



Ministry of Education and Religious Affairs  
Regional Direction of Primary and Secondary  
Education of Crete



Secondary section  
School of European Education  
Heraklion

## Application for enrolment 2023/2024

For official use only	
Date of reception:	...../...../202...
Reference number:	
Language section:	
Class:	

We, the undersigned, hereby apply for the registration at the School of European Education of Heraklion (SEEH) of:	
Pupil's surname	
Pupil's first name	

I understand that any untruthful statement, intentional omission of information or false declaration will cause all related procedures to be declared null and void.			
I have read and agree/ accept all the terms and conditions of the rules on admission and language teaching.			
Parent/Guardian 1 Full name		Parent/Guardian 2 Full name	
Signature		Signature	
Date	...../...../202...	Date	...../...../202...



## Information

### I. Information about the pupil

Surname	
First name	
Gender	
Date of birth	
Place of birth and country	
Citizenship(s)	
Language(s) spoken with the mother	
Language(s) spoken with the father	
Dominant language	

### Address

Street		No	
Post code		Town	
Country			
Tel.		Email	

**Language section requested** (the final decision rests with the Director of the school)

English		Greek	
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**Was the pupil ever enrolled in one of the (Accredited) European Schools?**

Yes		No		Which one:	
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**Year requested** (only pupils that have attended S6 in a (Accredited) European School can be enrolled in S7. Please consult annex for the equivalence of teaching levels/year groups)

Secondary:	S1		S2		S3		S4		S5		S6		S7	
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## II. Information about the family

Number of children in the family			
Number of children at SEEH			
Information about children already attending SEEH			
Full name	Language section	Cycle	Class

## III. Information about the parents

### Parent I

Surname	
First name	
Relationship to the child	
Citizenship(s)	
Language 1	
Language 2	
Occupation	
Organization/Employer	
Tel. office	

### Address

Street		No		Post code	
Town		Country		Tel	
Mobile		Email for any school communication			



## Parent II

Surname	
First name	
Relationship to the child	
Citizenship(s)	
Language 1	
Language 2	
Occupation	
Organization/Employer	
Tel. office	

## Address

Street		No		Post code	
Town		Country		Tel	
Mobile		Email for any school communication			

<p><b>In case of separation/divorce</b> please give the name of the parent who has custody (per court decision)</p>



**Guardian** (only when the child does not live with his/her parents)

Surname				
First name				
Relationship to the child				
Citizenship(s)				
Language 1				
Language 2				
Occupation				
Organization/Employer				
Tel. office				
Custody of the child	Yes		No	

**Address**

Street		No		Post code	
Town		Country		Tel	
Mobile		Email for any school communication			



## Pedagogical choices

Pupil's surname	
Pupil's first name	

### Language section requested

English		Greek	
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### Year requested

Secondary:	S1		S2		S3		S4		S5		S6		S7	
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### Knowledge of languages

Language	Understanding		Speaking	Writing
	Listening	Reading		

### Schools attended by the pupil during the last 5 school years

School year	Name of the school	Class	Country
2018/2019			
2019/2020			
2020/2021			
2021/2022			
2022/2023			



## Choice of options

### a) For pupils in the Greek language section only:

#### Orthodox Religion/Ethics

Please note that Ethics will be taught in Language II from the 3rd year of secondary onwards

Religion		Ethics	
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#### Ancient Greek 2p

Please note that these lessons are given outside the normal curriculum, and this choice may involve extra periods in school

Ancient Greek 2p:	Yes		No	
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### b) Language II (1<sup>st</sup> foreign language):

French		German		English	
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### c) For pupils of years 1-5: Language III (2<sup>nd</sup> foreign language)

Please select up to 3 languages in order of priority - write down "1", "2" and "3" - in case the language course wanted cannot be organised.

Greek	English	French	German	Italian	Spanish

### d) For 2<sup>nd</sup> year pupils only:

Latin 2p:	Yes		No	
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### e) For 3<sup>rd</sup> year pupils only:

It is possible to choose only one of the options below

Latin 2p		ICT 2p	
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### e) For pupils of years 4-6, please complete the option sheets(s)

Please note that the S4/5 and S6/7 option selection forms can be downloaded from the school's website



## Specific help and care

### Dismissal procedure

The child will be leaving school on his/her own:	Yes		No	
If yes, please provide two passport-size photos				
If not, the child will be leaving school accompanied by:				
His/her parent		Other (full name and phone number):		

### Learning difficulties

Does your child face learning difficulties requiring learning support?	Yes		No	
If yes, please specify				
If available, please attach a recent diagnosis from ΚΕΔΑΣΥ or a multidisciplinary medical-psychopedagogical check-up				
Does your child need Intensive Support?	Yes		No	
If Intensive Support is needed, please attach a recent diagnosis from ΚΕΔΑΣΥ and contact the school management for further information				

### Medical issues

Has your child been vaccinated against:							
Hepatitis B		Diphtheria-DTaP		Poliomyelitis		Measles-MMR	
Haemophilus influenzae		Pneumococcus		Meningococcus		Varicella	
Does your child face any particular medical issue?				Yes		No	
If yes, please specify							
Does your child need special assistance during the school day?				Yes		No	
If yes, please specify and attach medical report							





## ENROLMENT PROCESS

### Priority in enrolment process

(See Decree 4115/2013 article 44a.14 and Ministerial Decree 1444/2008/179/84525/Z2 article 3)

Applications for enrolment will be processed in the following order of priority:

1. Children of employees of ENISA or other institutions of the European Union
2. Children of employees of international organizations and diplomatic missions based in Heraklion
3. Children whose parents (at least one of them) are citizens of an EU member state
4. Children of employees of organizations and institutions related to Research and Development
5. Children residing in the region of SEEH

Should there be more category (5) applications than vacancies, candidates will be randomly selected through an open, public draw.

Should there still remain any vacancies after the enrolment of category (5) candidates, children residing outside the region of SEEH will be considered. If there are more applications than vacancies, an open public draw will be held.

### Documents to be supplied with the application

- A copy of the parents'/ guardians' and child's identity card/ passport related to each listed nationality
- A copy of the child's birth certificate. For children born abroad, the birth certificate must bear the Hague stamp (APOSTILLE) and be translated into Greek in Greece
- Upon exercise of parental authority by only one of the two parents or by a legal guardian, a certified copy of the court decision awarding him/her custody has to be provided
- A copy of the child's vaccination card
- Residence certificate (copy of electricity or telephone bill, etc. or copy of rental contract, etc. )
- School reports for the 2021/2022 school year and the interim report for 2022/2023. If the school does not issue an interim report, an attendance certificate should be produced
- At the end of the current school year, the school report for 2022/2023 indicating whether or not the child has been promoted to the year above. For children attending school abroad, the school report must bear the Hague stamp (APOSTILLE) and be translated into Greek in Greece
- School grade/year equivalence certificate (does not apply to children having attended school within the Greek national education system the school year 2022/2023)
- The [medical form ΑΔΥΜ](#), completed by a doctor in Greece
- If the child will be leaving school on his/her own, please provide two passport-size photos
- If Intensive or Special Support is needed, a recent diagnosis (please contact the secondary cycle management for further information)



## REGULATIONS FOR LANGUAGE TEACHING

(See Ministerial Decree 179/84525/Z2 article 3 and General Rules for European Schools article 47.e)

### Choice of language section in the secondary

- a. Parents will not be free to choose their child's first language (LI), its determination being the responsibility of the school's Director. LI must correspond to the child's mother tongue or dominant language, in the case of multilingual children, the dominant language being the one of which they have the best command. Hence, the pupil shall be enrolled in the section of his/her mother tongue/dominant language where such a section exists.
- b. This principle may be waived only where the child has been educated in a language other than his/her mother tongue/dominant language for a minimum of five years at primary or secondary level. The Director will presume in that case that the child will be capable of continuing his/her schooling in the language in question.
- c. If the section corresponding to a pupil's mother tongue/dominant language does not exist, he/she will generally be enrolled in the English language section. Children falling in categories (1) and (2), are entitled to tuition in the language of their language section. Children in categories (3), (4) and (5) will be enrolled only after successfully passing a language test, organised and under the control of the school's teachers.

### Regulations for language teaching

- a. All pupils have to study at least three compulsory languages. It is also possible to choose a fourth language as an option in secondary year 4 and a fifth language as a complementary course in secondary year 6.

No language may be studied at more than one level simultaneously and different languages may not be studied at the same level simultaneously. Level means LI, LII, LIII, LIV and LV.

- b. In secondary years 1-5 the regulations are as follows:
  - LI is taught from primary year 1 and is the language of the section in which the pupil is enrolled.
  - LII is taught from primary year 1: it may only be DE or EN or FR and must be different from LI.
  - In secondary years 3, 4 and 5 a pupil's LII (DE, EN or FR) is his/her vehicular language for human sciences, history, geography, economics and non-confessional ethics.
  - LIII is taught from secondary year 1; it may be any official language of the EU countries not being studied as LI or LII. LIII in year 1 is a beginners' course.
  - LIV is taught as an option from secondary year 4; it may be any official language of the EU countries not being studied as LI, LII or LIII. LIV in year 4 is a beginners' course.