



European Schools

Office of the Secretary-General

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Policy on enrolment in the Brussels European Schools for the 2015-2016 school year

Central Enrolment Authority

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/single 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 P4
CS	Czech language section: solely for the nursery and primary cycles and S1 to S5
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 and S1
PL	Polish language section
PT	Portuguese language section
RO	Romanian language section: solely for the nursery cycle and P1 to P3
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 P5
Croat pupils (HR)
Estonian pupils (EE)
Latvian pupils (LV)
Lithuanian pupils (LT) as from S2
Romanian pupils (RO) as from P4
Slovak pupils (SK)
Slovene pupils (SL)
Czech pupils (CS) as from S6

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. Within the meaning of this policy, the Berkendael site and the European School, Brussels I form 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 Sainte-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 (hereinafter referred to as the CEA) 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.

Following its meeting of 2-4 December 2014 and further to written procedures 2014/50, 2014/51, 2014/52 and 2015/02, the Board of Governors adopted the guidelines for the 2015-2016 Enrolment Policy, which are set out in point III.

The basis of the Enrolment Policy devised by the CEA 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 (hereinafter referred to as category I pupils¹).

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 category I child's enrolment in one of the Brussels Schools. This statement of fact is all the more true given the development of the situation of the European Schools since then.

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

- On the basis of the statistics currently in the CEA's possession, the total pupil population of the four existing schools is up: 1802 new pupils were enrolled during the 2014-2015 school year enrolment procedure (according to the count as at 23 September 2014).
- The number of classrooms available on each site is a constraining factor.

¹ Category I pupils are the children of staff in the service of the Community institutions and of the organisations listed on the European Schools' website www.eursec.eu, tab 'Origin of the pupils for each of the three categories', employed directly and continuously for a minimum period of one year.

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- 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 pupils²).
 - Independently of the formation of classes, the 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 2015-2016 POLICY

The Board of Governors adopted, by written procedure 2015/02 completed on 23 January 2015, the guidelines, which can be consulted on the European Schools' website www.eurisc.eu under *Enrolments*.

The CEA endeavoured to devise the Enrolment Policy for the 2015-2016 school year on the basis of the aforementioned decision of the Board of Governors.

However, after approval of the guidelines, the host State informed the Secretary-General that it would not be possible for the renovation work on the Queen Fabiola building (EEB1) to be completed by the beginning of the 2015-2016 school year in September 2015. On the basis of the mandate given to it by the Board of Governors, the CEA was therefore forced to adapt the Policy and the annexes thereto accordingly, taking account of the structure actually available.

The CEA is unable to guarantee unreservedly that a place can be offered to all category I pupils for whom an application for enrolment in the Brussels European Schools is submitted, as one building has been removed from the overall infrastructure in relation to the logistical forecasts used as a basis for devising the guidelines.

During the enrolment session, the CEA will regularly examine the number of enrolment applications in accordance with the general rules and special priority criteria set out in this Enrolment Policy.

IV. IMPLEMENTATION

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 enrolment phase, 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.

² Decisions of the Board of Governors of 16-18 April 2013

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 enrolment phase the random ranking will determine the order in which applications are dealt with by the CEA for the award of places in a given language section and a given year group. During the second 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/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 site. The random ranking determines only the order in which applications are dealt with³.

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

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To that end, the CEA will organise two enrolment phases, described below, for enrolments for the 2015-2016 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 that phase or after its closing date.

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/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/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 CEA 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.

³ 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/her application was dealt with*, there was no place available which could be offered to his/her child in the first preference school. If, for whatever reason, new places are created (e.g. opening of a second class, 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/she is ranked No 800, as *at the time when his/her application was dealt with*, a place was available in that school.

V. ARRANGEMENTS FOR IMPLEMENTING THE ENROLMENT POLICY FOR 2015-2016

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

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 Brussels in the 2014-2015 school year and who wishes to be admitted to one of the schools in Brussels for the 2015-2016 school year.
- 1.2. A **transfer application** is made for the enrolment of a pupil who attended for a full school year one of the European Schools located in Brussels in the 2014-2015 school year and who wishes to continue his/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** (hereinafter referred to as the CEA) 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/her academic and linguistic level allowing his/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/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/her to apply on his/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/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/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 pupils⁴, or from the national social security organisation to which he/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 CEA 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 for the school year in question 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 CEA during the first enrolment phase, particularly for the award of non-priority places in language sections open in several schools.
- 1.12. The enrolment phases calendar described in Articles 7 and 8 of the Policy gives dates for guidance. Lack of awareness or ignorance of them will not affect the validity of the CEA's decisions.

⁴ In accordance with the list appearing in Chapter XII of the Digest of Decisions of the Board of Governors of the European 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.
- 2.2. Hard copies of the forms will be available from the secretariats of the schools or the forms can be downloaded from the intranets of the European institutions (My IntraComm, 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 CEA may either consider that the 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 rules of the Policy.
- 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 secretariat, the CEA 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 rules of the Policy, and to draw the necessary conclusions therefrom.
- 2.5. For all enrolment applications (except those for category III pupils) and whatever the language section chosen⁵, the applicant will be invited to express an order of preference of the 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 CEA will consider that the application is not complete within the meaning of Article 2.3.
- 2.6. For all transfer applications (except those for category III pupils) the applicant will be required to indicate the sole European School to which the transfer is sought.
- 2.7. The applicant will indicate on the form the year group and language section chosen and his/her choices of philosophical education (religion/non-confessional ethics). In the event of discrepancy between the particulars given

⁵ Even if the application is for a language section and a year group which is open in only one European School. The reason is that a change made to these choices by the Director in compliance with Article 2.8. of the Enrolment Policy may lead to award to the child of a place available in several European Schools, in respect of which the applicant must have expressed his/her preferences (if any).

on the form and the information contained in the documents appended (except official records of civil status), the form will take precedence.

- 2.8. In exercising the competence assigned to him/her, as referred to in Article 47 *et seq.* of the General Rules and without prejudice to the decision of the CEA, 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/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 equivalences⁶; or that particular cases such as undergoing training outside a general education system so recommend. In the event of doubt about the pupil's level of acceptance, the School's Director may require a test or tests of the pupil's educational attainment (competences, knowledge and skills) to be administered.
 - b) change the language section, where the information provided by the applicant leads him/her to consider that the language section applied for does not correspond to the pupil's mother tongue/dominant language, in strict compliance with Article 47(e) of the General Rules⁷.

Once the language section has been determined in relation to the enrolment

⁶ Annex II to the General Rules of the European Schools.

⁷“A fundamental principle of the European Schools is the teaching of mother tongue /dominant language as first language (L1).

This principle implies the pupil's enrolment in the section of his/her mother tongue/ dominant language where such a section exists.

This principle may be waived only where the child has been educated in a language other than his/her mother tongue/dominant language for a minimum of two years at primary or secondary level. The European Schools will presume in that case that the child will be capable of continuing his/her schooling in the language in question.

*In schools where the section corresponding to a pupil's mother tongue/dominant language does not exist, he/she will generally be enrolled in one of the vehicular language sections. He/She will attend the classes in his/her mother tongue/ dominant language organised for so-called SWALS (**S**tudents **W**ithout **A** Language **S**ection) as L1.*

Parents will not be free to choose their child's first language (L1), its determination being the responsibility of the school's Director. L1 must correspond to the child's mother tongue or dominant language, in the case of multilingual children, the dominant language being the one of which they have the best command.

Should there be any dispute about the pupil's L1, it will be the Director's responsibility to determine which language it is, on the basis of the information provided by the pupils' legal representatives on the enrolment form and by requiring the pupil to take comparative language tests, organised and under the control of the school's teachers. The tests will be organised whatever the pupil's age and teaching level, i.e. including the nursery cycle.

Determination of L1 at the time of the child's enrolment is definitive in principle. A change of Language 1 may only be authorised by the Director for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members.

Should a new language section be created, children previously enrolled with SWALS status and who had the language of this new section as their Language 1 will automatically be admitted to the newly created language section without the need for them to be required to take comparative language tests. In that case, a change of L1 may only be authorised by the Director for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members”.

application and, where applicable, following the Director's intervention referred to above, it may only subsequently be changed in accordance with Article 2.15.

- 2.9. Refusal to participate in standard of attainment assessment tests or comparative language tests means acquiescence to the Director's decision on the pupil's admission to the language section or year group concerned.
- 2.10. **Only one enrolment or transfer application per pupil may be submitted throughout the enrolment procedure for the 2015-2016 school year.**
- 2.11. Each application will be allotted a reference number, which will be communicated by email to the applicant during the first enrolment phase. He/She will be invited to acknowledge receipt of the reference number to enable his/her email address to be validated.
- 2.12. In the first enrolment phase a random computerised ranking will be produced and each category I and II*⁸ application will be allotted a ranking number. In the event of minor irregularities in the number of applications entered to produce the random ranking, the CEA may randomly insert the missing application or applications which might not have been ranked, in order to determine the order in which applications will be dealt with. For the second enrolment phase, the number will be determined sequentially, on the basis of the date and time of receipt of the application.
- 2.13. Where the applicant seeks the enrolment of several children belonging to the same group of siblings, either in the nursery and primary cycles or in the secondary cycle, he/she may express his/her wish that the children be enrolled by cycle⁹ in the same European School, i.e. that there be grouping of siblings. In that event, applications for enrolment in the same cycle, nursery and primary on the one hand, secondary on the other, must be submitted simultaneously and a single number for the siblings (or for the members of the group of siblings seeking enrolment either in the nursery and primary or in the secondary) 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.
- 2.14. Once the application has been submitted, and, *a fortiori*, once the decision of the CEA has been taken, the applicant may not change the enrolment application – with respect in particular to the order of preference expressed or to the choice of the language section designated – or make his/her application dependent on the outcome of another application.
- 2.15. Once the language section has been determined in compliance with Article 47(e) of the General Rules, the pupil is expected to continue his/her schooling

⁸ 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.

⁹ Nursery and primary on the one hand, secondary on the other.

in its entirety in the same section, except where the last paragraphs of Article 47(e) apply. A change of language section or of year group¹⁰ occurring within six months of the CEA's decision on the initial application will be regarded as an application for revision, implying that both an application for admission to the required year group and language section on the basis of Article 47(e) and an enrolment or transfer application on the basis of this Policy will be reconsidered. A change of language section agreed to at the end of the procedure referred to in Article 47(e) does not grant any priority criterion for admission to a given school.

- 2.16. The application should give a postal address and an email address, either of which may validly be used for the purposes of all notifications of the CEA and of the organs of the European Schools in connection with the application.
- 2.17. The applicant will take all necessary steps to ensure that the means of communication which he/she has indicated on the form are operational. The CEA will use any reasonable means at its disposal to ensure that the applicant is informed of the outcome of his/her application. The CEA 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 schools the number of classes by language section and by teaching levels (year groups) for the 2015-2016 school year.
- 3.2. If it deems it essential, the CEA may decide to open an additional class in a given school so as to guarantee balanced distribution of the total pupil population, across 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 2014-2015 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 made by the CEA.
- 3.4. **For the nursery cycle (N1 + N2) and P1 of language sections present in several schools (DE, EN, ES, IT, NL and FR), the threshold is set at 24 pupils.**
- 3.5. **For P2 to P5 and S1 to S7 of the language sections present in several schools (DE, EN, ES, IT, NL and FR), the threshold is set at 26 pupils.**

¹⁰ Notably on the basis of (non-)promotion decisions taken at the end of the school year.

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- 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 current state of the infrastructure, 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 CEA's reasonable forecasts.
- 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 at the required level in only one school (sole/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 those 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.
- 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 enrolment phase and on the basis of the date and time of receipt of the complete application file in the second enrolment phase. A summary table of the general rules for enrolment of pupils of sections present in several schools is appended in Annex III.
- 4.3. The placing of the language sections in the Brussels Schools is as follows:
EEB1: DE, DK, EN, ES, FR, HU, IT, PL
EEB2: DE, EN, FI, FR, IT, LT (*up to S1*), NL, PT, SV
EEB3: CS (*up to S5*), DE, EL, EN, ES, FR, NL
EEB4: BG (*up to P4*), DE, EN, FR and IT (*up to S6*), NL (*up to S5*), RO (*up to P3*).
- 4.4. During the first enrolment phase 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.
- a) The CEA 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. Should the CEA find that the number of applications far exceeds the number of places available in the schools as a whole, it may raise the threshold to a higher number of pupils.

b) The CEA will then refer applications, in the order of subsequent preferences expressed by applicants, to where places remain available until the thresholds have been reached in all the schools.

c) Finally, once the thresholds have been reached in all schools where the year group and the section are open, the CEA 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.

- 4.5. All applications for enrolment in the nursery cycle (N1 + N2) and P1 of the DE, EN and FR sections will be referred to EEB1 (Berkendael site), EEB2, EEB3 and EEB4 until the threshold of 24 pupils has been reached.
- 4.6. All applications for enrolment in the nursery cycle (N1 + N2) and P1 of the IT section will be referred to EEB1 (Berkendael site), EEB2 and EEB4 until the threshold of 24 pupils has been reached.
- 4.7. All applications for enrolment in the nursery cycle (N1 + N2) and P1 of the NL section will be referred to EEB2, EEB3 and EEB4 until the threshold of 24 pupils has been reached.
- 4.8. All applications for enrolment in the nursery cycle (N1 + N2) and P1 of the ES section will be referred to EEB1 (Berkendael site) and EEB3 until the threshold of 24 pupils has been reached.
- 4.9. All applications for enrolment in P2 to P5 of the DE and EN sections will be referred to EEB1 (Uccle site), EEB3 and EEB4 until the threshold of 26 pupils has been reached.
- 4.10. All applications for enrolment in P2 to P5 of the FR section will be referred to EEB1 (Uccle site), EEB2, EEB3 and EEB4 until the threshold of 26 pupils has been reached.
- 4.11. All applications for enrolment in P2 to P5 of the IT section will be referred to EEB1 (Uccle site) and EEB4 until the threshold of 26 pupils has been reached.
- 4.12. 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.
- 4.13. All applications for enrolment in P2 to P5 of the ES section will be referred to EEB1 (Uccle site) and EEB3 until the threshold of 26 pupils has been reached.
- 4.14. All applications for enrolment in S1 to S6 of the DE and EN sections will be referred to EEB1 (Uccle site), EEB3 and EEB4 until the threshold of 26 pupils has been reached.
- 4.15. All applications for enrolment in S1 to S6 of the FR section will be referred to EEB1 (Uccle site), EEB2, EEB3 and EEB4 until the threshold of 26 pupils has been reached.

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- 4.16. All applications for enrolment in S1 to S6 of the IT section will be referred to EEB1 (Uccle site) and EEB4 until the threshold of 26 pupils has been reached.
- 4.17. All applications for enrolment in S1 to S7 of the ES section will be referred to EEB1 (Uccle site) and EEB3 until the threshold of 26 pupils has been reached.
- 4.18. All applications for enrolment in S1 to S5 of the NL section will be referred to EEB3 and EEB4 until the threshold of 26 pupils has been reached.
- 4.19. All applications for enrolment in S6 and S7 of the NL section will be referred to EEB2 and EEB3 until the threshold of 26 pupils has been reached.
- 4.20. All applications for enrolment in S7 of the DE, EN and FR sections will be referred to EEB1 (Uccle site), EEB2 and EEB3 until the threshold of 26 pupils has been reached.
- 4.21. All applications for enrolment in S7 of the IT section will be referred to EEB1 (Uccle site) and EEB2 until the threshold of 26 pupils has been reached.
- 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 2014-2015 school year, when several of them will be in the nursery and primary cycles or when several of them will be in the secondary cycle. Siblings may only be grouped in the same cycle (nursery and primary on the one hand, secondary on the other).

4.22.2. Where the grouping of siblings is requested, the request must be made simultaneously for the children concerned. The children will be enrolled by cycle¹¹ in the same school¹², although not necessarily the first preference school, and 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 and in the same cycle.

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 and in the same cycle for whom the grouping of siblings is requested will be dealt with in accordance with the general rules of the Enrolment Policy.

¹¹ Nursery and primary on the one hand, secondary on the other.

¹² Where necessary on two different sites for joint applications accepted at EEB1.

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.
- 4.23.2. Slovenian and Maltese pupils for all teaching levels and S7 Bulgarian, Romanian and Croat pupils will be enrolled solely at EEB1.
- 4.23.3. Latvian and Estonian pupils for all teaching levels, and Lithuanian pupils from S2 onward, will be enrolled solely at EEB2.
- 4.23.4. Slovak pupils for all teaching levels and Czech pupils from S6 onwards will be enrolled solely at EEB3.
- 4.23.5. Bulgarian (from P5 onwards), Romanian (from P4 onwards) and Croat pupils for the nursery and primary cycles and for S1 to S6 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**¹³ 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 civil servants)** will be enrolled in one of the Brussels 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:

¹³ 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.

- The children concerned are siblings of pupils already enrolled in one of the Brussels European Schools who attended that school during the 2014-2015 school year and who will continue to do so in the same cycle¹⁴, during the 2015-2016 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 pupils¹⁵.

- These applications will be considered during the second enrolment phase, from 29 June 2015 to 21 August 2015.

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 throughout the 2014-2015 school year and will continue to do so during the 2015-2016 school year will be enrolled in the same school¹⁶ as the first one(s) enrolled, provided that:

a) the applicant applies for enrolment in the same school as the one which will be attended by the member of the group of siblings already on roll,

b) the children concerned are members of the same group of siblings within the meaning of Article 1.8.

c) in the 2015-2016 school year, the children concerned (pupil(s) already on roll and pupil(s) for whom the application is/are being made) will be together in either the nursery and primary cycles or the secondary cycle,

d) the language section of the pupil for whom the application is being made exists at the required level for which enrolment is requested in the school,

e) the application is submitted during the first enrolment phase.

5.2.2. Any request for regrouping of siblings which fails to meet the above five cumulative conditions will not be given priority. The application for

¹⁴ Nursery and primary on the one hand, secondary on the other.

¹⁵ Decision of the Board of Governors of 17 July 2007.

¹⁶ But not necessarily the same site as far as EEB1 is concerned.

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, provided that there is a place available within the meaning of Article 3.3. and that it meets the first four conditions. This application will not, however, be deemed to have priority within the meaning of Article 5.2.1.

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/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/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 enrolment phase.
- 5.3.5. Should an enrolment application on grounds of return from assignment be submitted during 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 ten consecutive months will be enrolled in the school previously attended, provided that they make an application to that effect during the first enrolment phase and that the school approves the pupil's return. During the second 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/her choice. If the particular circumstances can justify the pupil's enrolment in several schools, the child will be admitted to the one where the class in the language section and at the required level is least full.

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

- 5.4.1. The priority criterion will be accepted only when it is invoked on submission of the application and 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/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 in a given place,
 - 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/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,
 - 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 fact that a pupil has to repeat a year or that a disciplinary measure has been imposed,
 - j) 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.
 - k) attendance, or submission of an application for enrolment for the pupil concerned or a member of his/her group of siblings, at one of the European Schools for a previous school year or in a specific language section.
- 5.4.3. Any medical complaints from which the child, or one of the people involved in his/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.

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- 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 CEA 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 CEA.
- 5.4.7. For the purposes of consideration of particular circumstances, the CEA may request additional information or documents, albeit that it is under no obligation to do so, the compilation of a complete file including supporting documentation being the sole responsibility of the applicant for enrolment who wishes to benefit from the priority criterion.

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 Brussels 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 CEA.
- 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/she attended throughout the 2014-2015 school year and, where applicable, his/her sibling(s) for whom regrouping is requested will also be enrolled there (subject to compliance with the conditions set out in Article 5.2.1.).
- 6.4. By way of derogation from Article 6.1., applications for a transfer to EEB4 for pupils enrolled in P5 and in the secondary cycle of the DE, EN, IT and NL language sections at EEB1, EEB2 and EEB3 will be allowed without having to justify particular circumstances, provided that this does not lead to class division.

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- 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/her group of siblings, the CEA 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 Brussels or from an Accredited European School 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 12 February 2015 at the earliest and 6 March 2015 at the latest. They will be dealt with during the first enrolment phase. Any application submitted before 12 February 2015 will be deemed null and void.
- 7.2. Between 23 and 27 March 2015, the reference number allotted to each enrolment application will be communicated to the applicant for enrolment by email.
- 7.3. During the week of 7 April 2015 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.
- 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 13 April 2015.** This publication exempts the CEA from the obligation to notify applicants individually.

▪ Decisions of the CEA

- 7.5. The CEA 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 with a special priority criterion within the meaning of Article 5.

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- 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 1 June 2015, the CEA will notify applicants of its decision.** The list of places awarded will be published on the European Schools' website on 29 May 2015.

▪ **Acceptance of places**

7.7. **Applicants will be required to confirm, within eight calendar days at the latest of notification of the decision, 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 2.8. and to the other rules and regulations in force in the European Schools (in particular the Regulations governing the integration of SEN pupils – Intensive Support A -¹⁷).

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. In the absence of acceptance, and in the circumstances referred to in Article 1.10., the place is refused.

¹⁷ Document 2012-05-D-14-en-7

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- 7.11. **The closing date of the first enrolment phase will be 15 June 2015.** 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 17 June 2015.

8. Second enrolment phase

8.1. Enrolment applications received after 6 March 2015 and up to 4 September 2015, the closing date for enrolments, will be dealt with during the second enrolment phase.

8.2. These enrolment applications will receive a number according to the date and time of receipt of the complete file by the school's secretariat.

8.3. **On 8 July 2015**, the CEA will award the places available in the following order:

a) Categories I and II* pupils for whom an enrolment application was submitted after 6 March 2015 and up to 3 July 2015:

- 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 with a special priority criterion within the meaning of Article 5.
 - According to the date and time of receipt of the complete 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. with 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 civil servants) with a special priority criterion within the meaning of Article 5.

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- e) Pupils whose parents are either members of the civilian staff of NATO (international civilian staff) or UN employees (international civil servants), in accordance with Article 4.26.
- f) Category III pupils in accordance with the provisions of Article 4.27.
- 8.4. **Applicants will be required to confirm, within eight calendar days as from notification of the CEA's decision, that they wish to accept the place available offered to them.**
- 8.5. 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 2.8. and to the other rules and regulations in force in the European Schools (in particular the Regulations governing the integration of SEN pupils – Intensive Support A -¹⁸).
- 8.6. 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.
- 8.7. 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. In the absence of acceptance, and in the circumstances referred to in Article 1.10., the place is refused.
- 8.8. **Applications for enrolment submitted from 4 July 2015 onwards** will be dealt with as from 26 August 2015, in the order of award of places appearing in Article 8.3., it being understood that places will subsequently be awarded to category III pupils in compliance with Article 4.27.
- 8.9. **As from 27 August 2015**, the places available will be awarded gradually as enrolment applications are submitted, according to the ranking order referred to in Article 8.3.
- 8.10. **The closing date of the second enrolment phase will be 4 September 2015.** 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 18 September 2015.
- 8.11. **As from 5 September 2015**, only the following enrolment applications will be considered:
- They involve category I and category I[†], pupils.
 - The pupil concerned was being educated outside Belgium during at least the last six months of the 2014-2015 school year.

¹⁸ Document 2012-05-D-14-en-7

[†] With an agreement already in force with one or more Brussels Schools.

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- One of the applicants for enrolment within the meaning of Article 1.5. will be taking up his/her post after 15 October 2015, simultaneously with the start of the child's schooling in the European Schools.
- 8.12. The pupil will be enrolled in accordance with the general enrolment rules, unless a priority criterion within the meaning of Article 5 of the Policy is claimed.
 - 8.13. The rules governing acceptance and refusal of places referred to in Article 8.7. will remain applicable.
 - 8.14. For pedagogical reasons, the CEA will set the date after which no further enrolment applications may be submitted during the school year.

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 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.

Children of UN employees (international civil servants) 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 decisions of the Board of Governors,

1. the admission of children of civilian staff of NATO and of UN international civil servants cannot entail 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 2015-2016 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 for the 2015-2016 school year

European School, Brussels I

* Berkendael site ** Uccle site

Section / Class	DE	DK	EN	ES	FR	HU	IT	PL	Total
Nursery (N1 + N2) *	1	1	2	1	4	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	1	1	3	1	1	1	10
Subtotal	5	5	5	5	15	5	5	7	52
S1 **	1	1	2	2	3	1	1	1	12
S2 **	1	1	2	1	4	1	1	1	12
S3 **	1	1	2	1	4	1	1	1	12
S4 **	1	1	2	2	4	1	1	1	13
S5 **	1	1	2	1	3	1	2	1	12
S6 **	1	1	2	1	3	1	1	1	11
S7 **	1	1	2	1	4	1	1	1	12
Subtotal	7	7	14	9	25	7	8	7	84
Total	13	13	21	15	44	14	14	16	150

European School, Brussels II

Section / Class	DE	EN	FI	FR	IT	LT	NL	PT	SV	Total
Nursery (N1 + N2)	1	2	1	2	1	2	1	1	1	12
P1	1	1	1	2	1	1	1	1	1	10
P2	1	1	1	2	1	1	1	1	1	10
P3	1	1	1	2	1	1	1	1	2	11
P4	1	2	2	2	1	1	1	1	1	12
P5	1	1	2	2	1	1	1	1	2	12
Subtotal	5	6	7	10	5	5	5	5	7	55
S1	1	1	1	2	1	1	1	1	1	10
S2	1	2	2	2	1		1	1	1	11
S3	1	2	2	2	1		1	1	1	11
S4	1	2	2	3	1		1	2	1	13
S5	1	2	1	3	1		1	1	1	11
S6	1	2	1	3	1		1	1	1	11
S7	1	2	1	3	1		1	2	1	12
Subtotal	7	13	10	18	7	1	7	9	7	79
Total	13	21	18	30	13	8	13	15	15	146

The CEA 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 Governors¹ are applicable.

¹ Decisions of the Board of Governors of 12-14 April 2011

European School, Brussels III

Section / Class	CS	DE	EL	EN	ES	FR	NL	Total
Nursery (N1 + N2)	2	1	2	2	2	3	1	13
P1	1	1	2	1	1	2	1	9
P2	1	1	2	1	1	2	1	9
P3	1	1	2	1	1	2	1	9
P4	1	1	2	1	2	2	1	10
P5	1	1	1	1	2	2	1	9
<i>Subtotal</i>	5	5	9	5	7	10	5	46
S1	1	1	2	1	1	3	1	10
S2	1	1	1	1	1	3	1	9
S3	1	1	2	1	1	3	1	10
S4	1	1	1	1	1	3	1	9
S5	1	1	2	2	2	3	1	12
S6		1	2	2	2	3	1	11
S7		2	2	2	2	3	1	12
<i>Subtotal</i>	5	8	12	10	10	21	7	73
Total	12	14	23	17	19	34	13	132

European School, Brussels IV

Section / Class	BG	DE	EN	FR	IT	NL	RO	Total
Nursery (N1 + N2)	1	2	2	5	1	1	1	13
P1	1	1	2	4	1	1	1	11
P2	1	1	1	4	1	1	1	10
P3	1	1	1	4	1	1	1	10
P4	1	2	2	4	1	1		11
P5		1	2	4	1	1		9
<i>Subtotal</i>	4	6	8	20	5	5	3	51
S1		1	2	4	1	1		9
S2		1	2	4	1	1		9
S3		1	2	4	1	1		9
S4		1	2	4	1	1		9
S5		1	2	4	1	1		9
S6		1	1	2	1			5
<i>Subtotal</i>		6	11	22	6	5		50
Total	5	14	21	47	12	11	4	114

The CEA 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 Governors¹ are applicable.

¹ 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	FR	IT	NL	ES	
Nursery (N1 + N2)	EEB1 (<i>Berkendael</i>) EEB2 - EEB3 - EEB4 up to 24 pupils	EEB1 (<i>Berkendael</i>) EEB2 - EEB3 - EEB4 up to 24 pupils	EEB1 (<i>Berkendael</i>) EEB2 - EEB3 - EEB4 up to 24 pupils	EEB1 (<i>Berkendael</i>) EEB2 - EEB4 up to 24 pupils	EEB2 - EEB3 - EEB4 up to 24 pupils	EEB1 (<i>Berkendael</i>) and EEB3 up to 24 pupils	Nursery (N1 + N2)
P1	EEB1 (<i>Berkendael</i>) EEB2 - EEB3 - EEB4 up to 24 pupils	EEB1 (<i>Berkendael</i>) EEB2 - EEB3 - EEB4 up to 24 pupils	EEB1 (<i>Berkendael</i>) EEB2 - EEB3 - EEB4 up to 24 pupils	EEB1 (<i>Berkendael</i>) EEB2 - EEB4 up to 24 pupils	EEB2 - EEB3 - EEB4 up to 24 pupils	EEB1 (<i>Berkendael</i>) and EEB3 up to 24 pupils	P1
P2-P3-P4-P5	EEB1 (<i>Uccle</i>) EEB3 - EEB4 up to 26 pupils	EEB1 (<i>Uccle</i>) EEB3 - EEB4 up to 26 pupils	EEB1 (<i>Uccle</i>) EEB2 - EEB3 - EEB4 up to 26 pupils	EEB1 (<i>Uccle</i>) - EEB4 up to 26 pupils	EEB3 - EEB4 up to 26 pupils	EEB1 (<i>Uccle</i>) and EEB3 up to 26 pupils	P2-P3-P4-P5
Secondary S1-S5	EEB1 (<i>Uccle</i>) EEB3 - EEB4 up to 26 pupils	EEB1 (<i>Uccle</i>) EEB3 - EEB4 up to 26 pupils	EEB1 (<i>Uccle</i>) EEB2 - EEB3 - EEB4 up to 26 pupils	EEB1 (<i>Uccle</i>) - EEB4 up to 26 pupils	S1-S5 : EEB3 - EEB4 up to 26 pupils	EEB1 (<i>Uccle</i>) and EEB3 up to 26 pupils	Secondary S1-S5
S6							
S7							
	EEB1 (<i>Uccle</i>) EEB2 - EEB3 up to 26 pupils	EEB1 (<i>Uccle</i>) EEB2 - EEB3 up to 26 pupils	EEB1 (<i>Uccle</i>) EEB2 - EEB3 up to 26 pupils	EEB1 (<i>Uccle</i>) - EEB2 up to 26 pupils	S6-S7 : EEB2 - EEB3 up to 26 pupils		

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.

2015-2016 school year

ANNEX IV

DISTRIBUTION OF LANGUAGE SECTIONS AND OF SWALS BY SCHOOL

LANGUAGE SECTIONS

EEB1								
<i>Nursery & P1</i> Berkendael site	DE	DK	EN	ES	FR	HU	IT	PL
<i>P2-P3-P4-P5</i> Uccle site	DE	DK	EN	ES	FR	HU	IT	PL
<i>Secondary</i> Uccle site	DE	DK	EN	ES	FR	HU	IT	PL

EEB2									
<i>Nursery</i>	DE	EN	FI	FR	IT	LT	NL	PT	SV
<i>Primary</i>	DE	EN	FI	FR	IT	LT	NL	PT	SV
<i>Secondary</i>	DE	EN	FI	FR	IT	LT S1	NL	PT	SV

EEB3							
<i>Nursery</i>	CS	DE	EL	EN	ES	FR	NL
<i>Primary</i>	CS	DE	EL	EN	ES	FR	NL
<i>Secondary</i>	CS S1 → S5	DE	EL	EN	ES	FR	NL

EEB4							
<i>Nursery</i>	BG	DE	EN	FR	IT	NL	RO
<i>Primary</i>	BG P1→P4	DE	EN	FR	IT	NL	RO P1→P3
<i>Secondary</i>	-	DE S1 → S6	EN S1 → S6	FR S1 → S6	IT S1 → S6	NL S1 → S5	-

SWALS

EEB1					
<i>Nursery & P1</i> Berkendael site	-	-	-	SL	MT
<i>P2-P3-P4-P5</i> Uccle site	-	-	-	SL	MT
<i>Secondary</i> Uccle site	BG S7	HR S7	RO S7	SL	MT

EEB2			
<i>Nursery</i>	EE	-	LV
<i>Primary</i>	EE	-	LV
<i>Secondary</i>	EE	LT S2 → S7	LV

EEB3		
<i>Nursery</i>	-	SK
<i>Primary</i>	-	SK
<i>Secondary</i>	CS S6-S7	SK

EEB4			
<i>Nursery</i>	-	HR	-
<i>Primary</i>	BG P5	HR	RO P4-P5
<i>Secondary</i>	BG S1 → S6	HR S1 → S6	RO S1 → S6

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.

2015/2016 school year