

**Ecole Théorique :**  
«École\_théorique\_selon\_résidence»

«Responsable\_1»  
«Responsable\_2»  
«Adresse»  
L-«Code\_postal» Luxembourg

Luxembourg, 31 January 2025

**Subject:** Pre-registration of your child(ren) in the *foyers scolaires* of the City of Luxembourg for the 2025-2026 school year

Dear parents,

Read on for important information about pre-registration for the 2025-2026 school year, which will take place:

**For pupils of Cycle 1.0 (early education):** from Monday, 22 April to Friday, 2<sup>nd</sup> May 2025  
**For pupils of Cycle 1.1 (Spillschoul) to Cycle 4.2:** from Monday, 24 February to Friday, 28 March 2025

- The admission and enrolment procedures for the City of Luxembourg's *foyers scolaires* for the 2025-2026 school year are detailed in the document "Policies and procedures of the City of Luxembourg's *foyers scolaires* 2025–2026". This document will be available at [www.foyers-scolaires.lu](http://www.foyers-scolaires.lu) as of 17 February 2025.
- In order to schedule an appointment and determine which enrolment type is most suited to your situation, please contact the head (*chargé(e) de direction*) of the *foyer scolaire* in your neighbourhood (see enclosed the list with the contact details) **as early as possible, but no later than Friday, 28 March 2025.**
- The following documents are needed to enrol:
  - A copy of the child's registration with the childcare service voucher scheme (*Contrat d'adhésion au chèque-service*). This document is required to open or update your child's personal file.
  - A social security certificate for the parent(s)/guardian(s)/legal guardian(s) (this document can be obtained free of charge at [www.ccss.lu](http://www.ccss.lu) / [www.Myguichet.lu](http://www.Myguichet.lu))
  - Employees of the European Union institutions and parents/guardians working abroad may submit a certificate of employment instead of a social security certificate.
- The date of your appointment has no bearing on the priority level given to your application.
- According to the terms of admission and priority criteria outlined in the document "Policies and procedures of the City of Luxembourg's *foyers scolaires*" for 2025-2026, and depending on the places available at each foyer, your child will be either granted admission or placed on a waiting list. Parents will be informed of their child's admission status by the end of June 2025 in most cases.
- For reference during the school year, please take note of the 2025-2026 registration calendar and the list of contact details for the City of Luxembourg's *foyers scolaires*, both enclosed with this letter.
- Please note that the *foyers scolaires* are open during the school holidays, **except for the week between 24 December 2025 and 1 January 2026 inclusive.** Please always be sure to check the opening times of your child(ren)'s *foyer scolaire* during the school holidays, as these may vary depending on the child's cycle and/or the Aktioun Bambësches project.
- Exceptional closure: three weekdays before the first day of the school year, namely **from September 10 to 12, 2025.**

For your information: With regard to school registrations (cycle 1.1), the SCHOOL – Service (ENSEIGNEMENT) will send you a letter during the week of February 24, 2025 and March 3, 2025 for cycle 1.0.

Yours sincerely,



Björn Poels  
Head of Department