CHAPTER XI

APPEAL PROCEDURES

Article 66

Administrative appeals

1. Decisions referred to in articles 44.4.5, 46.2, 57.c, 59.d and 62.A.4 may be the object of an administrative appeal under the conditions laid down in these articles. The same applies to decisions taken by the Directors of the European Schools concerning the admission of SEN children in accordance with Chapter 4.4 of the decision of the Board of Governors concerning the integration of SEN pupils into the European Schools.
2. The European Baccalaureate examination may be the object of an administrative appeal under the conditions laid down in article 12 of the Arrangements for Implementing the Regulations for the European Baccalaureate as covered by article 5.2 of the Convention defining the Statute of the European Schools.
3. *The lodging of an administrative appeal shall have no suspensive effect on the decision challenged.*
4. *The Secretary-General may delegate handling of administrative appeals to the deputy Secretary-General.*
5. *The decision of the Secretary-General, ruling on an administrative appeal, shall be notified to the appellant(s) by registered letter, fax, email, or any other means of communication materialising in a written document to the addressee.*

The notification shall be come into effect on the morning after the sending of the notification by the means indicated above, with the postmark as proof in the case of a registered letter.

Article 67

Contentious appeal

1. Explicit or implicit administrative decisions taken on the appeals referred to in the preceding article may be the object of a contentious appeal by *the pupils' legal representatives*, directly concerned by the disputed decision, before the Complaints Board as provided for in article 27 of the Convention defining the Statute of the European Schools.
2. By way of derogation from paragraph 1 of this article, a contentious appeal may be lodged direct with the Complaints Board against the decisions of the Central Enrolment Authority for the Brussels European Schools.

3. A lack of response to an administrative appeal within the agreed time limits implies an implicit rejection that is liable to be the object of a contentious appeal.
4. All contentious appeals must, on pain of being declared inadmissible, be lodged within two weeks counting from notification or publication of the disputed decision or on the expiry of the time limits laid down in paragraph 3.
5. The appeals provided for in the present article shall be conducted and judged in the conditions laid down by the Rules of Procedure of the Complaints Board.
6. The Complaints Board must give its ruling within six months of receipt of an appeal.

ANNEX I

YEARS 1, 2, 3

Deliberation criteria - Promotion *weightings* by subject

	$N < 4$	$4 \leq N < 5$	$5 \leq N < 6$
Language I	4	3	2
Mathematics	4	3	2
Language II	4	3	2
Human sciences	4	3	2
Integrated science	4	3	2
Language III	4	3	2
Art	3	2	1
Music	3	2	1
Physical education	3	2	1
Latin	3	3	2

Each subject has a promotion *weighting*, the value of which is dependent on:

- a) the subject
- b) the N value of the unsatisfactory mark

ANNEX II

YEARS 4 & 5

Deliberation criteria - Promotion *weightings* by subject

	$N < 4$	$4 \leq N < 5$	$5 \leq N < 6$
Language I	4	3	2
Language II	4	3	2
Language III	4	3	2
History	4	3	2
Geography	4	3	2
Biology	4	3	2
Chemistry	4	3	2
Physics	4	3	2
Mathematics 4 or 6	4	3	2
Language IV	4	3	2
Latin	4	3	2
Greek	4	3	2
Economics	4	3	2
Plastic arts	3	2	1
Music	3	2	1
Physical education	3	2	1
Computer studies	3	2	1

Each subject has a promotion *weighting*, the value of which is dependent on:

- a) the subject
- b) the N value of the unsatisfactory mark

ANNEX III

YEAR 6

Deliberation criteria - Promotion *weightings* by subject

		N<4	4≤N<5	5≤N<6
Compulsory courses	Language I	4	3	2
	Language II	4	3	2
	Philosophy 2 p	4	3	2
	Mathematics 3 or 5p	4	3	2
	Biology 2p	4	3	2
	History 2p	4	3	2
	Geography 2p	4	3	2
	Physical education	3	2	1
Option courses	Latin	4	3	2
	Greek	4	3	2
	Economics	4	3	2
	Physics	4	3	2
	Chemistry	4	3	2
	Biology	4	3	2
	Language III	4	3	2
	Language IV	4	3	2
	Philosophy	4	3	2
	Geography	4	3	2
	History	4	3	2
	Art	4	3	2
	Music	4	3	2
	Advanced Language I	4	3	2
	Advanced Language II	4	3	2
Advanced Mathematics	4	3	2	
Complementary courses	Art	3	2	1
	Music	3	2	1
	Sociology	3	2	1
	Computing	3	2	1
	Introduction to economics	3	2	1
	Lab. physics	3	2	1
	Lab. chemistry	3	2	1
	Lab. biology	3	2	1

Each subject has a promotion *weighting*, the value of which is dependent on:

- a) the subject
- b) the N value of the unsatisfactory mark

ANNEX IV

RULES CONCERNING THE SCHOOL YEAR

The school year will begin on 7 September or thereabouts, the same date being observed in all the schools.

The school year *must consist* of 180 working days for pupils (181 in leap years)

School should allocate:

- a. one week for the All Saints half-term holiday, to include 1 November. If 1 November falls at a weekend, the previous week should be chosen.
- b. two weeks for Christmas/New Year, beginning around 22 December.
- c. one week for the Spring mid-term break, preferably the week in which Shrove Tuesday falls.
- d. two weeks for Easter, one before and one after Easter Sunday. Schools with a Greek section should ensure that Greek pupils may observe the Orthodox Church's Easter Monday.
- e. Community holiday, to be marked either by a holiday or by organised activities to raise awareness of the Community.
- f. Whit Monday
- g. Summer holidays: approx. 8 weeks

Additional holidays: Up to 14 half-days allocated by Administrative Boards according to local requirements, including for example Labour day and Ascension where these are national holidays.

Note: The European School of Mol is constrained by the organisation of boarding institutions attended by some pupils. The school should adhere to the schedule prepared above as far as is consistent with local boarding arrangements.

ANNEX V - TABLE OF EQUIVALENCES FOR CORRESPONDING GRADES

Year	European School	National schools																		
		United Kingdom				Belgium	Denmark	Germany	Greece	Luxembourg	Netherlands			Österreich						
		England, Wales Northern Ireland		Scotland	Primary						Primary	Primary	Primary	Primary	Basisonderwijs	Basisonderwijs	Basisonderwijs	1.	Volkschule	Primar Schule
1 ¹	1st	Primary	year 2	Primary		2	Primary	1ère	Primaire	1.										
2	2 nd		year 3		3	2ème		2.		2	2 nd	2ème	Groep 4	2.						
3	3 rd		year 4		4	3ème		3.		3	3 rd	3ème	Groep 5	3.						
4	4 th		year 5		5	4ème		4.		4	4 th	4ème	Groep 6	4.						
5	5 th		year 6		6	5ème		5.		5	5 th	5ème	Groep 7	1.						
6	1 st	Secondary	year 7	Secondary	7	Secondary	6ème	Secondaire	6.	Folkeskole	6.	Sekundarstufe I	6 th	Lower Secondary	6ème	Secondaire	Groep 8	School voor V.W.O.	2.	Sekundar Schule
7	2 nd		year 8		1		1ère		7.		7		1 st		VII		1 ^{ste}		3.	
8	3 rd		year 9		2		2ème		8.		8		2 nd		VI		2 ^{de}		4.	
9	4 th		year 10		3		3ème		9.		9		3 rd		V		3 ^{de}			
10	5 th		year 11		4		4ème		10.		10.		1 st		IV		4 ^{de}		1.	
11	6 th	year 12	5	5ème	1.	Gymnasie-skole / hf	11.	Upper Secondary	III	5 ^{de}	2.									
					2.		12.		2 nd	II	6 ^{de}	3.								
12	7 th	year 13	6	6ème	3.	13.	3 rd	I			4.									

¹First year starts at age of 6

Year	European School	National schools																							
		Italy				Ireland		Spain		France			Portugal		Finland		Sweden								
1 ¹	1 st	Primary	1a	Scuola Elementare (Primary)			1 st	Primary	1 ^o	Education primaria			Cours préparatoire		1 ^o	Ensino Básico	1 ^o ciclo		1	Comprehensive school	1	Comprehensive school			
2	2 nd		2a				2 nd		2 ^o				Cours élémentaire 1ère année		2 ^o				2		2				
3	3 rd		3a				3 rd		3 ^o				Cours élémentaire 2ème année		3 ^o				3		3				
4	4 th		4a				4 th		4 ^o				Cours Moyen 1ère année		4 ^o				4		4				
5	5 th		5a				5 th		5 ^o				Cours Moyen 2ème année		5 ^o				5		5				
6	1 st	Secondary	I	Scuola Media (Lower Secondary)			6 th	Junior Certificate	6 ^o	Education secundaria obligatoria			Cours Moyen 2ème année		6 ^o	Ensino Básico	2 ^o ciclo		6	Comprehensive school	6	Comprehensive school			
7	2 nd		II				1 st		1 ^o				VIème		6				6						
8	3 rd		III				2 nd		2 ^o				Vème		7				7						
9	4 th		IV				3 rd		3 ^o				IVème		8				8						
10	5 th		V				4 th		4 ^o				IIIème		9				9						
11	6 th		Liceo Classico	I	1 st	Liceo Scientifico	4 th Transition	Senior Certificate	1 ^o	Bachillerato	Enseignement secondaire	1er cycle	Ensino Básico	3 ^o ciclo	1	Comprehensive school	1	Comprehensive school							
12	7 th																		II	5 th	2 ^o	Seconde		10	10
																			III	6 th	3 ^o	Première		11	11
												2ème cycle	Ensino Secundário		2	Upper secondary	2	Upper Secondary							
															3		3								

¹First year starts at age of 6

TABLE OF EQUIVALENCES FOR CORRESPONDING GRADES

European School		National schools																					
		Czech Republic				Cyprus		Estonia			Hungary			Latvia									
1 ¹	1st	Primary	1	Základní škola 1. stupeň / (BASIC SCHOOL (primary))				1 st	Primary		1 ²	Põhikool	I aste	1.	Általános iskola (Primary school)	Ált. isk. (Pr. sch.)	Ált. isk. (Primary sch.)	1	Pamat izglītība/ (Compulsory basic education)		Sākumskola (First stage basic education)		
2	2 nd		2					2 nd			2			2.				2					
3	3 rd		3					3 rd			3			3.				3					
4	4 th		4					4 th			4		4.	4									
5	5 th		5					5 th			5		5.	5									
6	1 st	Secondary	6	Střední škola (gymnázium, střední odborná škola, střední odborné učiliště) / (BASIC SCHOOL lower secondary or general secondary)				6	Lower Secon-dacry (Gymnasium)	6	II aste		6.	Általános iskola (Primary school)		Középsiskola (Secondary school)	Középsiskola (Secondary school)	6			Pamat izglītība/ (Compulsory basic education)	Pamatskola (Second stage basic education or Lower secondary education)	
7	2 nd		7					1 st		7		7.			7								
8	3 rd		8					2 nd		8		8.			8								
9	4 th		9					3 rd	9	9. (I.)	9												
10	5 th		1					UPPER -SECONDARY general sec.(gymnas.) or sec. technical school				1 st	Upper Secondary	10	Gümnaasium	III aste	8. Certific.	Középsiskola (Sec. sch.)	Középsiskola (Secondary school)	Középsiskola (Secondary school)	10	Vidusskola (Upper Secondary)	Gimnāzija / (Gymnasium)
11	6 th		2									2 nd	11	10. (II.)							10		
12	7 th		3									3 rd	12	11. (III.)							11		
		4			12. (IV.) Certific.	12																	

¹ First year starts at age of 6

² **Estonia:** The legislation stipulates 7 as the age at which children must start compulsory schooling

TABLE OF EQUIVALENCES FOR CORRESPONDING GRADES

European School		National schools															
		Lithuania			Malta		Poland		Slovak Republic		Slovenia ¹						
		Old (transition)			New (after 2008)												
1 ²	1st	Primary	1st ³	Pradinė mokykla (primary)			Yr 1	PRIMARY	0	Szkola podstawowa/ (Primary)	1	Primary 1 st degree	1	Osnovna šola (Primary)			
2	2 nd		2nd				Yr 2		1		2		2				
3	3 rd		3rd				Yr 3		2		3		3				
4	4 th		4 th				Yr 4		3		4		4				
5	5 th		5 th				Yr 5		4		5		5				
6	1 st	Secondary	Pagrindinė mokykla (Lower secondary)	Gimnazija	Yr 6	LOWER SECONDARY	5	Gimnazjum (Lower secondary)	6	Primary 2 nd degree	6	Gimnazija	Klasična	1	Gimnazija	Klasična	
7	2 nd				6th		Form I		6		7						7
8	3 rd				7th		Form II		1		8						8
9	4 th				8th		Form III		2		9						9
10	5 th		9th	Form IV	3	Secondary	Secondary	1	Liceum (Upper Secondary)	3	Secondary	Gimnazija	Tehniška gimnazija	4	Gimnazija	Tehniška gimnazija	
11	6 th		10th	Form V	1			2									2
12	7 th		11 th	1st Yr.	2			3									3
				12 th		General Upper Secondary		3									
					2 nd Yr												

¹ **Osnovna šola** (Primary school) – in the Republic of Slovenia the system of primary education is being gradually prolonged from 8 to 9 years.

The first generation was enrolled in the new system in the school year 1999/2000 **in some schools only**. Those were the first experimental generations, some enrolled in the 1st class of the 9 years' programme and some in the 7th class of the 9 years' programme (children were promoted from class 5 to class 7). The children, who entered the 1st class of the new programme in 1999/2000 are expected to first complete the 9 years' programme in the school year 2007/2008. The new system is being gradually introduced for the whole generation (born in 1997) entering the 1st class in 2003/04 and those entering the 7th instead of 6th grade in 2003/04

² First year starts at age of 6

³ **Lithuania**: The legislation stipulates 7 as the age at which children must start compulsory schooling. The legislation provides for starting compulsory schooling at the age of 6. The usual practice, however, is for children to start primary school at 7 years of age.

TABLE OF EQUIVALENCES FOR CORRESPONDING GRADES

European School		National schools							
		Romania				Bulgaria			
1 ¹	1st	Primary	CP		Pri-primary education	Preparatory course (Clasa pregătitoare)		1st	PRIMARY
2	2nd		1st	Compulsory education (învățământ obligatoriu)	Primary education	Primary school (Învățământ primar)		2nd	
3	3rd		2nd					3rd	
4	4th		3rd					4th	
5	5th		4th					5th	LOWER SECONDARY
6	1st	5th	Lower secondary Education (Învățământ secundar – ciclul inferior)		Gymnasium (Gimnaziu)		6th		
7	2nd	6th		7th					
8	3rd	7th		8th					
9	4th	8th		9th			UPPER -SECONDARY		
10	5th	9th	High school -lower cycle- (liceu – ciclul inferior)	Vocational education - School of arts and Trades (învățământ profesional - Școala de arte și meserii)	10th				
11	6th	10th			11th				
12	7th	Secondary	11th	Compulsory education (învățământ obligatoriu)	Upper secondary education (Învățământ secundar – ciclul superior)	High school -upper cycle- (liceu – ciclul superior) ^{ix}	Vocational – education Completion year (învățământ profesional - An de completare)	12th	
			12th					Technical education - High school -upper cycle- (liceu – ciclul superior)	
			13th						

¹ First year starts at age of 6

^{ix} high school is including also technical education

Annex VI - Marking in Year 7 and calculation of the Baccalaureate mark

Class marks (A)			Part examination marks (B)			Preliminary mark (C)	Examination		Final mark	
Sem1 a'	Sem2 a''	Average	Sem1 b'	Sem2 b''	Average		Written 2 notes	Oral 2 notes		
Max	/10 1 decimal	/10 1 decimal	2 decimals	/10 1 decimal	/10 1 decimal	2 decimals	/10 2 decimals	/10 2 decimals	/10 2 decimals	
	a'1	a''1	$\frac{(a'_i + a''_i)}{2} = A^i$	b'1	b''1	$\frac{(b'_i + b''_i)}{2} = B^i$ If long then b'' = b'	w	o	$\frac{(c + e + o)}{3}$	By
	a'2	a''2		b'2	b''2		w		$\frac{(c + w)}{2}$	
	a'3	a''3		b'3	b''3			o	$\frac{(c + o)}{2}$	
	a'n	a''n		b'n	b''n				c	
	$\sum a' = A'$	$\sum a'' = A''$	$\left[\frac{A' + A''}{n} \right] \times 10 = A$	$\sum b' = B'$	$\sum b'' = B''$	$\left[\frac{B' + B''}{n} \right] \times 10 = B$	$\frac{(A \times 15) + (B \times 25)}{(15 + 25)} = C$	$\left[\frac{\sum e}{n} \right] \times 10 = W$	$\left[\frac{\sum o}{n} \right] \times 10 = O$	
								$\frac{(C \times 40) + (W \times 36) + O \times 24}{100}$	$(40 + 36 + 24)$	BAC

Comments:

- The preliminary (C), written (W) and oral (O) marks are expressed out of 100, without decimals, and are rounded off automatically in accordance with the tradition (to the nearest unit).
- The a', a'', b' and b'' marks, *corresponding respectively to the A and B marks in the 1st and 2nd term reports mentioned in article 60.4* are expressed out of 10, accurate to 1 decimal place, unrestrictedly.
- The A and B marks, *averages of the a', a'', b' and b'' marks*, are expressed out of 100, accurate to 2 decimal places.
- The different parts of the examination count towards the final mark in the following proportions:
 40 per cent for the average preliminary mark C.
 36 per cent for the average written examinations mark W.
 24 per cent for the average oral examinations mark O.
 Final result (mark) = 0.40C + 0.36W + 0.24O. The final result is expressed out of one hundred (100) and is accurate to two decimal places.

ANNEXE VII- NATIONAL DAYS

PAYS	DATE	NOM DE LA FETE
ALLEMAGNE	3 October	Tag der deutschen Einheit
AUTRICHE	26 October	Nationalfeiertag
BELGIQUE	21 July	National day
BULGARIE	3 March	Трети март
CHYPRE	1st October	Independence day
DANEMARK	5 June	Grundlovsdag
ESPAGNE	12 October	La fiesta de la Hispanidad
ESTONIE	24 February	Independence day
EUROPE	9 May	Fête de l'Union Européenne
FINLANDE	6 December	Independence day
FRANCE	14 July	National day
GRECE	25 March	National day
HONGRIE	15 March	National day
IRLANDE	17 March	St. Patrick's Day
ITALIE	2 June	Proclamazione della Repubblica
LETTONIE	18 November	National day
LITUANIE	16 February	Independence day
LUXEMBOURG	23 June	National day
MALTE	21st September	Independence day
PAYS-BAS	30 April	Verjaardag van HM. de Koningin
POLOGNE	3 May/11 November	Święto Konstytucji Trzeciego Maja 1791 / Święto Niepodległości
PORTUGAL	10 June	Dia de Portugal, de Camoes e das Comunidades
ROUMANIE	1st December	Ziua națională a României
ROYAUME-UNI	21 April	The Queen's birthday
SLOVAQUIE	1st September	Constitution Day
SLOVENIE	25 June	National day

SUEDE	6 June	<i>Sveriges nationaldag</i>
REPUBLIQUE TCHEQUE	28 October	Independence day