

SCHOOL APPLICATION FORM SCHOOL YEAR 2025/2026

☐ ⁽¹⁾ Entry level: Nursery/Kindergarten (PS) ☐ Entry level: Primary (CP)
☐ ⁽²⁾ New pupil's grade: _____ ☐ ⁽³⁾ UPE2A (EAL pupil)

To be completed by the administration

Date de dépôt du dossier : _____ Reçu par l'agent : _____ N° de dossier : _____

Ecole de secteur ⁽⁴⁾ : _____ Rentrée souhaitée : _____

The child:

SURNAME: _____ First Name: _____ ☐ Girl ☐ Boy

Date and Place of Birth: _____

Previous school (Name and location): _____

Name(s) of the child's legal guardian(s): _____

Current family status :

☐ Single parent ☐ Married ☐ Civil Union ☐ *Separated ☐ *Divorced
☐ Cohabitation ☐ Widow(er) Please specify if: ☐ *Shared custody

**If separated, divorced or sharing custody, attest a copy of the legal decision.*

PERSONAL INFORMATION	☐ Parent 1 ☐ Carer 1 Legal guardian: ☐ yes ☐ no	☐ Parent 2 ☐ Carer 2 Legal guardian: ☐ yes ☐ no
SURNAME		
First Name(s)		
Date of Birth		
Current Address		
Phone Numbers – (Day/Evening)		
Email address (CAPITAL LETTERS)		
Social Security Number		
Employment information	☐ Profession : _____ ☐ Unemployed ☐ Job Seeker	☐ Profession : _____ ☐ Unemployed ☐ Job Seeker
Employer Name and address		
Professional Contact		

IMPORTANT : In case there are any changes regarding your home address or contact details, please inform the school (via correspondence book) and the town council (activites.famille@ville-chaville.fr) as soon as possible.

Sibling(s) information (Brothers or sisters):

SURNAME, First Name	Date of Birth	School attended

Emergency contacts and people authorised to collect the child from school:

SURNAME, First Name	Relationship to pupil	Place of residence	Phone Number	Emergency contact	Person authorised to collect the child from school
				☐	☐
				☐	☐
				☐	☐

In case of an emergency, when a pupil is injured or severely sick, they may be taken straight to the best choice of hospital by the emergency services. The family will of course be informed straight away by a member of our team.

☐ **Protocole d'Accueil Individualisé** (Personalised Action Plan) In case the child has a medical condition (severe allergies, asthma, diabetes, nose bleeds, haemophilia, treatment for epilepsy,) a PAI needs to be put in place as soon as he/she starts school so that the school staff can give the child the appropriate medication.

Name, address, phone number of the child's doctor: _____

If your child wears glasses, when does he/she wear them? ☐ only at school during lessons ☐ all the time, including in the playground.

Child's Insurance Policy:

It is compulsory for your child to subscribe to an insurance policy. This insurance policy should cover Civil Responsibility and Individual accidents. Please provide proof of this insurance as soon as your child starts school.

Insurance company: _____ Insurance Policy Number: _____

Social security centre (name and address): _____

The information included in this form is processed by a computer programme in order for the Education department to efficiently deal with your school choice request. This allows your child's future school to start the « Onde » system, a daily used system which amongst many things ensures children's safety. These data will be stored for five years following the pupil's last contact with our services. According to the loi « informatique et libertés » du 6 janvier 1978 modifiée (Law on Freedom in the digital age, 6th January 1978), everyone has the right to access their information and amend it at any given time by writing to the following email address : scolaire@ville-chaville.fr

«I hereby declare that the information stated on this form is correct and **will inform you by mail or email** (activites.famille@ville-chaville.fr) if any changes are made in the future.

Form completed in Chaville, on the ____/____/20____

Signature (parents, carers or legal guardians)

Please sign and add (read and approved)

Signature Parent 1 :

Signature Parent 2 :

- (1) School is compulsory for every child born in 2022. Children born that year should start school in September 2025
- (2) For children who have only recently arrived, a school leaving certificate is required from the previous school stating the child's entry level (grade)
- (3) UPE2A : Unité Pédagogique pour les Elèves Allophones nouvellement Arrivés. (Pupils with English as an Additional Language students)
- (4) You will be informed by post of your child's designated school in the area will be sent to you by post between March and April 2025.

Please include the following documents:

- ☐ a copy of your *Livret de famille* or recent copies of parents and child's birth certificates (obtained within the previous three months)
- ☐ Proof of address (tax return, homeowner's insurance, most recent tenancy agreement)
- ☐ In case of a separation: court order which includes the child's custody arrangements.
- ☐ Leaving certificate from the previous school when registering during the school year

Notice d'information

Les inscriptions aux activités périscolaires via le Portail Famille

Qu'est-ce que
le **Portail Famille** ?

Le Portail Famille est un espace numérique, accessible 7j/7 et 24h/24. Il vous permet d'effectuer des démarches liées aux activités périscolaires de vos enfants depuis un accès sécurisé.

Il a pour but de simplifier les procédures. Cet espace vous permettra d'inscrire vos enfants aux activités municipales (Garderie du Matin - Restauration - Accueil du Soir - Vacances) et de gérer les réservations à l'année par période ou de manière occasionnelle.

Exemples de quelques démarches disponibles depuis le Portail Famille

- ♦ Inscriptions et réservations aux activités municipales
- ♦ Gestion du planning des activités
- ♦ Réception des factures
- ♦ Paiement en ligne
- ♦ Téléchargement de formulaires : inscriptions scolaire, périscolaire, demandes de dérogations...
- ♦ Messagerie sécurisée



Les inscriptions aux activités périscolaires ne sont pas automatiques !

Il est nécessaire de procéder aux inscriptions **CHAQUE ANNÉE** et d'effectuer les réservations sur le planning disponible sur votre espace Portail Famille :

Garderies du matin - Restauration - Accueils du Soir
Vacances scolaires

Pré-inscriptions des Mercredis

Au préalable, **PENSER À** :

♦ **Créer votre compte sur le Portail Famille dès que vous recevrez l'e-mail de création envoyé par la Mairie après le traitement de votre inscription.**

♦ **Faire calculer votre quotient familial** en fournissant l'attestation CAF août 2024, si vous n'avez pas de compte CAF, vous pouvez également nous faire parvenir votre avis d'imposition 2024 sur les revenus 2023.

Sans calcul de votre Quotient Familial, les activités périscolaires et extrascolaires vous seront facturées au tarif maximum.

À retenir :

- S'inscrire chaque année aux activités de la municipalité
- Prendre connaissance du règlement intérieur
- Se tenir informer des différentes campagnes d'inscriptions
- Fournir la Fiche de Renseignements complétée et signée et fournir les justificatifs demandés
- Faire calculer le QF tous les ans
- Réserver les différents accueils en amont sur votre espace personnel - Le Portail Famille
- Respecter les délais de réservations et d'annulations pour la justesse de votre facture (72h00 hors dimanches)

Le service Accueil Familles Citoyenneté



activites.famille@ville-chaville.fr



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