



European Schools

Office of the Secretary-General

Ref.: 2013-12-D-3-en-3

Orig.: FR

## **Policy on enrolment in the Brussels European Schools for the 2014-2015 school year**

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**Central Enrolment Authority**

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## I. PRELIMINARY REMARKS

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.

Unlike in the other cycles, N1 and N2 form a single year group to be taken into consideration, particularly for calculation of the thresholds of places available. The nursery cycle class is therefore referred to as N1 + N2.

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

### - sole language sections

Some language sections are not open for all the teaching levels but solely for certain teaching levels or even year groups.

BG	Bulgarian language section: solely for the nursery cycle and P1 to P3
CS	Czech language section: solely for the nursery and primary cycles and S1 to S4
DK	Danish language section
EL	Greek language section
FI	Finnish language section
HU	Hungarian language section
LT	Lithuanian language section: solely for the nursery and primary cycles
PL	Polish language section
PT	Portuguese language section
RO	Romanian language section: solely for the nursery cycle and P1 and P2
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 for the cycle and year group sought. The following pupils are concerned:

Bulgarian pupils (BG) as from P4  
Croat pupils (HR)  
Estonian pupils (EE)  
Latvian pupils (LV)  
Lithuanian pupils (LT) as from S1  
Romanian pupils (RO) as from P3  
Slovak pupils (SK)  
Slovene pupils (SL)  
Czech pupils (CS) as from S5

**Maltese pupils (MT).**

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**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. Within the meaning of this policy, the Berkendael site and the European School, Brussels I constitute a single school.

**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.

## 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 2013, the Board of Governors adopted the guidelines for the 2014-2015 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: 1661 new pupils were enrolled during the 2013-2014 school year enrolment procedure (according to the count as at 24 September 2013).
- 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.

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- 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.

### III. GUIDELINES FOR THE 2014-2015 POLICY

#### **Whereas:**

The pupil population of the four Brussels European Schools is continuing to increase<sup>2</sup> and this growth is ongoing in all the cycles, something which has an impact in terms of resources and infrastructure.

Careful analysis of the results of the Enrolment Policy for the previous academic year leads to the taking of targeted measures for each school group: school, language section, teaching level. It is not, therefore, possible to refer all new enrolment applications to a single school. There need to be particular and diversified measures (notably for the setting of the threshold of places available) for each school group.

As regards language sections present in several schools, binding measures to ensure balanced distribution of pupil numbers remain necessary. Nevertheless, in order to take greater account of the wishes of applicants for enrolment, in so far as logistical constraints and the rules governing distribution of pupil numbers so allow:

- an order for dealing with applications, established once a random ranking has been produced, should be determined;
- after places have been awarded to pupils with priority, the places available in each class will first be awarded to applicants who have designated the school in question as their first preference school;
- transfers from one school to another will be allowed, even though they may not be based on particular circumstances, for certain particular school groups and for the purposes of regrouping of siblings.

From the language sections viewpoint, two developments command attention: firstly, a growing increase in the number of applications for the enrolment of SWALS, divided out mainly between the Anglophone and Francophone sections, logistical constraints not currently allowing the opening of new language sections<sup>3</sup>; secondly, an increasingly high level of demand for the Francophone<sup>4</sup> section, something which is of such a nature as to

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<sup>1</sup> Decisions of the Board of Governors of 16-18 April 2013

<sup>2</sup> 1661 new pupils were admitted at the beginning of the new school year in September 2013 (figure on 24 September 2013), i.e. an increase of 371 pupils for the 2013-2014 school year.

<sup>3</sup> Without prejudice to the outcome of a possible written procedure concerning the creation of one or more new language sections

<sup>4</sup> Pupils enrolled in the Francophone section account for 31% of the total number of pupils on roll in the four Brussels Schools.

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impair the multiculturalism of the European Schools, particularly at the European School, Brussels IV.

There are currently four European Schools in Brussels. Additional infrastructure, called Berkendael, is currently attached to the European School, Brussels I. At the time of adoption of these guidelines, negotiations to prolong use of that site are under way. If they were to be brought to a successful conclusion in the short term, that would enable the creation of new language sections to be envisaged and would ease congestion in the overcrowded schools, whilst also providing a response geared to the need to cater for the influx of SWALS.

The particularities of the situation of each of the Brussels European Schools are as follows:

The European School, Brussels I (3 086 pupils on 15 October 2013) has benefited from the previous policies and from the fourth school's development. The school can still accept new enrolments at the three teaching levels. The growth in pupil numbers in the single language sections (Hungarian and Polish), which has led to division of classes, should, however, be noted.

The European School, Brussels II (3 088 pupils on 15 October 2013) for its part has reaped very few benefits from the previous policies, since a large proportion of its numbers consist of pupils in single language sections, who, by definition, it has not been possible to refer to other sites. It is also subject to the pressure brought to bear by the increase in SWALS. The state of the school buildings and of the common facilities imposes a drastic policy to keep new enrolments to a minimum, in compliance with safety standards.

The European School, Brussels III (2 875 pupils on 15 October 2013) offers places available in the structure of the classes formed in previous academic years, at the primary and secondary levels in particular. The total number of pupils on roll is down compared with the 2012-2013 school year.

The European School, Brussels IV (1 928 pupils on 15 October 2013) continues to offer capacity for new enrolments. The opening and development of its secondary level (opening of S4 in 2013-2014) have enabled congestion in the other schools to be eased. It is important, however, to cut growth in pupil numbers in the Francophone section, which accounts for 48% of its total population in 2013-2014, compared with the other language sections opened.

**At its meeting of 3-5 December 2013, 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 2014-2015 enrolment policy by the Central Enrolment Authority:**

- Use the resources available in the four schools – and, if need be, those of the Berkendael additional site – in order to lessen as far as possible the overcrowding of the schools as a whole.
- 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 that connection, trends in pupil numbers must be monitored carefully in all the sections of the four Brussels Schools, in order to guarantee their proper pedagogical operation and to manage overcrowding overall.

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- Guarantee a place in one of the four Brussels European Schools for all category I pupils applying for enrolment.
  - Enrol category II pupils in accordance with the terms of the contracts already in force, as well as children of the international civilian staff of NATO and of UN international 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 demographic pressure on the Brussels European Schools.

**abiding by the following principles:**

- Guarantee that the siblings of category I or category II pupils already on roll in a school during the 2013-2014 school year and continuing to attend it during the 2014-2015 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 secondary years 5 and 6, 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 the enrolment policy and the case law of the Complaints Board. Widen the scope of particular circumstances to include choices of pedagogical options solely for secondary year 6 pupils.
- Relax the conditions for transfers to the Brussels I, III and IV European Schools and allow transfers from the European School, Brussels IV if they are justified by a request for regrouping of siblings.

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**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:**

- For the DE, EN, FR, IT and NL sections:
  - a) enrol all new nursery (grouped classes N1 and N2) and P1 pupils at the European School, Brussels II up to a maximum of 15 pupils, in order to guarantee the continuing existence of the school's language sections, whilst taking account of safety constraints;
  - b) enrol all new nursery (grouped classes N1 and N2) and P1 pupils at the European Schools, Brussels I, III and IV up to a maximum of 24 pupils and P2 to P5 pupils up to a maximum of 26 pupils, in order to make optimum use of the schools' resources and to maintain a balance between the schools.
- In order to make optimum use of the schools' resources:
  - a) enrol all new pupils seeking admission to the secondary cycle in years S1, S2 and S3 of the DE, EN and NL sections at the Brussels III and IV Schools, up to a maximum of 26 pupils;
  - b) enrol all new pupils seeking admission to the secondary cycle in years S1, S2 and S3 of the FR section at the Brussels I, III and IV Schools, up to a maximum of 26 pupils, in view of the sheer numbers of pupils in that section;
  - c) enrol all new pupils seeking admission to the secondary cycle in years S1, S2 and S3 of the IT section at the European School, Brussels IV, up to a maximum of 26 pupils.
- In order to make use of the capacity offered by the European School, Brussels IV at secondary level, ensuring the diversity of the language sections:
  - a) enrol all new pupils seeking admission to the secondary cycle (S4 and S5) of the DE, EN, FR and IT sections at the Brussels IV School, up to a maximum of 26 pupils;
  - b) enrol all new pupils seeking admission to the secondary cycle (S4) of the NL section at the Brussels IV School, up to a maximum of 26 pupils.
- Enrol all new pupils seeking admission to the secondary cycle (S5, S6 and S7) of the NL section, up to a maximum of 26 pupils, at the Brussels II and III Schools.
- Enrol all new pupils seeking admission to the secondary cycle (S6 and S7) of the DE, EN and FR sections, up to a maximum of 26 pupils, at the Brussels I, II and III Schools.
- Enrol all new pupils seeking admission to the secondary cycle (S6 and S7) of the IT section, up to a maximum of 26 pupils, at the Brussels I and II Schools.
- For the ES section:
  - a) enrol all new nursery (grouped classes N1 and N2) and P1 pupils, up to a maximum of 24 pupils, at the Brussels I and III Schools.
  - b) enrol all new primary cycle (P2-P5) and secondary cycle (S1-S7), up to a maximum of 26 pupils, at the Brussels I and III Schools.
- Above the aforementioned thresholds, pupils with a special priority criterion and other

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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 (according, in particular, to the use to which Berkendael is put), 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.
- Unless they would lead to division of a class:
  - allow transfers from the Brussels I, II and III Schools to the European School, Brussels IV,
  - allow transfers from the European School, Brussels II to the European Schools, Brussels I and III,
  - allow transfers from the European School, Brussels III to the European School, Brussels I,
  - allow transfers from the European Schools, Brussels IV to the European Schools, Brussels I, II and III only if justified by a request for regrouping of siblings.
- Restrict other 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 2014, 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 2014-2015 school year on the basis of the aforementioned 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 of all enrolment and transfer applications 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.

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



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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.

During the first two phases the random ranking will determine the order in which applications are dealt with by the Central Enrolment Authority for the award of places in a given language section and a given year group. During the third enrolment phase the order in which applications are dealt with will be determined by the date and time of receipt of the application.

The random ranking does not necessarily confer on a higher ranked applicant for enrolment greater entitlement, in terms of consideration of the preferences expressed by him or her, than on an applicant for enrolment ranked lower when the random ranking has been produced. The random ranking does not operate like a lottery which would allow higher ranked applicants to 'choose' the desired school. The random ranking only determines the order in which applications are dealt with<sup>5</sup>.

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 2014-2015 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 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 with the Complaints Board of the European Schools 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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<sup>5</sup> By way of example, let us take the hypothetical case of two applicants for enrolment who are both seeking a place for their respective child in an identical language section and an identical year group in the same school, named as their first preference school. The first applicant is ranked No 200 when the random ranking has been produced, whilst the second applicant is ranked No 800 when the random ranking has been produced. However, it is possible that should the two applicants wish to obtain a place in the same school, the first applicant's request may not be met, as *at the time when his or her application was dealt with*, there was no place available which could be offered to his or her child in the first preference school. If, for whatever reason, new places are created (e.g. opening of a second class, refusal of a place awarded during a previous phase, use of the reserves once all the places available have been awarded, etc.), a place in the first preference school could be awarded to the second applicant for enrolment, even though he or she is ranked No 800, as *at the time when his or her application was dealt with*, a place was available in that school.

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## V. ARRANGEMENTS FOR IMPLEMENTING THE ENROLMENT POLICY FOR 2014-2015

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 2013-2014 school year and who wishes to be admitted to one of the schools in Brussels for the 2014-2015 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 2013-2014 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.

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- 1.6. Where a child is recognised as being a dependant, within the meaning of 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>6</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.
- 1.11. The **random ranking** consists of the computerised ranking of enrolment or transfer applications. It will determine the order in which applications are dealt with by the Central Enrolment Authority during the first two enrolment phases, particularly for the award of non-priority places in language sections open in several schools.

## **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.

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<sup>6</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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- 2.2. 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, myCoR etc.).
  - 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>7</sup> pupils and for those for children of the civilian staff of NATO and of UN employees 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 deal with the application in the way most favourable to application of the general enrolment rules.
  - 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, at any time during the enrolment procedure:
    - 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

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<sup>7</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 V.4.24.).

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pupil should be admitted on the basis of the table of equivalences<sup>8</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.

Once the language section has been determined in relation to the enrolment application and, where applicable, following the Director's intervention referred to above, it may only subsequently be changed in accordance with Article 2.13.

- 2.8. **Only one enrolment or transfer application per pupil may be submitted throughout the enrolment procedure for the 2014-2015 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.
- 2.13. Once the language section has been determined in compliance with Article 47(e) of the General Rules, the pupil is supposed to spend his or her entire school career in the same section, apart from exceptions made as a result of previous decisions of the Board of Governors<sup>9</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 Central Enrolment Authority and of the organs of the European Schools in connection with the application.

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<sup>8</sup> Annex II to the General Rules of the European Schools.

<sup>9</sup> Document 2011-01-D-33-en-8, approved by the Board of Governors at its meeting of 16-18 April 2013.

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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 2014-2015 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. The places available will be determined by the difference between the thresholds set below and the 'shift', the meaning of this concept being the number of pupils who were in the class below during the 2013-2014 school year. Above this threshold, and up to the maximum class size of 30 pupils, 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 legitimate forecasts of the Central Enrolment Authority.

3.4. **For the nursery cycle (N1 and N2) and P1 of language sections present in several schools (DE, EN, ES, IT, NL, FR), the 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	-	15
<b>EEB3</b>	24	24	-	24	24	24
<b>EEB4</b>	24	24	24	24	-	24

3.5. **For P2 to P5 and S1 to S7 of the language sections present in several schools (DE, EN, ES, IT, NL, FR), the threshold is set at 26 pupils.**

3.6. The thresholds referred to in Articles 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.

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- 3.7 The difference in the thresholds determined for the nursery cycle classes (N1 + 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 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 rules for enrolment of pupils in language sections present in several schools 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 S4*), DE, EL, EN, ES, FR, NL  
EEB4: BG (*Nursery cycle, P1 to P3*), DE, EN, FR and IT (*Nursery and primary cycles, S1 to S5*), NL (*Nursery and primary cycles, S1 to S4*), RO (*Nursery cycle, P1 and P2*).
- The placing described above can be altered if necessary, in the light of the possible temporary use of the places available on the Berkendael site and of a possible decision of the Board of Governors concerning the creation of one or more new language sections.
- 4.4. During the first two enrolment phases and in compliance with the provisions below, enrolment applications for a year group and a language section open in several schools will be dealt with as follows. The Central Enrolment Authority will first award places in the first preference school to applicants for enrolment, in the order determined by the random ranking, until the thresholds have been reached. The Central Enrolment Authority will then refer applications, in the order of subsequent preferences expressed by applicants, to where places remain available until the thresholds have been reached. Finally, once the thresholds have been reached in all schools where the year group and the section are open, the Central Enrolment Authority will award the reserve places, in order to ensure balanced distribution of the pupil population across the schools and to avoid division of a class.

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- 4.5. According to the first preference expressed by applicants, all applications for enrolment in the nursery cycle (N1 + N2) and P1 of the DE, EN and FR sections will be referred to EEB2 until the threshold of 15 pupils has been reached and to EEB1, EEB3 and EEB4 until the threshold of 24 pupils has been reached.
  - 4.6. According to the first preference expressed by applicants, all applications for enrolment in the nursery cycle (N1 + N2) and P1 of the IT section will be referred to EEB2 until the threshold of 15 pupils has been reached and to EEB1 and EEB4 until the threshold of 24 pupils has been reached.
  - 4.7. According to the first preference expressed by applicants, all applications for enrolment in the nursery cycle (N1 + N2) and P1 of the NL section will be referred to EEB2 until the threshold of 15 pupils has been reached and to EEB3 and EEB4 until the threshold of 24 pupils has been reached.
  - 4.8. According to the first preference expressed by applicants, all applications for enrolment in P2 to P5 of the DE, EN and FR sections will be referred to EEB1, EEB3 and EEB4 until the threshold of 26 pupils has been reached.
  - 4.9. According to the first preference expressed by applicants, all applications for enrolment in P2 to P5 of the IT section will be referred to EEB1 and EEB4 until the threshold of 26 pupils has been reached.
  - 4.10. According to the first preference expressed by applicants, all applications for enrolment in P2 to P5 of the NL section will be referred to EEB3 and EEB4 until the threshold of 26 pupils has been reached.
  - 4.11. According to the first preference expressed by applicants, all applications for enrolment in S1 to S3 of the DE, EN and NL sections will be referred to EEB3 and EEB4 until the threshold of 26 pupils has been reached.
  - 4.12. According to the first preference expressed by applicants, all applications for enrolment in S1 to S3 of the FR section will be referred to EEB1, EEB3 and EEB4 until the threshold of 26 pupils has been reached.
  - 4.13. All applications for enrolment in S1 to S3 of the IT section will be referred to EEB4 until the threshold of 26 pupils has been reached.
  - 4.14. All applications for enrolment in S4 and S5 of the DE, EN, FR and IT sections will be referred to EEB4 until the threshold of 26 pupils has been reached.
  - 4.15. All applications for enrolment in S4 of the NL section will be referred to EEB4 until the threshold of 26 pupils has been reached.
  - 4.16. According to the first preference expressed by applicants, all applications for enrolment in S6 and S7 of the DE, EN and FR sections will be referred to EEB1, EEB2 and EEB3 until the threshold of 26 pupils has been reached.



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- 4.17. According to the first preference expressed by applicants, all applications for enrolment in S6 and S7 of the IT section will be referred to EEB1 and EEB2 until the threshold of 26 pupils has been reached.
  - 4.18. According to the first preference expressed by applicants, all applications for enrolment in S5 to S7 of the NL section will be referred to EEB2 and EEB3 until the threshold of 26 pupils has been reached.
  - 4.19. According to the first preference expressed by applicants, all applications for enrolment in the nursery cycle (N1 + N2) and in P1 of the ES section will be referred to EEB1 and EEB3 until the threshold of 24 pupils has been reached.
  - 4.20. According to the first preference expressed by applicants, all applications for enrolment in P2 to P5 and in S1 to S7 of the ES section will be referred to EEB1 and EEB3 until the threshold of 26 pupils has been reached.
  - 4.21. After application of the rules referred to in Articles 4.5. to 4.12. and 4.16. to 4.20., the Central Enrolment Authority will award the places available in accordance with the subsequent preferences expressed by applicants, then the reserve places, in accordance with Article 4.4.

#### 4.22 **Grouping of siblings**

- 4.22.1. A grouping request may be made for children belonging to a group of siblings, none of whom attended a European School in the 2013-2014 school year.
- 4.22.2. 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 Article 3.3 which can be awarded to each of the children belonging to the group of siblings.
- 4.22.3. 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.
- 4.22.4. A joint application 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 general rules of the enrolment policy.
- 4.22.5. 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 4.13, 4.14 and 4.15, will automatically result in the enrolment of all the siblings at the School designated by those provisions, provided that there is a place available.

#### 4.23. **SWALS**

- 4.23.1. 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.

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- 4.23.2. Slovenian and Maltese pupils for all teaching levels and Bulgarian, Romanian and Croat pupils from S6 onwards will be enrolled solely at EEB1.
- 4.23.3. Latvian and Estonian pupils for all teaching levels and Lithuanian pupils from S1 onwards will be enrolled solely at EEB2.
- 4.23.4. Slovak pupils for all teaching levels and Czech pupils from S5 onwards will be enrolled solely at EEB3.
- 4.23.5. Bulgarian (as from P4), Romanian (as from P3) and Croat pupils for the nursery and primary cycles and for S1 to S5 will be enrolled solely at EEB4.
- 4.24. 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>10</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.
- 4.25. **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.
- 4.26. **Children of the civilian staff of NATO (international civilian staff) and of UN employees (international staff)** 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. The applications will be dealt with after the award of places to categories I and II pupils and in accordance with the general enrolment rules referred to in Article 4.
- 4.27. 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 2013-2014 school year and who will continue to do so during the 2014-2015 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

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<sup>10</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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particular, that no category III pupil may be admitted to a class which already has 24 pupils<sup>11</sup>.

- These applications will be considered during the third enrolment phase, from 30 June 2014 to 22 August 2014.

## **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 2013-2014 school year and will continue to do so during the 2014-2015 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 and that they are members of the same group of siblings within the meaning of Article 1.8.

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.

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, provided that there is a place available within the meaning of Article 3.3. 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.

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<sup>11</sup> Decision of the Board of Governors of 17 July 2007

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- 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.

- 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 or choice of the place where other members of the group of siblings attend school,

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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.

5.4.5. Information and documents communicated to justify the existence of particular circumstances will be treated in the strictest confidentiality by the Central Enrolment Authority and, where applicable, by the Complaints Board. Medical confidentiality may not be invoked as a ground for refusing to provide the information required to establish the nature and existence of particular circumstances.

5.4.6. Except in duly substantiated cases of *force majeure*, 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.

## **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, except in duly substantiated cases of *force majeure*.

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.

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- 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 2013-2014 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., transfers of pupils will be authorised without the need to justify particular circumstances (see table appended in Annex V):
- from EEB1, EEB2 and EEB3 to EEB4,
  - from EEB2 to EEB1 and EEB3,
  - from EEB3 to EEB1,
  - from EEB4 to EEB1, EEB2 and EEB3 only if they are based on an application for regrouping of siblings within the meaning of Article 5.2.
- 6.5. The transfer applications referred to in Article 6.4. must fulfil the following dual condition:
- firstly, be submitted during the first phase,
  - secondly, not lead to class division.
- 6.6. 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.
- 6.7. 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 13 January 2014 at the earliest and 31 January 2014 at the latest. They will be dealt with during the first enrolment phase. Any application submitted before 13 January 2014 will be deemed null and void.
- 7.2. Between 17 and 21 February 2014, the reference number allotted to each enrolment application will be communicated to the applicant for enrolment by email.
- 7.3. During the week of 24 February 2014, 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 3 March 2014.** 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 places in the following order:
- 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 4.23.
  - c) Categories I and II\* pupils for whom there is a special priority criterion within the meaning of Article 5.
  - d) Pupils for whom a transfer application has been submitted as provided for in Articles 6.4. and 6.5.
  - e) Pupils for whom a transfer application deemed justified within the meaning of Article 6.1. has been submitted.
  - f) In the order determined by the random ranking:
    - i. Categories I and II\* pupils for whom an enrolment application has been submitted in a language section present in several schools, without a special priority criterion, for whom there is a place available in the first preference school.
    - ii. Categories I and II\* pupils for whom an enrolment application has been submitted in a language section present in several schools, without a special priority criterion, for whom there is a place available in the subsequent preference schools.
    - iii. Categories I and II\* pupils for whom an enrolment application has been submitted in a language section present in several schools, without a special priority criterion, to whom a reserve place should be awarded in accordance with Article 4.4.
- 7.6. **As from 28 April 2014, the Central Enrolment Authority will notify applicants of its decision.** The list of places awarded will be published on the European Schools' website on 25 April 2014.

▪ **Acceptance of places**

- 7.7. **Applicants will be required to confirm by 5 May 2014 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

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rules and regulations in force in the European Schools (in particular the Regulations governing pupils with special educational needs – Profile A -<sup>12</sup>).

- 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.
- 7.11. **The closing date of the first enrolment phase will be 12 May 2014.** 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 14 May 2014.

## **8. Second enrolment phase**

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

- 8.1. Enrolment applications must be submitted between 1 February 2014 at the earliest and 16 May 2014 at the latest. They will be dealt with during the second enrolment phase.
- 8.2. From 2 to 3 June 2014, the reference number allotted to each enrolment application will be communicated to the applicant by email.
- 8.3. During the week of 4 June 2014, 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 2014.** This publication exempts the Central Enrolment Authority from the obligation to notify applicants individually.

### **▪ Decisions of the Central Enrolment Authority**

- 8.5. The Central Enrolment Authority will award places in the following order:
- 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 4.23.
  - c) Categories I and II\* pupils for whom there is a special priority criterion within the meaning of Article 5.

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<sup>12</sup> Document 2012-05-D-14-en-7



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- d) In the order determined by the random ranking:
- i. Categories I and II\* pupils for whom an enrolment application has been submitted in a language section present in several schools, without a special priority criterion, for whom there is a place available in the first preference school.
  - ii. Categories I and II\* pupils for whom an enrolment application has been submitted in a language section present in several schools, without a special priority criterion, for whom there is a place available in the subsequent preference schools.
  - iii. Categories I and II\* pupils for whom an enrolment application has been submitted in a language section present in several schools, without a special priority criterion, to whom a reserve place should be awarded in accordance with Article 4.4.

8.6. **As from 20 June 2014, 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 2014.

▪ **Acceptance of places**

8.7. **Applicants will be required to confirm by 27 June 2014 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 pupils with special educational needs – Profile A -<sup>13</sup>).

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 third 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 2014.** At the end of the second enrolment phase, a table summarising the number of places awarded and accepted will be published on the European Schools' website on 2 July 2014.

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<sup>13</sup> Document 2012-05-D-14-en-7

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## 9. Third enrolment phase

- 9.1. Enrolment applications received after 16 May 2014 and up to 5 September 2014, 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 9 July 2014**, the Central Enrolment Authority will award places in the following order:

### **a) Categories I and II\* pupils for whom an enrolment application was submitted after 16 May and up to 4 July 2014:**

- 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 4.23.
  - Categories I and II\* pupils for whom there is a special priority criterion within the meaning of Article 5.
  - According to the date and time of receipt of the complete application file:
    - i. Categories I and II\* pupils for whom an enrolment application has been submitted in a language section present in several schools, without a special priority criterion, for whom there is a place available in the first preference school.
    - ii. Categories I and II\* pupils for whom an enrolment application has been submitted in a language section present in several schools, without a special priority criterion, for whom there is a place available in the subsequent preference schools.
    - iii. Categories I and II\* pupils for whom an enrolment application has been submitted in a language section present in several schools, without a special priority criterion, to whom a reserve place should be awarded in accordance with Article 4.4.
- b) The category II pupils referred to in Article 4.25. for whom there is a special priority criterion within the meaning of Article 5.
- c) The category II pupils referred to in Article 4.25.
- d) Pupils whose parents are either members of the civilian staff of NATO (international civilian staff) or UN employees (international staff) for whom there is a special priority criterion within the meaning of Article 5.
- e) Pupils whose parents are either members of the civilian staff of NATO (international civilian staff) or UN employees (international staff), in accordance with Article 4.26.
- f) Category III pupils in accordance with the provisions of Article 4.27.

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- 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 pupils with special educational needs – Profile A -<sup>14</sup>).
- 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 5 July 2014 onwards** will be dealt with from 26 August 2014, in the order of award of places appearing in Article 9.3.
- 9.9. **As from 27 August 2014**, the places available will be awarded gradually as enrolment applications are submitted, according to the ranking order referred to in Article 9.3.
- 9.10. **The closing date of the third enrolment phase will be 5 September 2014.** 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 19 September 2014.
- 9.11. **As from 6 September 2014**, only duly substantiated applications for enrolment which are exceptional in nature may be considered. These 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>14</sup> Document 2012-05-D-14-en-7

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

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## **ANNEX I**

Children of civilian staff of NATO (international civilian staff) 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 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.

Children of UN employees with the status of international staff will be admitted subject to the same conditions, in accordance with the decision taken by the Board of Governors at its meeting of 16-18 April 2013.

Abiding by the aforementioned decisions of the Board of Governors,

1. the admission of children of the civilian staff of NATO and of the UN 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 2014-2015 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 2014-2015 school year

#### European School, Brussels I (EEB1)

Section / Class	DE	DK	EN	ES	FR	HU	IT	PL	Total
Nursery (N1 + N2)	1	1	1	1	5	2	1	2	14
P1	1	1	1	1	3	1	1	2	11
P2	1	1	1	1	3	1	1	2	11
P3	1	1	1	1	3	1	1	1	10
P4	1	1	1	1	3	1	1	1	10
P5	1	1	2	2	3	1	1	1	12
Subtotal	5	5	6	6	15	5	5	7	54
S1	1	1	2	1	4	1	1	1	12
S2	1	1	2	1	4	1	1	1	12
S3	1	1	2	2	4	1	1	1	13
S4	1	1	2	1	3	1	2	1	12
S5	1	1	2	1	4	1	1	1	12
S6	1	1	2	1	4	1	1	1	12
S7	1	1	2	1	3	1	2	1	12
Subtotal	7	7	14	8	26	7	9	7	85
Total	13	13	21	15	46	14	15	16	153

#### European School, Brussels II (EEB2)

Section / Class	DE	EN	FI	FR	IT	LT	NL	PT	SV	Total
Nursery (N1 + N2)	1	1	2	2	1	1	1	1	2	12
P1	1	1	1	2	1	1	1	1	1	10
P2	1	1	1	2	1	1	1	1	2	11
P3	1	2	1	2	1	1	1	1	1	11
P4	1	1	2	2	1	1	1	1	2	12
P5	1	1	1	2	1	1	1	1	1	10
Subtotal	5	6	6	10	5	5	5	5	7	54
S1	1	2	2	2	1		1	1	2	12
S2	1	2	2	2	1		1	1	1	11
S3	1	2	2	3	1		1	2	2	14
S4	1	2	1	3	1		1	1	1	11
S5	1	2	1	3	1		1	1	1	11
S6	1	2	1	3	1		1	1	1	11
S7	1	2	2	3	2		1	1	1	13
Subtotal	7	14	11	19	8	0	7	8	9	83
Total	13	21	19	31	14	6	13	14	18	149

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>15</sup> are applicable.

<sup>15</sup> Decisions of the Board of Governors of 12-14 April 2013

### European School, Brussels III (EEB3)

Section / Class	CS	DE	EL	EN	ES	FR	NL	Total
<b>Nursery (N1 + N2)</b>	2	1	2	2	2	3	1	<b>13</b>
<b>P1</b>	1	1	2	1	1	2	1	<b>9</b>
<b>P2</b>	1	1	2	1	1	2	1	<b>9</b>
<b>P3</b>	1	1	2	1	2	2	1	<b>10</b>
<b>P4</b>	1	1	1	1	2	2	1	<b>9</b>
<b>P5</b>	1	1	2	1	1	2	1	<b>9</b>
<i>Subtotal</i>	5	5	9	5	7	10	5	<b>46</b>
<b>S1</b>	1	1	1	1	1	2	1	<b>8</b>
<b>S2</b>	1	1	2	1	1	2	1	<b>9</b>
<b>S3</b>	1	1	1	1	1	2	1	<b>8</b>
<b>S4</b>	1	1	2	2	2	2	1	<b>11</b>
<b>S5</b>		1	2	2	2	3	1	<b>11</b>
<b>S6</b>		2	2	2	2	4	1	<b>13</b>
<b>S7</b>		1	2	2	2	4	1	<b>12</b>
<i>Subtotal</i>	4	8	12	11	11	19	7	<b>72</b>
<b>Total</b>	<b>11</b>	<b>14</b>	<b>23</b>	<b>18</b>	<b>20</b>	<b>32</b>	<b>13</b>	<b>131</b>

### European School, Brussels IV (EEB4)

Section / Class	BG	DE	EN	FR	IT	NL	RO	Total
<b>Nursery (N1 + N2)</b>	1	2	2	5	1	1	1	<b>13</b>
<b>P1</b>	1	1	1	4	1	1	1	<b>10</b>
<b>P2</b>	1	1	1	4	1	1	1	<b>10</b>
<b>P3</b>	1	2	2	4	1	1		<b>11</b>
<b>P4</b>		1	2	4	1	1		<b>9</b>
<b>P5</b>		1	2	4	1	1		<b>9</b>
<i>Subtotal</i>	3	6	8	20	5	5	2	<b>49</b>
<b>S1</b>		1	2	4	1	1		<b>9</b>
<b>S2</b>		1	2	4	1	1		<b>9</b>
<b>S3</b>		1	2	4	1	1		<b>9</b>
<b>S4</b>		1	2	4	1	1		<b>9</b>
<b>S5</b>		1	2	3	1			<b>7</b>
<i>Subtotal</i>		5	10	19	5	4		<b>43</b>
<b>Total</b>	<b>4</b>	<b>13</b>	<b>20</b>	<b>44</b>	<b>11</b>	<b>10</b>	<b>3</b>	<b>105</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>16</sup> are applicable.

<sup>16</sup> Decisions of the Board of Governors of 12-14 April 2013

**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	FR	IT	NL	ES	
<b>Nursery (N1 + N2)</b>	<b>EEB2</b> up to 15 pupils <b>EEB1-EEB3-EEB4</b> up to 24 pupils	<b>EEB2</b> up to 15 pupils <b>EEB1-EEB3-EEB4</b> up to 24 pupils	<b>EEB2</b> up to 15 pupils <b>EEB1-EEB3-EEB4</b> up to 24 pupils	<b>EEB2</b> up to 15 pupils <b>EEB1-EEB4</b> up to 24 pupils	<b>EEB2</b> up to 15 pupils <b>EEB3-EEB4</b> up to 24 pupils	<b>EEB1 et EEB3</b> up to 24 pupils	<b>Nursery (N1 + N2)</b>
<b>P1</b>	<b>EEB2</b> up to 15 pupils <b>EEB1-EEB3-EEB4</b> up to 24 pupils	<b>EEB2</b> up to 15 pupils <b>EEB1-EEB3-EEB4</b> up to 24 pupils	<b>EEB2</b> up to 15 pupils <b>EEB1-EEB3-EEB4</b> up to 24 pupils	<b>EEB2</b> up to 15 pupils <b>EEB1-EEB4</b> up to 24 pupils	<b>EEB2</b> up to 15 pupils <b>EEB3-EEB4</b> up to 24 pupils	<b>EEB1 et EEB3</b> up to 24 pupils	<b>P1</b>
<b>P2-P3-P4-P5</b>	<b>EEB1-EEB3-EEB4</b> up to 26 pupils	<b>EEB1-EEB3-EEB4</b> up to 26 pupils	<b>EEB1-EEB3-EEB4</b> up to 26 pupils	<b>EEB1-EEB4</b> up to 26 pupils	<b>EEB3-EEB4</b> up to 26 pupils	<b>EEB1 et EEB3</b> up to 26 pupils	<b>P2-P3-P4-P5</b>
<b>S1-S2-S3</b>	<b>EEB3-EEB4</b> up to 26 pupils	<b>EEB3-EEB4</b> up to 26 pupils	<b>EEB1-EEB3-EEB4</b> up to 26 pupils	<b>EEB4</b> up to 26 pupils	<b>EEB3-EEB4</b> up to 26 pupils	<b>EEB1 et EEB3</b> up to 26 pupils	<b>S1-S2-S3</b>
<b>S4</b>	<b>EEB4</b> up to 26 pupils	<b>EEB4</b> up to 26 pupils	<b>EEB4</b> up to 26 pupils	<b>EEB4</b> up to 26 pupils	<b>S4 : EEB4</b>	<b>EEB1 et EEB3</b> up to 26 pupils	<b>S4</b>
<b>S5</b>	<b>EEB1-EEB2-EEB3</b> up to 26 pupils	<b>EEB1-EEB2-EEB3</b> up to 26 pupils	<b>EEB1-EEB2-EEB3</b> up to 26 pupils	<b>EEB1-EEB2</b> up to 26 pupils	<b>S5-S6-S7</b> <b>EEB2-EEB3</b> up to 26 pupils		<b>S5</b>
<b>S6</b>							<b>S6</b>
<b>S7</b>							<b>S7</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 are applicable.

2014-2015 school year

## 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 → S4	DE	EL	EN	ES	FR	NL

EEB4							
Nursery	BG	DE	EN	FR	IT	NL	RO
Primary	BG P1-P2-P3	DE	EN	FR	IT	NL	RO P1-P2
Secondary	-	DE S1 → S5	EN S1 → S5	FR S1 → S5	IT S1 → S5	NL S1 → S4	-

#### SWALS

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

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

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

EEB4			
Nursery	-	HR	-
Primary	BG P4-P5	HR	RO P3-P4-P5
Secondary	BG S1 → S5	HR S1 → S5	RO S1 → S5

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.

\* Without prejudice to the possible temporary use of the places available on the Berkendael site and to a possible decision of the Board of Governors concerning the creation of one or more new language sections.



## ANNEX V

**Articles V.6.4. and V.6.5.: TRANSFER APPLICATIONS ALLOWED  
WITHOUT THE NEED TO JUSTIFY PARTICULAR CIRCUMSTANCES WITHIN THE MEANING OF ARTICLE V.5.4.**

	<i>to</i> <b>EEB1</b>	<i>to</i> <b>EEB2</b>	<i>to</i> <b>EEB3</b>	<i>to</i> <b>EEB4</b>
<i>from</i> <b>EEB1</b>				- in 1st phase - unless class division entailed
<i>from</i> <b>EEB2</b>	- in 1st phase - unless class division entailed		- in 1st phase - unless class division entailed	- in 1st phase - unless class division entailed
<i>from</i> <b>EEB3</b>	- in 1st phase - unless class division entailed			- in 1st phase - unless class division entailed
<i>from</i> <b>EEB4</b>	- regrouping of siblings - in 1st phase - unless class division entailed	- regrouping of siblings - in 1st phase - unless class division entailed	- regrouping of siblings - in 1st phase - unless class division entailed	

All other applications for 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 as set out in Article V.5.4. of the Policy.