



European Schools

Office of the Secretary-General

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## **Policy on enrolment in the Brussels European Schools for the 2013-2014 school year**

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**Central Enrolment Authority**

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## I. PRELIMINARY REMARK

Throughout the document use will be made of abbreviations, thus making for more concise writing and reading. A summary table is appended in Annex IV.

N1 and N2 mean the two nursery cycle year groups.

P1 to P5 mean the five primary cycle year groups.

S1 to S7 mean the seven secondary cycle year groups.

The following initials are used to refer to:

### - language sections which are present in several schools

DE German language section

EN English language section

ES Spanish language section

FR French language section

IT Italian language section

NL Dutch language section

### - single language sections

BG Bulgarian language section: nursery cycle, P1 and P2

CS Czech language section: nursery and primary cycles, S1 to S3

DK Danish language section

EL Greek language section

FI Finnish language section

HU Hungarian language section

LT Lithuanian language section: nursery and primary cycles

PL Polish language section

PT Portuguese language section

RO Romanian language section: nursery cycle and P1

SV Swedish language section

**SWALS**, or category I pupils for whom there is no language section corresponding to their mother tongue/dominant language in the European Schools, are:

Bulgarian pupils (BG) as from P3

Croat pupils (HR)

Estonian pupils (EE)

Latvian pupils (LV)

Lithuanian pupils (LT) as from S1

Romanian pupils (RO) as from P2

Slovak pupils (SK)

Slovene pupils (SL)

Czech pupils (CS) as from S4

Maltese pupils (MT).

**The schools** are referred to as follows:

**EEB1** for the **European School, Brussels I**, located at 1180 Brussels, avenue du Vert Chasseur, 46, to which is temporarily attached the Berkendael site, at 1190 Brussels, rue Berkendael, 70-74;

**EEB2** for the **European School, Brussels II**, located at 1200 Brussels, avenue Oscar Jespers, 75;

**EEB3** for the **European School, Brussels III**, located at 1050 Brussels, boulevard du Triomphe, 135;

**EEB4** for the **European School, Brussels IV**, located at 1020 Brussels, drève Saint-Anne, 86.

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## II. PREAMBLE

At its meeting of 25 and 26 April 2006 in The Hague, the Board of Governors decided to create a Central Enrolment Authority charged with deciding on enrolments in the Brussels European Schools. The details of the procedures governing its operation and its tasks were adopted at the meeting of the Board of Governors of 23-25 October 2006.

At its meeting of 3-5 December 2012, the Board of Governors adopted the guidelines for the 2013-2014 enrolment policy, which are set out in point III.

The basis of the enrolment policy devised by the Central Enrolment Authority is to be found in the public service mission assigned to the European Schools by the parties to the Convention defining the Statute of the European Schools, i.e. first and foremost, the education together of children of the staff of the European Communities.

It should, however, be noted that at its meeting of 25 and 26 October 2005, the Board of Governors confirmed that no guarantee of schooling in the European School of their choice could be given to parents applying for their child's enrolment in one of the four Brussels Schools. This statement of fact is all the more true given the development of the situation of the European Schools since then.

As a whole, the Brussels European Schools face considerable difficulties in terms of accommodation capacity. The following points in particular illustrate these accommodation difficulties:

- The total pupil population of the four schools is up: 1640 new pupils were enrolled during the 2012-2013 school year enrolment procedure (according to the count as at 2 October 2012), which amounts to a 6% increase in the number of new pupils enrolled, compared with the equivalent number at the beginning of the previous school year.
- The number of classrooms available on each site is a constraining factor.
- Forming classes with pupil numbers approaching or even reaching the maximum limit of 30 leads to organisational difficulties, such as:
  - o The admission of a single pupil with a special priority criterion means division of the group.
  - o There is automatic division of the group for certain courses (science courses cannot be taught to classes with more than 25 pupils<sup>1</sup>).
- Independently of the formation of classes, the school's communal facilities (playground, school canteen, gymnasium, science laboratories, etc.) have to be able to accommodate all the pupils on roll in a school, whilst also meeting safety and security criteria.

The following findings can be made from analysis of the particular situation of each of the schools:

EEB1 is the site where the greatest impact of the measures designed to ease congestion, through acceptance of new enrolment applications at EEB4, has been felt. Comparing the

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<sup>1</sup> Decisions of the Board of Governors of 12-14 April 2011

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situation on 15 October 2011 with that on 15 October 2012, the total number of pupils on roll at EEB1 had fallen by 91.

However, essential renovation of its infrastructure has led to the temporary closure of the Fabiola building on its site, resulting in the temporary move to the Berkendael site of the nursery cycle (N1 and N2) and of P1.

On account of the presence of many single language sections and of the accommodation on its site of most of the SWALS, EEB2 continues to be under intense demographic pressure.

At EEB3, the decline in pupil numbers resulting from the binding measures adopted under previous enrolment policies has been offset by a marked increase in numbers in the CS, EL and ES sections.

To mitigate the consequences of the growing number of new enrolments, EEB4 opened on its Berkendael temporary site in September 2007. Two enrolment policies imposing the enrolment of new pupils in the sections open at EEB4 (2007-2008 and 2008-2009) enabled the school's core pupil numbers to be constituted for the nursery and primary cycles. The enrolment policy for the 2010-2011 school year enabled constitution of the school's core pupil numbers for the secondary cycle to be started. It is essential to build on and sustain the benefits of those previous policies.

EEB4 has the following characteristics:

- The school moved to its permanent site at Laeken at the beginning of the 2012-2013 school year in September 2012, in accordance with the decisions taken by the Board of Governors<sup>2</sup>.
- At the beginning of the next school year, the school will accommodate the nursery cycle (N1 and N2) and P1 of the RO section, the nursery cycle (N1 and N2), P1 and P2 of the BG section, the nursery and primary cycles in the DE, EN, FR, IT and NL sections and also S1 to S4 in the DE, EN, FR and IT sections and S1 to S3 in the NL section.
- The French language section is proportionally oversubscribed (48%) in relation to the other language sections and that trend should not be magnified, especially as the site has a limited number of nursery school classrooms.

It follows from these findings that a strict policy on enrolment of pupils in the Brussels European Schools needs to be imposed. At this stage, only the provision of additional infrastructure in Brussels, i.e. a future EEB5, would enable the general overcrowding problem to be remedied. The Board of Governors has therefore submitted to the Belgian authorities a request for an additional site in Brussels to be made available.

Consequently, rules designed to optimise the overall resources available, and in particular those offered by the permanent site of EEB4, and to avoid unnecessary divisions of teaching groups are set out below.

It should also be pointed out that there is great variability in the situations according to the

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<sup>2</sup> Decisions taken in Brussels on 14 November 2006 concerning the 'Transitional site for the period from 2007 until the setting up of the European School, Brussels IV at Laeken', which state that the Board of Governors a) agreed to Berkendael as a transitional site from 1 September 2007; b) decided that Berkendael would be the nucleus of the Brussels IV School until this finally opened.

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language section and teaching level in question, something which requires particular and differentiated measures to be taken by school group concerned. This means that the binding measures will not foresee referring all new enrolment applications to a specific school but on the contrary, will set thresholds of places available matching each school group situation, on the basis of a structure of the schools appearing in Annex II.

### **III. GUIDELINES FOR THE 2013-2014 POLICY**

Whereas:

- The benefits of the previous Enrolment Policies have enabled the basic pupil population of EEB4 to be constituted and the congestion of EEB1 to be partially eased;
- Given their own specific logistical constraints (rooms, single language sections, etc.), the overcrowding phenomenon has not yet been curbed at EEB2 and EEB3;
- Balanced distribution of the population across the four European Schools, in line with the structure of the schools appearing in Annex II, and optimum use of resources mean that a new class may be opened in a given language section and a given year group only in so far as the corresponding classes in the other three schools do not allow the pupils concerned to be accommodated;
- There is great variability in situations according to the language section and year group in question, requiring particular and individualised measures by school group concerned (in particular for the setting of the thresholds of places available);
- More generally, the present four sites of the European Schools in Brussels will not in the medium term enable the total pupil population, which is constantly rising, to be accommodated, as those four sites will reach their capacity limits in 2015, a fact which fully justifies the Board of Governors' request for the opening of a fifth European School;

at its meeting of 3-5 December 2012, the Board of Governors approved the following objectives, which are not classified in any particular order of priority, with a view to the devising of the 2013-2014 enrolment policy by the Central Enrolment Authority:

- Use the resources available in the most efficient way, in order to lessen as far as possible the marked overcrowding of EEB1, EEB2 and EEB3, and more particularly EEB2 and EEB3.
- Ensure balanced distribution of the pupil population across both the Brussels Schools and the language sections, whilst guaranteeing the continuing existence of the latter.
- Guarantee optimum use of the schools' resources in order as far as possible to meet pupils' needs and to ensure pedagogical continuity. In that connection, trends in pupil numbers must be monitored carefully in all the sections of the four Brussels Schools, in order to manage each school's overcrowding.
- Guarantee a place in one of the four Brussels European Schools for all category I pupils applying for enrolment.

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- Enrol category II pupils in accordance with the terms of the contracts already in force, as well as the children of the civilian staff of NATO (international civilian staff), subject to the conditions appearing in Annex I.
  - Restrict the enrolment of category III pupils to the siblings of present pupils, abiding strictly by the decisions of the Board of Governors concerning this category of pupils, bearing in mind the current overcrowding of the Brussels European Schools.
  - With the aim of sustaining the benefits of the previous enrolment policies, restrict transfers solely to cases justified by particular circumstances.

abiding by the following principles:

- Guarantee that the siblings of category I or category II pupils already on roll in a school during the 2012-2013 school year and continuing to attend it during the 2013-2014 school year will be admitted to the same school, provided that the applicants for enrolment make a request to that effect during the first enrolment phase.
- Group together siblings who are enrolled simultaneously for the first time in the same school, although not necessarily the school of their choice, provided that the applicants for enrolment make a request to that effect and that places are available in the same school for all the siblings, in accordance with the thresholds defined below.
- Guarantee return to the school where the pupil had spent at least one full school year before the parent was sent on assignment on behalf of the Commission or was assigned to another post outside Brussels for other EU institutions, during the first and second enrolment phases. In the third enrolment phase this guarantee will be given provided that it does not entail the division of a class.
- Guarantee, for pedagogical reasons, return to the school which they attended prior to a period of study abroad for pupils applying for enrolment in S5 and S6, provided that:
  - the pupil attended the school for at least one full school year before he or she left to study abroad;
  - the period of study outside Belgium was not longer than one school year;
  - the school expressly approves the pupil's return;
  - the application is submitted during the first and second enrolment phases. In the third enrolment phase this guarantee will be given provided that it does not entail the division of a class.
- Guarantee the taking into consideration of particular circumstances characterising and differentiating the case of the pupil concerned, according to the definition of this concept given in previous enrolment policies and the case law of the Complaints Board. Widen the scope of particular circumstances to include choices of pedagogical options solely for S6 pupils.

adopting in particular the following provisions for the enrolment of pupils without a special priority criterion according to the distribution of language sections present in several schools appearing in Annex III:

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- For the DE, EN, IT and NL sections, enrol all new nursery (N1 and N2), P1 and P2 pupils
    - a) at EEB1, EEB2, EEB3 and EEB4 up to a maximum of 15 pupils<sup>3</sup>, in order to maintain a balance between the schools and to guarantee the continuing existence of the language sections;
    - b) above that threshold, at EEB1 and EEB4, up to a maximum of 24 pupils in the nursery classes (N1 and N2) and P1 and of 26 pupils in P2, so as to make optimum use of the schools' resources.
  - With a view to maintaining a balance between the schools and given the sheer size in pupil numbers terms of the FR section, enrol all new pupils seeking admission to the nursery (N1 and N2) of the FR section at EEB1, EEB2, EEB3 and EEB4 up to a maximum of 24 pupils.
  - In order to make optimum use of the schools' resources:
    - enrol all new pupils seeking admission to P3 to P5 of the DE, EN, IT and NL sections at EEB1 and EEB4 up to a maximum of 26 pupils;
    - enrol all new P1 pupils in the FR section at EEB1 and EEB4 up to a maximum of 24 pupils and all new P2 to P5 pupils up to a maximum of 26 pupils.
  - In order to make maximum use of the capacity offered by the permanent site of EEB4:
    - enrol all new pupils seeking admission to S1 to S4 in the DE, EN, FR and IT sections at EEB4 up to a maximum of 26 pupils;
    - enrol all new pupils seeking admission to S1 to S3 in the NL section at EEB4 up to a maximum of 26 pupils.
  - For the sections and year groups which have not been opened at EEB4, enrol all new category I nursery (N1 and N2) and P1 pupils up to a maximum of 24 pupils at EEB1, EEB2 and EEB3.
  - For the sections and year groups which have not been opened at EEB4, enrol all new category I P2 to P5 and S1 to S7 pupils up to a maximum of 26 pupils at EEB1, EEB2 and EEB3.
  - Above the aforementioned thresholds, pupils with a special priority criterion and other pupils, should the threshold already have been reached in those schools for the section and year group applied for, will be enrolled.
  - The Central Enrolment Authority reserves the right to adapt the structure of the schools and the distribution of the classes appearing in Annex II, namely to create or close a class or classes in one or other school, on the basis of the number of enrolment applications admissible under the provisions of the enrolment policy, adhering to the guidelines set by the Board of Governors. The creation of a new class can be envisaged only if the classes corresponding to the language section and the year group concerned do not allow pupils to be admitted.

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<sup>3</sup> This measure is being put in place while awaiting the outcome of structural revision of the distribution of the language sections amongst the Brussels European Schools, something which is absolutely essential in order to alleviate overcrowding and to ensure more efficient and economic distribution of pupils, also taking into consideration the provision of the future fifth European School in Brussels.

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- Voluntary transfers of pupils on roll at EEB1, EEB2 and EEB3 who attended those schools during the 2012-2013 school year to EEB4, in the language sections and at the teaching levels which are open there, are authorised, provided that this does not lead to division of a class.
  - Voluntary transfers of pupils on roll at EEB2 and EEB3 who attended those schools during the 2012-2013 school year to EEB1 in the nursery and primary cycles of the language sections which are open there, are authorised, provided that this does not lead to division of a class.
  - Restrict transfers between a European School based in Belgium and a Brussels European School to duly substantiated cases, provided that applicants for a transfer make a request to that effect during the first enrolment phase.
  - As from 6 September 2013, only duly substantiated applications for enrolment which are exceptional in nature may be considered. These applications are for the enrolment of category I children, and of category II children<sup>+</sup>, who are being educated outside Belgium and whose parents take up their posts in mid-year.

#### **IV. IMPLEMENTATION**

The Central Enrolment Authority has endeavoured to devise the enrolment policy for the 2013-2014 school year on the basis of the decision of the Board of Governors and taking account of the structure for the four schools established in the annex hereto. The Central Enrolment Authority will regularly examine the number of enrolment applications in accordance with the general rules and special priority criteria set out in this enrolment policy.

In order to meet as satisfactorily as possible the preferences expressed by applicants for enrolment, whilst also showing strict objectivity in the handling of cases, a random computerised ranking will be produced during the first and second enrolment phases, of which account will be taken:

- whenever enrolment in several schools can be envisaged,
- in establishing an order of award of places in cases of applications without a special priority criterion,
- and whenever the number of enrolment applications exceeds the number of places available.

The random computerised ranking will also be used whenever the order of award of places is not expressly governed by the provisions of the enrolment policy.

An enrolment or transfer application will always be included in the random computerised ranking without prejudice to the decision to be taken by the Central Enrolment Authority and without acknowledgement on the latter's part of any fact whatsoever.

To that end, the Central Enrolment Authority will organise three enrolment phases, described below, for enrolments for the 2013-2014 school year.

It should be pointed out that the award of a place during an enrolment phase rules out the possibility of obtaining another place which might become free during or after the closing

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<sup>+</sup> With an agreement already in force for one or more Brussels Schools.

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date of that phase.

Enrolment becomes definitive when the place offered is accepted by the applicant for enrolment.

Should the place be expressly refused or should the applicant for enrolment fail to signal his or her acceptance by the deadline and in the forms laid down, the place will be permanently forfeited for the school year in question, unless he or she has lodged an appeal by the deadline set.

If after having accepted the place, the applicant for enrolment cancels it or fails to ensure that the pupil reports to the school for attendance by the fifteenth working day after the beginning of the new school year at the latest (or the date set by the Central Enrolment Authority in the event of admission after the beginning of the new school year), the place will be permanently forfeited for the school year in question.

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## V. ARRANGEMENTS FOR IMPLEMENTING THE ENROLMENT POLICY FOR 2013-2014

1. Definitions and competence
2. Enrolment or transfer applications
3. Formation of classes – thresholds and places available
4. General rules for enrolment
5. Special priority criteria
6. Transfers
7. First enrolment phase: procedure and decisions on enrolment
8. Second enrolment phase: procedure and decisions on enrolment
9. Third enrolment phase: procedure and decisions on enrolment

### 1. **Definitions and competence**

- 1.1. An **enrolment application** is made for the enrolment of a pupil who did not attend one of the European Schools located in Belgium in the 2012-2013 school year and who wishes to be admitted to one of the schools in Brussels for the 2013-2014 school year.
- 1.2. A **transfer application** is made for the enrolment of a pupil who attended one of the European Schools located in Belgium in the 2012-2013 school year and who wishes to continue his or her schooling in (another) European School in Brussels.
- 1.3. As provided for in Article 46.1. of the General Rules of the European Schools, the **Central Enrolment Authority** is the administrative authority competent to take decisions on applications for enrolment at and transfers between the Brussels European Schools.
- 1.4. Independently of the administrative decision on a pupil's enrolment, the Director of the European School remains competent, as provided for in Article 47 *et seq.* of the General Rules, to decide on a pupil's **admission**, which involves a pedagogical assessment of his or her academic and linguistic level allowing his or her integration into the year group and language section applied for.
- 1.5. The **applicant** is the pupil's legal representative, invested with parental authority over him or her. Where there are several legal representatives, they are required to act jointly (if necessary by giving a representation mandate) for all the steps to be taken in connection with the enrolment application, on pain of inadmissibility, unless one of them is able to claim sole parental authority over the pupil or to invoke a judicial decision allowing him or her to apply on his or her own for the pupil's enrolment.
- 1.6. Where a child is recognised as being a dependant, within the meaning of

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Article 1.9, of a person who is not his or her legal representative, that person is required to assist the applicant in all the steps which enrolment involves.

- 1.7. For the purposes of submission of applications and the steps subsequent thereto, the applicant is presumed to be invested with joint parental authority and to act with the agreement of the other legal representative. In the event of disagreement between the legal representatives, the dispute must be settled by the Court of the judicial system with jurisdiction, failing which the application will be declared inadmissible.
- 1.8. Children recognised as being dependants of the applicant or of the person referred to in Article 1.6 will be considered to **belong to the same group of siblings** even if they are not related to him or her.
- 1.9. A dependent child means children for whom the applicant or the person referred to in Article 1.6 receives family and/or education allowances, either from a European Union institution, in the case of category I pupils<sup>4</sup>, or from the national social security organisation to which he or she belongs, in the case of categories II and III pupils.
- 1.10. **Refusal of a place awarded** means in the event of:
- a) failure expressly to accept the place by the relevant deadline,
  - b) cancellation of a place,
  - c) failure to ensure that the pupil reports to the school for attendance by the fifteenth working day after the beginning of the new school year at the latest (or the date indicated by the Central Enrolment Authority in the award decision) and failure to ensure that the pupil continues to attend the school regularly.

Refusal of a place will be definitive. It rules out the possibility of claiming a place again or of invoking a right to precedence for the future.

## **2. Enrolment or transfer applications**

- 2.1. The applicant will hand in or send **the enrolment application** to the Brussels European School corresponding to the first preference expressed on the enrolment form. The applicant will hand in or send the **transfer application** to the school which is requested to admit the pupil, copying the form to the school attended previously.
- 2.2. Hard copies of the forms will be available from the secretariats of the four schools or the forms can be downloaded from the intranets of the European institutions (My IntraCom, The Intranet of the European Parliament, eescnet, CDRnet, etc.)

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<sup>4</sup> In accordance with the list appearing in Chapter XII of the Digest of Decisions of the Board of Governors of the European Schools.

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- 2.3. The mandatory particulars required must be provided by the applicant when completing the form. Should that not be the case, the school and/or the Central Enrolment Authority may either consider that the enrolment application is not complete and suspend its handling until the necessary information has been provided, or interpret the applicant's silence in the sense most favourable to application of the general enrolment rules.
- 2.4. The date of submission of the application will be the one affixed by the secretariat of one of the European Schools after having checked that the form has been properly completed and that all the original supporting documents have been duly produced and attached to the application. If, by way of exception to the principle referred to above, an incomplete application or form is received by the school, the Central Enrolment Authority may decide freely either not to take a decision on the incomplete application, or to take a decision on the basis solely of the items of information produced, in the sense most favourable to application of the general enrolment rules, and to draw the necessary conclusions therefrom.
- 2.5. For applications for the enrolment of categories I and II\*<sup>5</sup> pupils and for those for children of the civilian staff of NATO only, the applicant will be invited to express an order of preference of the four European Schools, numbered from 1 to 4, of which account will be taken as far as reasonably possible, without prejudice to application of the general enrolment rules. In the absence of expression of preferences, the Central Enrolment Authority will decide to enrol the pupil in the class, corresponding to the year group and language section chosen, with the fewest pupils amongst the four schools.
- 2.6. The applicant will indicate on the form the year group and language section chosen and his or her choices of philosophical education (religion/non-confessional ethics). In the event of discrepancy between the particulars given on the form and the information contained in the documents appended (except official records of civil status), the form will take precedence.
- 2.7. In exercising the competence assigned to him or her, as referred to in Article 47 *et seq.* of the General Rules and without prejudice to the decision of the Central Enrolment Authority, which alone is competent to take a decision on the application, the Director of the School may:
- a) change the year group to which the pupil will be admitted, where the information provided by the applicant leads him or her to consider that the year group applied for does not correspond to the real year group to which the pupil should be admitted on the basis of the table of equivalences<sup>6</sup>;
  - b) change the language section, where the information provided by the applicant leads him or her to consider that the language section applied for does not correspond to the pupil's mother tongue/dominant language.

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<sup>5</sup> For the purposes of this policy, category II pupils whose parents are members of the staff of Eurocontrol are referred to as 'category II\*' pupils below (See Article IV.4.21.).

<sup>6</sup> Annex II to the General Rules of the European Schools.

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Where circumstances so permit, with particular reference to the pupil's age, the Director may arrange for year group tests and comparative language tests to be administered and amend the application on the basis of the results achieved and of the inspectors' opinion. Should the applicant refuse to allow his or her child to take the tests or refuse to agree to one of the proposals formulated on the basis of the inspectors' opinion, the Director will take a decision on the basis of the items of information in his or her possession alone.

- 2.8. **Only one enrolment or transfer application per pupil may be submitted throughout the enrolment procedure for the 2013-2014 school year.**
- 2.9. Each application will be allotted a reference number, which will be communicated by email to the applicant. He or She will be invited to acknowledge receipt of the reference number to enable his or her email address to be validated.
- 2.10. In the first and second enrolment phases a random computerised ranking will be produced and each category I and II\* application will be allotted a ranking number. For the third enrolment phase, the number will be determined sequentially, on the basis of the date and time of receipt of the application.
- 2.11. Where the applicant seeks the enrolment of several children belonging to the same group of siblings, he or she may express his or her wish that the children be enrolled in the same school, i.e. that there be grouping of siblings. In that event, the enrolment applications must be submitted simultaneously and a single number for the siblings will be allotted in the random computerised ranking. If the applicant for enrolment does not express this wish, each of the enrolment applications will be dealt with individually, without taking account of the grouping of siblings.
- 2.12. Once the application has been submitted, and, *a fortiori*, once the decision of the Central Enrolment Authority has been taken, the applicant may not change the enrolment application or make his or her application dependent on the outcome of another application. Only the Director of the School may amend the application within the framework of exercise of his or her competence, as referred to in Article 2.7.
- 2.13. Once the language section has been determined in compliance with Article 47(e) of the General Rules, a pupil is supposed to remain in the same section throughout his or her schooling, unless a duly substantiated change is warranted for new pedagogical reasons arising after the decision of the Central Enrolment Authority and in compliance with the decisions of the Board of Governors concerning changes of language section<sup>7</sup>.
- 2.14. The application should give an ordinary postal address and an email address, either of which may validly be used for the purposes of all notifications of the

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<sup>7</sup> In accordance with the decisions of the Board of Governors of 12-14 April 2011 (Document 2011-01-D-33-en-7)

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Central Enrolment Authority and of the organs of the European Schools in connection with the application.

- 2.15. The applicant will take all necessary steps to ensure that the means of communication which he or she has indicated on the form are operational. The Central Enrolment Authority will use any reasonable means at its disposal to ensure that the applicant is informed of the outcome of his or her application. The Central Enrolment Authority cannot be held liable for any break in communication caused by technical problems affecting the addressee or associated with the addressee's absence.

### **3. Formation of classes – thresholds and places available**

- 3.1. Annex II determines for each of the four schools the number of classes by language section and by teaching levels (year groups) for the 2013-2014 school year.
- 3.2. If it deems it essential, the Central Enrolment Authority may decide to open an additional class in a given school so as to guarantee balanced distribution of the total pupil population, amongst both the different schools and the language sections, and optimum use of resources.
- 3.3. **For the nursery cycle (N1 and N2) and P1 of language sections present in several schools (DE, EN, ES, IT, NL, FR)**, the places available will be determined by the difference between the threshold and the number of pupils who were in the class below during the 2012-2013 school year. Above this threshold, a reserve will be constituted for the enrolment of pupils with a special priority criterion within the meaning of Article 5, and other pupils will be enrolled should the threshold already have been reached in all the schools for the year group and language section applied for and whenever pupil numbers do not tally with the reasonable forecasts of the Central Enrolment Authority.

The nursery cycle (N1 and N2) and P1 thresholds have been determined as follows:

	<b>DE</b>	<b>EN</b>	<b>IT</b>	<b>NL</b>	<b>ES</b>	<b>FR</b>
<b>EEB1</b>	24	24	24	-	24	24
<b>EEB2</b>	15	15	15	15	-	24
<b>EEB3</b>	15	15	-	15	24	24
<b>EEB4</b>	24	24	24	24	-	24

- 3.4. **For P2 of the language sections present in several schools (DE, EN, ES, IT, NL, FR)**, the places available will be determined by the difference between the threshold and the number of pupils who were in the class below during the 2012-2013 school year. Above this threshold, a reserve will be constituted for the enrolment of pupils with a special priority criterion within the meaning of Article 5, and other pupils will be enrolled should the threshold

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already have been reached in all the schools for the year group and language section applied for and whenever pupil numbers do not tally with the reasonable forecasts of the Central Enrolment Authority.

The P2 thresholds have been determined as follows:

	<b>DE</b>	<b>EN</b>	<b>IT</b>	<b>NL</b>	<b>ES</b>	<b>FR</b>
<b>EEB1</b>	26	26	26	-	26	26
<b>EEB2</b>	15	15	15	15	-	26
<b>EEB3</b>	15	15	-	15	26	26
<b>EEB4</b>	26	26	26	26	-	26

- 3.5. **For P3 to P5 and S1 to S7 of the language sections present in several schools (DE, EN, ES, IT, NL, FR)**, the places available will be determined by the difference between the threshold of 26 pupils and the number of pupils who were in the class below during the 2012-2013 school year. Above this threshold, a reserve will be constituted for the enrolment of pupils with a special priority criterion within the meaning of Article 5, and other pupils will be enrolled should the threshold already have been reached in all the schools for the year group and language section applied for and whenever pupil numbers do not tally with the reasonable forecasts of the Central Enrolment Authority.
- 3.6. The thresholds referred to in Articles 3.3, 3.4. and 3.5. were fixed by the Board of Governors in the guidelines for this policy, having regard to the lessons learned from the results of the previous enrolment session, to the need to take measures suited to each school group, to the maximum class size, set at 30 pupils, and to fluctuations in pupil numbers of such a nature that they do not tally with the reasonable forecasts of the Central Enrolment Authority.
- 3.7. The difference in the thresholds determined for the nursery cycle classes (N1 and N2) and P1 and for the other classes is justified by the far higher number of enrolments in the nursery classes and in P1, requiring a larger margin to be allowed.

#### **4. General enrolment rules**

- 4.1. **Categories I and II\*** pupils for whom an application for enrolment in a language section present in only one school (single section) has been submitted will be enrolled in that school. Categories I and II\* pupils for whom an application for enrolment in a language section present in several European Schools has been submitted are entitled to attend one of the four European Schools in accordance with the general enrolment rules, i.e. not necessarily their first preference school, unless the existence of a special priority criterion, within the meaning of Article 5, can be demonstrated.
- 4.2. The general enrolment rules cover all applications for categories I, II\* and II pupils without a special priority criterion within the meaning of Article 5. They

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will be applied on the basis of the random ranking in the first and second phases and on the basis of the date and time of receipt of the complete application file in the third phase. A summary table of the general enrolment rules is appended in Annex III.

- 4.3. The placing of the language sections in the four Brussels Schools is as follows:

EEB1: DE, DK, EN, ES, FR, HU, IT, PL

EEB2: DE, EN, FI, FR, IT, LT (*Nursery and primary cycles*), NL, PT, SV

EEB3: CS (*Nursery and primary cycles, S1 to S3*), DE, EL, EN, ES, FR, NL

EEB4: BG (*Nursery cycle, P1 and P2*), DE, EN, FR and IT (*Nursery and primary cycles, S1 to S4*), NL (*Nursery and primary cycles, S1 to S3*), RO (*Nursery cycle and P1*).

- 4.4. All applications for enrolment in the nursery cycle (N1 and N2) and in P1 and P2 of the DE and EN sections will be referred to EEB1, EEB2, EEB3 and EEB4 according to the order of preference expressed by applicants and until the threshold of 15 pupils has been reached. Subsequently, they will be referred to EEB1 and EEB4 until the threshold of 24 pupils has been reached in the nursery cycle I (N1 and N2) and in P1 and the threshold of 26 pupils in P2.
- 4.5. All applications for enrolment in the nursery cycle (N1 and N2) and in P1 and P2 of the IT section will be referred to EEB1, EEB2 and EEB4 according to the order of preference expressed by applicants and until the threshold of 15 pupils has been reached. Subsequently, they will be referred to EEB1 and EEB4 until the threshold of 24 pupils has been reached in the nursery cycle (N1 and N2) and in P1 and the threshold of 26 pupils in P2.
- 4.6. All applications for enrolment in the nursery cycle (N1 and N2) and in P1 and P2 of the NL section will be referred to EEB2, EEB3 and EEB4 according to the order of preference expressed by applicants and until the threshold of 15 pupils has been reached. Subsequently, they will be referred to EEB4 until the threshold of 24 pupils has been reached in the nursery cycle (N1 and N2) and in P1 and the threshold of 26 pupils in P2.
- 4.7. All applications for enrolment in P3 to P5 of the DE, EN and IT sections will be referred to EEB1 and EEB4 according to the order of preference expressed by applicants and until the threshold of 26 pupils has been reached.
- 4.8. All applications for enrolment in P3 to P5 of the NL section will be referred to EEB4 until the threshold of 26 pupils has been reached.
- 4.9. All applications for enrolment in the nursery cycle (N1 and N2) of the FR section will be referred to EEB1, EEB2, EEB3 and EEB4 according to the order of preference expressed by applicants and until the threshold of 24 pupils has been reached.
- 4.10. All applications for enrolment in P1 to P5 of the FR section will be referred to EEB1 and EEB4 according to the order of preference expressed by applicants

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and until the threshold of 24 pupils has been reached in P1 and the threshold of 26 pupils from P2 to P5.

- 4.11. All applications for enrolment in S1 to S4 of the DE, EN, IT and FR sections will be referred to EEB4 until the threshold of 26 pupils has been reached.
- 4.12. All applications for enrolment in S1 to S3 of the NL section will be referred to EEB4 until the threshold of 26 pupils has been reached.
- 4.13. All applications for enrolment in S5 to S7 of the DE, EN and FR sections will be referred to EEB1, EEB2 and EEB3 according to the order of preference expressed by applicants and until the threshold of 26 pupils has been reached.
- 4.14. All applications for enrolment in S5 to S7 of the IT section will be referred to EEB1 and EEB2 according to the order of preference expressed by applicants and until the threshold of 26 pupils has been reached.
- 4.15. All applications for enrolment in S4 to S7 of the NL section will be referred to EEB2 and EEB3 according to the order of preference expressed by applicants and until the threshold of 26 pupils has been reached.
- 4.16. All applications for enrolment in the nursery cycle (N1 and N2) and P1 of the ES section will be referred to EEB1 and EEB3 according to the order of preference expressed by applicants and until the threshold of 24 pupils has been reached.
- 4.17. All applications for enrolment in P2 to P5 and in S1 to S7 of the ES section will be referred to EEB1 and EEB3 according to the order of preference expressed by applicants and until the threshold of 26 pupils has been reached.
- 4.18. Once the rules referred to in this Article 4 have been applied, the Central Enrolment Authority will refer applications to the least full classes, in order to ensure balanced distribution of the pupil population amongst the schools.
- 4.19. **Grouping of siblings**
  - 4.19.1. A grouping request may be made for children belonging to a group of siblings, none of whom attended a European School in the 2012-2013 school year.
  - 4.19.2. Where the grouping of siblings is requested, the children will be enrolled in the same school, although not necessarily the first preference school, provided that in one of the four schools, a place is available, within the meaning of Articles 3.3., 3.4. and 3.5., which can be awarded to each of the children belonging to the group of siblings.
  - 4.19.3. Dealing jointly with applications for the enrolment of children belonging to a group of siblings does not constitute a special priority criterion within the meaning of Article 5.

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- 4.19.4. Joint applications for the enrolment of several children belonging to a group of siblings for whom the grouping of siblings is requested will be dealt with in accordance with the enrolment policy rules.
- 4.19.5. A joint application for the enrolment of several children belonging to a group of siblings, for one of whom enrolment is requested in the cases referred to in Articles 4.4. to 4.18, will automatically result in the enrolment of all the siblings at the School to which the oldest sibling must be referred, provided that a place is available in one of the four schools, within the meaning of Articles 3.3., 3.4. and 3.5. and that this does not entail class division.

#### 4.20. SWALS

- 4.20.1. Category I pupils for whom there is no language section corresponding to their mother tongue/dominant language in the European Schools (SWALS) may be admitted only to the schools specified below, where they will have priority for enrolment purposes.
- 4.20.2. Slovenian and Maltese pupils for all teaching levels and Bulgarian, Romanian and Croat pupils<sup>8</sup> from S5 onwards will be enrolled solely at EEB1.
- 4.20.3. Latvian and Estonian pupils for all teaching levels and Lithuanian pupils from S1 onwards will be enrolled solely at EEB2.
- 4.20.4. Slovak pupils for all teaching levels and Czech pupils from S4 onwards will be enrolled solely at EEB3.
- 4.20.5. Bulgarian (as from P3), Romanian (as from P2) and Croat pupils for the nursery and primary cycles and for S1 to S4 will be enrolled solely at EEB4.
- 4.21. In accordance with the special agreements negotiated by the Board of Governors, **category II pupils whose parents are members of the staff of Eurocontrol**<sup>9</sup> are entitled to attend, from P1 onwards, one of the four European Schools with which the agreement has been concluded and subject to the latter's conditions, but not necessarily their first preference school, unless the existence of a special priority criterion, within the meaning of Article 5, can be demonstrated.
- 4.22. **Other category II pupils** are entitled to attend the European School with which the agreement has been concluded and subject to the latter's conditions, but not necessarily their first preference school, in the case of an agreement covering several schools, unless the existence of a special priority criterion, within the meaning of Article 5, can be demonstrated and provided that this does not lead to class division.

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<sup>8</sup> In accordance with the decisions taken at the meeting of the Board of Governors of 6-8 December 2011, Croat children will be enrolled in the DE, EN or FR language sections. Tuition in the Croat language as Language 1 will be provided after the Republic of Croatia's definitive entry into the European Union and its accession to the Convention defining the Statute of the European Schools.

<sup>9</sup> For the purposes of this policy, category II pupils whose parents are members of the staff of Eurocontrol are referred to as 'category II\*' pupils below.

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- 4.23. **Children of the civilian staff of NATO** will be enrolled in one of the four European Schools, but not necessarily their first preference school, unless the existence of a special priority criterion, within the meaning of Article 5, can be demonstrated, provided that this does not lead to class division and that places remain available after the award of places to category I pupils and to category II pupils within the meaning of Articles 4.21. and 4.22.

If places are available, within the meaning of Articles 3.3., 3.4. and 3.5., in several schools, account will be taken of the preferences expressed on the form and the application will be dealt with on the basis of the general enrolment rules. If no more places are available, within the meaning of Articles 3.3., 3.4. and 3.5. in the four schools, places will be awarded in the school where the class in question is the least full.

- 4.24. In view of the increase in pupil numbers and of the current overcrowding of the Brussels European Schools, **category III pupils** will be enrolled solely if they fulfil the following cumulative conditions:
- The children concerned are siblings of pupils already enrolled in one of the Brussels European Schools who attended that school during the 2012-2013 school year and who will continue to do so during the 2013-2014 school year.
  - The applicants are seeking enrolment in the school attended by the brother or sister of the pupil for whom the application is being made.
  - Enrolment applications for category III pupils will be considered on the basis of the previous decisions of the Board of Governors, which stipulate, in particular, that no category III pupil may be admitted to a class which already has 24 pupils<sup>10</sup>.
  - These applications will be considered during the third enrolment phase, from 28 June 2013 to 23 August 2013.

## **5. Special priority criteria**

- 5.1. Owing to personal circumstances or to particularities specific to the European Schools, certain enrolment or transfer applications will be deemed to have priority within their category.

### ***5.2. Regrouping of siblings***

- 5.2.1. The brothers and sisters of categories I, II\* and II pupils already enrolled in one of the Brussels European Schools who attended that school during the 2012-2013 school year and will continue to do so during the 2013-2014 school year will be enrolled in the same school as the first one(s) enrolled, provided that the applicant makes a request to that effect.
- 5.2.2. This special priority criterion will be applicable only:
- a) if the application is submitted during the first enrolment phase,
  - b) for the purposes of enrolment of a new pupil/new pupils at the school already attended by the child(ren) previously enrolled.

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<sup>10</sup> Decision of the Board of Governors of 17 July 2007

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5.2.3. Any request for regrouping of siblings which fails to meet the above two cumulative conditions will not be given priority. The application for enrolment of the new member of the group of siblings will therefore be subject to the general enrolment rules. By way of derogation from this principle, any application for regrouping of siblings who are categories I, II\* and II pupils submitted after the first enrolment phase will be accepted in the school attended by the child(ren) previously enrolled only in so far as a place is available, within the meaning of Articles 3.3., 3.4. and 3.5. This application will not, however, be deemed to have priority within the meaning of Articles 5.2.1. and 5.2.2.

### 5.3. ***Return from assignment and return from a period of study abroad***

- 5.3.1. Category I pupils whose parent giving entitlement to this category has returned from an assignment on behalf of the European Commission or other EU institutions will be enrolled in the original school where they spent at least one full school year immediately before the assignment.
- 5.3.2. 'Assignment' means the decision taken by the appointing authority, acting solely in the interest of the service, to assign a member of staff to a place different from his or her original place of employment. 'Return from assignment' is the decision taken by the appointing authority, acting solely in the interest of the service, to recall the member of staff to his or her original place of employment.
- 5.3.3. Members of the staff of the Permanent Representations to the European Union do not qualify for this priority criterion.
- 5.3.4. This special priority criterion will be applicable only if the application is submitted during the first two enrolment phases.
- 5.3.5. Should an enrolment application on grounds of return from assignment be submitted after the end of the second enrolment phase, it will be accepted in the original school only in so far as it does not entail class division.
- 5.3.6. Categories I, II\* and II pupils applying for enrolment in S5 and S6 who validly completed at least one full school year in a Brussels European School immediately before spending a period of study outside Belgium of a maximum of one school year will be enrolled in the school previously attended, provided that they make an application to that effect during the first two enrolment phases and that the school approves the pupil's return. During the third enrolment phase this priority will be granted only provided that it does not entail the division of a class.

### 5.4. ***Particular circumstances***

Where a pupil's interest so requires, duly established particular circumstances which are beyond the control of the applicants and/or the child may be taken into consideration to grant a priority criterion with a view to the pupil's enrolment at or transfer to the school of his or her choice.

These provisions are not applicable to applications for category III pupils.

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- 5.4.1. The priority criterion will be accepted only where having regard to the precise circumstances characterising a case and differentiating it from other cases, a given situation requires appropriate treatment to mitigate the unacceptable consequences which the rules of this Policy would otherwise have had.
- 5.4.2. The following circumstances will not be relevant for this purpose:
- a) location of the place of residence (home) of the child and/or his or her legal representatives,
  - b) the fact of being a single-parent family,
  - c) moving of the site of one of the European Schools or its move to a temporary site,
  - d) location of the place of employment of the legal representative or the legal representatives (this includes all categories of members of staff of the European Schools), even if it is imposed by the employer,
  - e) location of the place to which the child regularly goes, whatever the purpose of his or her visit there, even if it is to receive therapy,
  - f) occupational or practical constraints on organisation of travel,
  - g) location of the place where other members of the group of siblings attend school or choice of school for the latter,
  - h) the interest value for a child of receiving a given philosophical education (religion or non-confessional ethics) or of receiving tuition in a language, where these are choices additional to that of the language section and philosophical options indicated in the enrolment application,
  - i) the choice of an option in the secondary cycle, with the exception of pupils applying for enrolment in S6, who may claim as a particular circumstance the choice of an option present in one or more schools, in compliance with Article 5.4.4.
  - j) attendance, or submission of an application for enrolment for the pupil concerned or a member of his or her group of siblings, at one of the European Schools for a previous school year.
- 5.4.3. Any medical complaints from which the child, or one of the people involved in his or her care on a daily basis, might suffer will be taken into consideration only in so far as evidence is provided that the child's attendance at the school designated is an essential measure for the treatment of the condition from which the person concerned suffers.
- 5.4.4. Any particular circumstances alleged by applicants must be set out in a clear statement of the facts, to which should be attached all the supporting documents appended to the enrolment application. Items of information and documents communicated after submission of the application for enrolment will automatically be disregarded in considering the application, even though they might relate to a situation obtaining prior to submission of the enrolment application or to its handling by the Central Enrolment Authority.

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## **6. Transfers**

- 6.1. In order to sustain the benefits gained from the enrolment policies in force in the previous years, transfers of pupils from a European School located in Belgium to (another) Brussels European School will only be allowed restrictively, on the basis of an application stating the precise reasons, and will be considered according to the same conditions and arrangements as set out in Article 5.4. Such an application may be submitted only during the first enrolment phase.
- 6.2. In order to assess the transfer application, the advisory opinion of the Director of the school attended the previous year and that of the Director of the first preference school may possibly be required by the Central Enrolment Authority.
- 6.3. Should the transfer application referred to in Article 6.1. be rejected, the pupil will continue to be enrolled in the school which he or she attended during the 2012-2013 school year and, where applicable, his or her sibling(s) for whom regrouping is requested will also be enrolled there.
- 6.4. By way of derogation from Article 6.1., applications for transfers to EEB4 of category I pupils enrolled at EEB1, EEB2 and EEB3 and applications for transfers (only for the nursery and primary cycles) from EEB2 and EEB3 to EEB1 in the language sections and at the teaching levels which are open there will be authorised, provided that this does not lead to division of a class.
- 6.5. Should transfer of a pupil from one Brussels School to another Brussels School be sought simultaneously with an application for the enrolment of one or more children who are members of his or her group of siblings, the Central Enrolment Authority will first deal with the transfer application in accordance with Article 6 and will then turn its attention to regrouping of the siblings, if it is requested. Should the transfer application be rejected, Article 6.3. will be applicable.
- 6.6. Transfers from a European School not located in Belgium to one of the four Brussels European Schools will be dealt with as enrolment applications. Only categories I and II\* pupils may be transferred in that way.

## **7. First enrolment phase**

### **▪ Submission of applications and ranking**

- 7.1. Enrolment and transfer applications must be submitted between 14 January 2013 at the earliest and 1 February 2013 at the latest. They will be dealt with during the first enrolment phase. Any application submitted before 14 January 2013 will be deemed null and void.
- 7.2. Between 18 and 22 February 2013, the reference number allotted to each enrolment application will be communicated to the applicant for enrolment by email.
- 7.3. During the week of 25 February 2013, a random computerised ranking will be produced of the applications submitted during the first enrolment phase for categories I and II\* pupils, under the supervision of *Etude de l’Huissier de Justice* (Bailliff’s Office) Jacques Lambert.

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7.4. **The complete list of the ranking of applications and their respective numbers will appear in an affidavit published on the European Schools' website on 4 March 2013.** This publication exempts the Central Enrolment Authority from the obligation to notify applicants individually.

▪ **Decisions of the Central Enrolment Authority**

7.5. The Central Enrolment Authority will award the places available, within the meaning of Articles 3.3., 3.4. and 3.5., in the following order, to:

- a) Categories I and II\* pupils for whom an enrolment application has been submitted in a language section present in only one European School.
- b) Category I SWALS in accordance with the provisions of Article 4.20.
- c) Categories I and II\* pupils for whom there is a special priority criterion within the meaning of Article 5.
- d) Pupils for whom an application for a transfer to EEB1 or EEB4 has been submitted, as provided for in Article 6.4.
- e) Pupils for whom a transfer application deemed justified within the meaning of Article 6 has been submitted.
- f) Pupils for whom an enrolment application has been submitted in a language section present in several schools, without a special priority criterion within the meaning of Article 5 and therefore subject to Articles 4.2., 4.4. to 4.18.

7.6. **As from 22 April 2013, the Central Enrolment Authority will notify applicants of its decision.** The list of places awarded will be published on the European Schools' website on 22 April 2013.

▪ **Acceptance of places**

7.7. **Applicants will be required to confirm by 29 April 2013 at the latest that they wish to accept the place available offered to them.**

7.8. Enrolment will be definitive only when firstly, the applicants accept the place offered to them and secondly, the Director of the European School agrees to the pupil's admission from the pedagogical and linguistic viewpoints, these conditions as a whole being without prejudice to Article 2.7. and to the other rules and regulations in force in the European Schools (in particular the Regulations governing the integration of SEN pupils).

7.9. **Should a place awarded not be accepted by the deadline set or should it be relinquished, the place will be deemed to be available again and will be offered for award during the second enrolment phase, except in the case of an applicant who has lodged an appeal.**

7.10. Acceptance of a place awarded during the first enrolment phase will be definitive and rules out the possibility of claiming a place which might become free after this acceptance. Failing acceptance and in the circumstances referred to in Article 1.10., the place is refused.

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- 7.11. **The closing date of the first enrolment phase will be 3 May 2013.** At the end of the first enrolment phase, a table summarising the number of places awarded and accepted will be published on the European Schools' website on 6 May 2013.

## **8. Second enrolment phase**

### **▪ Submission of applications and ranking**

- 8.1. Enrolment applications must be submitted between 2 February 2013 at the earliest and 17 May 2013 at the latest. They will be dealt with during the second enrolment phase.
- 8.2. From 3 to 4 June 2013, the reference number allotted to each enrolment application will be communicated to the applicant by email.
- 8.3. During the week of 5 June 2013, a random computerised ranking will be produced of the applications submitted during the second enrolment phase for categories I and II\* pupils, under the supervision of *Etude de l'Huissier de Justice* (Bailiff's Office) Jacques Lambert.
- 8.4. **The complete list of the ranking of enrolment applications and their respective numbers will appear in an affidavit published on the European Schools' website on 10 June 2013.** This publication exempts the Central Enrolment Authority from the obligation to notify applicants individually.
- 8.5. **Decisions of the Central Enrolment Authority**  
The Central Enrolment Authority will award the places available, within the meaning of Articles 3.3., 3.4. and 3.5., in the following order, to:
- a) Categories I and II\* pupils for whom an enrolment application has been submitted in a language section present in only one European School.
  - b) Category I SWALS in accordance with the provisions of Article 4.20.
  - c) Categories I and II\* pupils for whom there is a special priority criterion within the meaning of Article 5.
  - d) Pupils for whom an application for a transfer to EEB1 or EEB4 has been submitted, as provided for in Article 6.4.
  - e) Pupils for whom an enrolment application has been submitted in a language section present in several schools, without a special priority criterion within the meaning of Article 5 and therefore subject to Articles 4.2., 4.4. to 4.18.
- 8.6. **As from 20 June 2013, the Central Enrolment Authority will notify applicants of its decision.** The list of places awarded will be published on the European Schools' website on 20 June 2013.

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▪ **Acceptance of places**

- 8.7. **Applicants will be required to confirm by 27 June 2013 at the latest that they wish to accept the place available offered to them.**
- 8.8. Enrolment will be definitive only when firstly, the applicants accept the place offered to them and secondly, the Director of the European School agrees to the pupil's admission from the pedagogical and linguistic viewpoints, these conditions as a whole being without prejudice to Article 2.7. and to the other rules and regulations in force in the European Schools (in particular the Regulations governing the integration of SEN pupils).
- 8.9. **Should a place awarded not be accepted by the deadline set or should it be relinquished, the place will be deemed to be available again and will be offered for award during the second enrolment phase, except in the case of an applicant who has lodged an appeal.**
- 8.10. Acceptance of a place awarded during the second enrolment phase will be definitive and rules out the possibility of claiming a place which might become free after this acceptance. Failing acceptance and in the circumstances referred to in Article 1.10., the place is refused.
- 8.11. **The closing date of the second enrolment phase will be 1 July 2013.** At the end of the first enrolment phase, a table summarising the number of places awarded and accepted will be published on the European Schools' website on 2 July 2013.

**9. Third enrolment phase**

- 9.1. Enrolment applications received after 17 May 2013 and up to 5 September 2013, the closing date for enrolments, will be dealt with during the third enrolment phase.
- 9.2. These enrolment applications will receive a number according to the date and time of receipt of the complete file by the school's secretariat.
- 9.3. **On 11 July 2013**, the Central Enrolment Authority will award the places available, within the meaning of Articles 3.3., 3.4. and 3.5., in the following order::

**a) Categories I and II\* pupils for whom an enrolment application was submitted after 17 May and up to 8 July 2013:**

- Categories I and II\* pupils for whom an enrolment application has been submitted in a language section present in only one European School.
- Category I SWALS in accordance with the provisions of Article 4.20.
- Categories I and II\* pupils for whom there is a special priority criterion within the meaning of Article 5.
- Pupils for whom an enrolment application has been submitted in a language section present in several schools, without a special priority

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criterion within the meaning of Article 5 and therefore subject to Articles 4.2., 4.4. to 4.18.

b) The category II pupils referred to in Article 4.22. for whom there is a special priority criterion within the meaning of Article 5.

c) The category II pupils referred to in Article 4.22.

d) Pupils whose parents are members of the civilian staff of NATO for whom there is a special priority criterion within the meaning of Article 5.

e) Pupils whose parents are members of the civilian staff of NATO, in accordance with Article 4.23.

f) Category III pupils in accordance with the provisions of Article 4.24.

9.4. **Applicants will be required to confirm that they wish to accept the place available offered to them within eight calendar days as from notification of the decision of the Central Enrolment Authority.**

9.5. Enrolment will be definitive only when firstly, applicants accept the place offered to them and secondly, the Director of the European School agrees to the pupil's admission from the pedagogical and linguistic viewpoints, these conditions as a whole being without prejudice to Article 2.7. and to the other rules and regulations in force in the European Schools (in particular the Regulations governing the integration of SEN pupils).

9.6. Should a place awarded not be accepted by the deadline set or should it be relinquished, the place will be deemed to be available again and will be offered for award when applications submitted subsequently come to be considered, except in the case of an applicant who has lodged an appeal.

9.7. Acceptance of a place awarded during the third enrolment phase will be definitive and rules out the possibility of claiming a place which might become free after this acceptance. Failing acceptance and in the circumstances referred to in Article 1.10., the place is refused.

9.8. **Applications for enrolment submitted from 9 July 2013 onwards** will be dealt with from 27 August 2013, in the order of award of places appearing in Article 9.3.

9.9. **As from 28 August 2013**, the places available will be awarded gradually as enrolment applications are submitted, according to the ranking order referred to in Article 9.2.

9.10. **The closing date of the third enrolment phase will be 5 September 2013.** At the end of the third enrolment phase, a table summarising the number of places awarded and accepted will be published on the European Schools' website on 20 September 2013.

9.11. **As from 6 September 2013**, only duly substantiated applications for enrolment which are exceptional in nature may be considered. These

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applications will be for the enrolment of categories I and II<sup>†</sup> children, who are being educated outside Belgium and whose parents take up their posts in mid-year.

- 9.12. The rules governing acceptance and refusal of places referred to in Article 9.7. will remain applicable.
- 9.13. For pedagogical reasons, the Central Enrolment Authority will set the date after which no further enrolment applications may be submitted during the school year.

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<sup>†</sup> With an agreement already in force for one or more Brussels Schools.

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## **ANNEX I**

Children of the civilian staff of NATO are pupils covered by an April 1987 decision of the Board of Governors involving particular rights (priority for admission purposes) and obligations (payment of specific school fees), so that they are akin to category II pupils. However, the Board of Governors clearly decided that unlike category II pupils, they would not be entitled to automatic admission but would simply have priority in relation to category III pupils.

Abiding by the decisions of the Board of Governors,

1. the admission of children of the civilian staff of NATO cannot entail the division of a class;
2. these applications are dealt with after the admission of category I pupils and of other category II pupils but before applications for the enrolment of category III pupils;
3. for the 2013-2014 school year, places in the Brussels Schools will be awarded in compliance with the general enrolment rules.

## **ANNEX II**

### **Structure of the schools: distribution of classes by school for the 2013-2014 school year**

#### **EEB1 – European School, Brussels I**

<b>Section / Class</b>	<b>DE</b>	<b>DK</b>	<b>EN</b>	<b>ES</b>	<b>FR</b>	<b>HU</b>	<b>IT</b>	<b>PL</b>	<b>Total</b>
<b>Nursery</b>	1	1	1	1	5	1	1	1	<b>12</b>
<b>P1</b>	1	1	1	1	3	1	1	1	<b>10</b>
<b>P2</b>	1	1	1	1	3	1	1	1	<b>10</b>
<b>P3</b>	1	1	1	1	3	1	1	1	<b>10</b>
<b>P4</b>	1	1	1	1	3	1	1	1	<b>10</b>
<b>P5</b>	1	1	1	1	3	1	1	1	<b>10</b>
<b>S1</b>	1	1	2	1	3	1	1	1	<b>11</b>
<b>S2</b>	1	1	2	1	3	1	1	1	<b>11</b>
<b>S3</b>	1	1	2	1	3	1	2	1	<b>12</b>
<b>S4</b>	1	1	2	1	3	1	1	1	<b>11</b>
<b>S5</b>	2	1	2	1	4	1	1	1	<b>13</b>
<b>S6</b>	1	1	2	1	3	1	2	1	<b>12</b>
<b>S7</b>	1	1	2	1	4	1	1	1	<b>12</b>
<b>Total</b>	<b>14</b>	<b>13</b>	<b>20</b>	<b>13</b>	<b>43</b>	<b>13</b>	<b>15</b>	<b>13</b>	<b>144</b>

#### **EEB2 – European School, Brussels II**

<b>Section / Class</b>	<b>DE</b>	<b>EN</b>	<b>FI</b>	<b>FR</b>	<b>IT</b>	<b>LT</b>	<b>NE</b>	<b>PT</b>	<b>SV</b>	<b>Total</b>
<b>Nursery</b>	1	1	1	2	1	1	1	1	1	<b>10</b>
<b>P1</b>	1	1	1	2	1	1	1	1	2	<b>11</b>
<b>P2</b>	1	2	1	2	1	1	1	1	1	<b>11</b>
<b>P3</b>	1	1	2	2	1	1	1	1	2	<b>12</b>
<b>P4</b>	1	1	2	2	1	1	1	1	2	<b>12</b>
<b>P5</b>	1	1	2	2	1	1	1	1	2	<b>12</b>
<b>S1</b>	1	2	2	2	1		1	1	1	<b>11</b>
<b>S2</b>	1	2	2	3	1		1	2	2	<b>14</b>
<b>S3</b>	1	2	1	3	1		1	1	1	<b>11</b>
<b>S4</b>	1	2	1	3	1		1	1	1	<b>11</b>
<b>S5</b>	1	2	1	3	1		1	1	1	<b>11</b>
<b>S6</b>	1	2	2	3	2		1	1	1	<b>13</b>
<b>S7</b>	1	2	1	3	1		1	1	1	<b>11</b>
<b>Total</b>	<b>13</b>	<b>21</b>	<b>19</b>	<b>32</b>	<b>14</b>	<b>6</b>	<b>13</b>	<b>14</b>	<b>18</b>	<b>150</b>

The Central Enrolment Authority reserves the right to adapt this structure, namely to create or close a class or classes in one or other school, on the basis of the number of enrolment applications admissible under the provisions of the enrolment policy, adhering to the guidelines set by the Board of Governors.

The rules for grouping of classes decided by the Board of Governors<sup>11</sup> are applicable.

<sup>11</sup> Decisions of the Board of Governors of 12-14 April 2011

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**EEB3 – European School, Brussels III**

Section / Class	CZ	DE	EL	EN	ES	FR	NL	Total
Nursery	2	1	2	2	2	3	1	13
P1	1	1	2	1	1	2	1	9
P2	1	1	2	1	2	2	1	10
P3	1	1	1	1	2	2	1	9
P4	1	1	2	1	1	2	1	9
P5	1	1	1	1	1	2	1	8
S1	1	1	2	1	1	2	1	9
S2	1	1	1	1	1	2	1	8
S3	1	1	2	2	2	2	1	11
S4		1	2	2	2	3	1	11
S5		2	2	2	2	4	1	13
S6		1	2	2	2	4	1	12
S7		1	2	2	2	3	1	11
Total	10	14	23	19	21	33	13	133

**EEB4 – European School, Brussels IV**

Section / Class	BG	DE	EN	FR	IT	NL	RO	Total
Nursery	1	1	2	4	1	1	1	11
P1	1	1	1	4	1	1	1	10
P2	1	2	2	4	1	1		11
P3		1	2	4	1	1		9
P4		1	2	4	1	1		9
P5		1	2	4	1	1		9
S1		1	2	4	1	1		9
S2		1	3	4	1	1		10
S3		1	2	3	1	1		8
S4		1	2	2	1			6
Total	3	11	20	37	10	9	2	92

The Central Enrolment Authority reserves the right to adapt this structure, namely to create or close a class or classes in one or other school, on the basis of the number of enrolment applications admissible under the provisions of the enrolment policy, adhering to the guidelines set by the Board of Governors.

The rules for grouping of classes decided by the Board of Governors<sup>12</sup> are applicable

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<sup>12</sup> Decisions of the Board of Governors of 12-14 April 2011

## ANNEX III

**ENROLMENT IN THE BRUSSELS EUROPEAN SCHOOLS  
OF PUPILS WITHOUT ANY SPECIAL PRIORITY CRITERION  
ACCORDING TO THE DISTRIBUTION OF THE LANGUAGE SECTIONS PRESENT IN SEVERAL SCHOOLS**

	DE	EN	IT	NL	ES	FR	
Nursery	EEB1-EEB2-EEB3-EEB4 up to 15 pupils then EEB1 and EEB4	EEB1-EEB2-EEB3-EEB4 up to 15 pupils then EEB1 and EEB4	EEB1-EEB2-EEB4 up to 15 pupils then EEB1 and EEB4	EEB2-EEB3-EEB4 up to 15 pupils then EEB4	EEB1 and EEB3 up to 24 pupils	EEB1-EEB2-EEB3-EEB4 up to 24 pupils	Nursery
P1	up to 24 pupils	up to 24 pupils	up to 24 pupils	up to 24 pupils		EEB1 and EEB4 up to 24 pupils	P1
P2	EEB1-EEB2-EEB3-EEB4 up to 15 pupils then EEB1 and EEB4 up to 26 pupils	EEB1-EEB2-EEB3-EEB4 up to 15 pupils then EEB1 and EEB4 up to 26 pupils	EEB1-EEB2-EEB4 up to 15 pupils then EEB1 and EEB4 up to 26 pupils	EEB2-EEB3-EEB4 up to 15 pupils then EEB4 up to 26 pupils	EEB1 and EEB3 up to 26 pupils	EEB1 and EEB4 up to 26 pupils	P2
P3	EEB1 and EEB4	EEB1 and EEB4	EEB1 and EEB4	EEB4	EEB1 and EEB3	EEB1 and EEB4	P3
P4	up to 26 pupils	up to 26 pupils	up to 26 pupils	up to 26 pupils	up to 26 pupils	up to 26 pupils	P4
P5							P5
S1	EEB4	EEB4	EEB4	EEB4	EEB1 and EEB3 up to 26 pupils	EEB4	S1
S2	up to 26 pupils	up to 26 pupils	up to 26 pupils	up to 26 pupils		up to 26 pupils	S2
S3							S3
S4							S4
S5	<i>As from S5</i>	<i>As from S5</i>	<i>As from S5</i>	<i>As from S4</i>		<i>As from S5</i>	S5
S6	EEB1-EEB2-EEB3	EEB1-EEB2-EEB3	EEB1-EEB2	EEB2-EEB3		EEB1-EEB2-EEB3	S6
S7	up to 26 pupils	up to 26 pupils	up to 26 pupils	up to 26 pupils		up to 26 pupils	S7

The Central Enrolment Authority reserves the right to adapt this structure, namely to create or close a class or classes in one or other school, on the basis of the number of enrolment applications admissible under the provisions of the enrolment policy, adhering to the guidelines set by the Board of Governors.

The rules for grouping of classes decided by the Board of Governors are applicable.

## ANNEX IV

### DISTRIBUTION OF LANGUAGE SECTIONS AND OF SWALS BY SCHOOL

#### LANGUAGE SECTIONS

EEB1								
Nursery	DE	DK	EN	ES	FR	HU	IT	PL
Primary	DE	DK	EN	ES	FR	HU	IT	PL
Secondary	DE	DK	EN	ES	FR	HU	IT	PL

EEB2									
Nursery	DE	EN	FI	FR	IT	LT	NL	PT	SV
Primary	DE	EN	FI	FR	IT	LT	NL	PT	SV
Secondary	DE	EN	FI	FR	IT	-	NL	PT	SV

EEB3							
Nursery	CS	DE	EL	EN	ES	FR	NL
Primary	CS	DE	EL	EN	ES	FR	NL
Secondary	CS S1-S2-S3	DE	EL	EN	ES	FR	NL

EEB4							
Nursery	BG	DE	EN	FR	IT	NL	RO
Primary	BG P1-P2	DE	EN	FR	IT	NL	RO P1
Secondary	-	DE S1-S2-S3- S4	EN S1-S2-S3-S4	FR S1-S2-S3- S4	IT S1-S2-S3-S4	NL S1-S2-S3	-

#### SWALS

EEB1					
Nursery	-	-	-	SL	MT
Primary	-	-	-	SL	MT
Secondary	BG S5-S6-S7	HR S5-S6-S7	RO S5-S6-S7	SL	MT

EEB2			
Nursery	EE	-	LV
Primary	EE	-	LV
Secondary	EE	LT	LV

EEB3		
Nursery	-	SK
Primary	-	SK
Secondary	CS S4-S5-S6-S7	SK

EEB4			
Nursery	-	HR	-
Primary	BG P3-P4-P5	HR	RO P2-P3-P4-P5
Secondary	BG S1-S2-S3-S4	HR S1-S2-S3-S4	RO S1-S2-S3-S4

Key: BG = Bulgarian; CS = Czech; DK = Danish; DE = German; EE = Estonian; EL = Greek; EN = English; ES = Spanish; FI = Finnish; FR = French; HR = Croat; HU = Hungarian; IT = Italian; LT = Lithuanian; LV = Latvian; MT = Maltese; NL = Dutch; PL = Polish; PT = Portuguese; RO = Romanian; SL = Slovene; SK = Slovak; SV = Swedish.