



**Schola Europaea**

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## **Policy on Enrolment in the Brussels European Schools for the 2017-2018 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.

Language sections have:

- classes<sup>1</sup> in several schools/sites, in which case they are said to be multiple,
- classes in only one school/site, in which case they are said to be single.

The following initials are used to refer to:

- **multiple language sections**

DE	German language section
EN	English language section
ES	Spanish language section
FR	French language section
IT	Italian language section
NL	Dutch language section

- **single language sections**

BG	Bulgarian language section: up to S1
CS	Czech language section:
DA	Danish language section
EL	Greek language section
ET	Estonian language section: nursery cycle and P1
FI	Finnish language section
HU	Hungarian language section
LT	Lithuanian language section: up to S3
LV	Latvian language section: up to P5
PL	Polish language section
PT	Portuguese language section
RO	Romanian language section: up to P5
SK	Slovakian language section: up to P5
SV	Swedish language section

In view of the constraints weighing on the structure of the European Schools in Brussels, **satellite classes** have been placed at the European School, Brussels I – Berkendael Site, although these do not have a corresponding language section. At present, the classes in question are German language ones (DE L1) in N1+N2, P1 and P2. Pupils in those classes will be regarded, for the purposes of application of all the texts in force within the European Schools as an organisation, as DE language section pupils.

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<sup>1</sup> There may be satellite classes

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**SWALS** 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. They are attached to the DE, EN or FR language sections. The following pupils are concerned:

Bulgarian pupils (BG) as from S2  
Croatian pupils (HR)  
Estonian pupils (ET) as from P2  
Latvian pupils (LV) as from S1  
Lithuanian pupils (LT) as from S4  
Romanian pupils (RO) as from S1  
Slovakian pupils (SK) as from S1  
Slovenian pupils (SL)

**Maltese pupils (MT).**

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

**EEB1** for the **European School, Brussels I**, which has two sites:

- **EEB1 UCC** for the Uccle site, located at 1180 Brussels, avenue du Vert Chasseur, 46,
- **EEB1 BK** for the Berkendael site, located at 1190 Brussels, rue Berkendael, 70-74.

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

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

**EEB4** for the **European School, Brussels IV**, located at 1020 Brussels, drève 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 are the subject of a set of Rules of Procedure, adopted by the Board of Governors at its meeting of 7-9 December 2016.

At that same meeting, the Board of Governors adopted the guidelines for the 2017-2018 Enrolment Policy. The full version of the decision of the Board of Governors adopting the guidelines can be consulted on the European Schools' website [www.eursec.eu](http://www.eursec.eu).

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 (hereinafter referred

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to as category I pupils<sup>2</sup>).

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 schools is up: 12 309 pupils were on roll in the Brussels European Schools on 15 October 2016, as compared with 11 885 pupils on 15 October 2015, i.e. an increase of 424 pupils;
- The number of classrooms available on each site is a constraining factor, whilst in the nursery and primary cycles, the maximum number of classrooms is being reached at the EEB1 UCC, EEB2, EEB3 and EEB4;
- 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 of more than 25 pupils<sup>3</sup>).
- 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.
- The site of the European School, Brussels I – Berkendael offers new capacity to accommodate the nursery and primary teaching levels. At present, FR, LV and SK language sections and DE satellite classes are accommodated there.

### III. GUIDELINES FOR THE 2017-2018 POLICY

At its meeting of 7-9 December 2016, the Board of Governors adopted the guidelines, which can be consulted on the European Schools' website [www.eursec.eu](http://www.eursec.eu) under *Enrolments*.

The CEA endeavoured to devise the Enrolment Policy for the 2017-2018 school year on the basis of the aforementioned decision of the Board of Governors.

In view of the growth in the pupil population and of the infrastructure made available to the European Schools, the CEA is not in a position to be able to guarantee the award of a place to all category I pupils for whom an application for enrolment in one of the Brussels European Schools is made, even though everything possible is done to achieve that objective in the

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<sup>2</sup> 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](http://www.eursec.eu), in 'Terms and conditions of admission', employed directly and continuously for a minimum period of one year.

<sup>3</sup> Decisions of the Board of Governors of 16-18 April 2013

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interests of the pupils already on roll and to be enrolled.

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 involves a multiple language section,
- 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 to be filled.

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 with.

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.

To that end, the CEA will organise two enrolment phases, described below, for enrolments for the 2017-2018 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.

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## V. ARRANGEMENTS FOR IMPLEMENTING THE ENROLMENT POLICY FOR 2017-2018

1. Definitions and competence
2. Enrolment or transfer applications
3. Structure of classes
4. Formation of classes
5. Grouping of siblings
6. General rules for enrolment of categories I and II\* pupils
7. General rules for enrolment of categories II and III pupils
8. Special priority criteria
9. Transfers
10. First enrolment phase: enrolment procedure and decisions
11. Second enrolment phase: enrolment procedure and decisions
12. Enrolments after the beginning of the school year
13. Appeals

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

- 1.1. An **enrolment application** is made for the enrolment of a pupil who did not attend one of the schools/sites located in Brussels in the 2016-2017 school year and who wishes to be admitted to one of those schools/sites for the 2017-2018 school year as from 6 September 2017.
- 1.2. A **transfer application** is made for the enrolment of a pupil who attended for a full school year one of the schools/sites located in Brussels in the 2016-2017 school year and who wishes to continue his/her schooling at another school/site in Brussels for the 2017-2018 school year as from 6 September 2017.
- 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. It is also competent to review an enrolment decision on the basis of a relevant new fact of which neither the applicants for enrolment or itself were aware at the time when it took its decision the first time<sup>4</sup> and which may have a decisive impact on the application's handling, in accordance with the arrangements referred to in Articles 13.2. to 13.4.

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<sup>4</sup> For example, a decision on repeating a year taken at the end of the school year.

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- 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. The Director may delegate this competence to the Director of the school/site concerned.
- 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.
- 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 pupils<sup>5</sup>, 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, in accordance with the arrangements referred to in Articles 10.8. and 11.4.,
  - b) cancellation of a place offered to a pupil,
  - 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 later date indicated by the CEA in the award of a place decision) or failure to ensure that the pupil continues to attend the school regularly.

Refusal of a place will be definitive.

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<sup>5</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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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/sites.
- 1.12. The enrolment phases calendar described in Articles 10 and 11 of the Policy may be altered by the CEA without this affecting the validity of its decisions.

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

- 2.1. The applicant will hand in or send the **enrolment or transfer application** to the enrolments secretariat of the Brussels school/site corresponding to the first preference expressed on the enrolment form. An applicant for a **transfer** will, moreover, hand in and send a copy of the form to the school/site attended previously.
- 2.2. The forms will be available from the secretariats of the schools/sites or the forms can be downloaded from the intranets of the European institutions (My IntraComm, the Intranet of the European Parliament, Domus, eescnet, myCoR, eeaszone 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 schools/sites 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.



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- 2.5. **For all enrolment applications (except those for category III pupils) and whatever the year group or the language section chosen<sup>6</sup>, the applicant will be invited to express an order of preference of the schools/sites, numbered from 1 to 5 (for the nursery/primary cycles) / from 1 to 4 (for the secondary cycle),** 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, the applicant will be required to indicate the school(s)/site(s) to which the transfer is sought, expressing an order of preference if there are several.
- 2.7. The applicant will be required to indicate on the form the year group and language section chosen and his/her choices of optional subjects, including 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.
- 2.8. 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 or site (or the person to whom he/she has delegated this competence) 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 equivalences<sup>7</sup>, 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 Director of the school or site 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 Rules<sup>8</sup>.

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<sup>6</sup> Even if the application is for a language section and a year group which is open in only one school/site when the session opens. 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 schools/sites, in respect of which the applicant must have expressed his/her preferences (if any). The same applies in the event of a change to the structure of classes made by the CEA during the enrolment session.

<sup>7</sup> Annex II to the General Rules of the European Schools.

<sup>8</sup> *"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.*

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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 2.15.

- 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 2017-2018 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 by clicking on the link sent by email by the CEA, 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\*<sup>9</sup> 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.

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*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 (Students Without A Language Section) 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".*

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

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- 2.13. Where the applicant seeks the enrolment of several children belonging to the same group of siblings, he/she may express his/her wish that the children be enrolled at the same school/site, i.e. that there be grouping of siblings. In that event, applications for enrolment 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.
- 2.14. 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 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 group<sup>10</sup> occurring within six months of the CEA's decision on the initial application will be regarded as an application for review, 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/site.
- 2.16. Once a pupil has been enrolled, he/she is expected to continue his/her schooling in its entirety at the same school/site. Should the school/site not offer all-through schooling in the language section in question, the pupil will be able to continue his/her schooling at another school/site – with priority over new pupils to be enrolled – although not necessarily at the school/site of his/her choice.
- 2.17. The application should give a postal address and an email address, and also a telephone number, any of which may validly be used for the purposes of all communications and notifications of the CEA and of the organs of the European Schools in connection with the application.
- 2.18. 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.

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

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### **3. Structure of classes**

- 3.1. Annex II determines for each of the schools/sites the number of classes by language section and by teaching levels (year groups) for the 2017-2018 school year.
- 3.2. If it deems it essential, the CEA may decide, in mid-session, to open an additional class at a given school/site so as to guarantee balanced distribution of the total pupil population, across both the different sites and the language sections, and optimum use of resources, provided that the infrastructure logistics so permits.
- 3.3. If this involves creating new classes, in mid-session, in the nursery and primary cycles, it will be possible for them to be opened at the EEB1 BK should applications for the enrolment of category I pupils exceed (or be on the point of exceeding) maximum numbers.
- 3.4. In the case referred to in Article 3.3., the creation of satellite classes belonging to a language section other than those currently existing at the EEB1 BK (FR, LV, SK) or involving SWALS, will require the approval of the Board of Governors, consulted by written procedure.
- 3.5. Should the creation of satellite classes involve a language section which had classes at only one of the other four schools/sites (single language section), it will be dealt with as a multiple language section. Should the creation of satellite classes involve SWALS who were admitted to only one of the other four schools/sites, they will be dealt with as pupils belonging to a multiple language section.
- 3.6. Applicants for enrolment concerned by the newly created classes (language section and year group) will be informed at the earliest opportunity, by means of a communiqué, of the adaptation made to the structure by the CEA.
- 3.7. Under no circumstances may a change to the structure of classes in mid-session justify cancellation or review of decisions on award of places taken prior to its adoption, unless that possibility is expressly mentioned by the CEA in the information communiqué.

### **4. Formation of classes**

- 4.1. For all classes<sup>11</sup> in the structure, 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 2016-2017 school year. Above this threshold, and up to the maximum number

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<sup>11</sup> Including satellite classes.

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of places to be filled, set at 30 pupils, a reserve will be constituted for the enrolment of pupils with a special priority criterion within the meaning of Article 8, and other pupils will be enrolled should the threshold already have been reached in all the schools/sites for the year group and language section applied for and whenever pupil numbers do not tally with the legitimate forecasts made by the CEA.

4.2. **The threshold for classes in multiple language sections** is set at 26 pupils.

4.3. The threshold referred to in Article 4.2. was adopted 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 number of places to be filled, 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.

## 5. **Grouping of siblings**

5.1. A joint application or a grouping request may be made for categories I, II\* and II children belonging to a group of siblings, none of whom attended a European School in the 2016-2017 school year.

5.2. Where the grouping of siblings is requested, the request must be made simultaneously for the children concerned. The children will be enrolled at the same school/site, although not necessarily the first preference one, and provided that at one of the five schools/sites, a place to be filled can be awarded to each of the children belonging to the group of siblings.

5.3. 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 8. However, joint applications will be dealt with before applications for the enrolment of a single pupil.

5.4. 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.

5.5. Where an enrolment application for a member of a group of siblings is cancelled or the place offered is refused and only one application is maintained for one child, he/she will no longer qualify for the grouping of siblings and the application for his/her enrolment will be dealt with like one for a single pupil, where necessary under a review procedure initiated by the CEA.

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## 6. General rules for enrolment of categories I and II\* pupils

- 6.1. The general enrolment rules cover all applications for categories I and II\* pupils without a special priority criterion within the meaning of Article 8. Such enrolment applications will be dealt with on the basis of these rules, in the order determined by the random ranking in the first enrolment phase and according to the date and time of receipt of the complete application file in the second enrolment phase.
- 6.2. In accordance with the special agreements negotiated by the Board of Governors, pupils whose parents are members of the staff of **Eurocontrol**, called category II\* pupils, are entitled to attend, from P1 onwards, one of the five schools/sites of the European Schools with which the agreement has been concluded and subject to the latter's conditions, but not necessarily their first preference one, unless the existence of a special priority criterion, within the meaning of Article 8, can be demonstrated.
- 6.3. Subject to the provisions of Article 3, the placing of the language sections in the Brussels Schools is as follows:
- EEB1 UCC: DA, DE, EN, ES, FR, HU, IT, PL  
EEB1 BK: FR (*up to P5*), LV (*up to P5*), SK (*up to P5*), DE (*classes up to P2*).  
EEB2: DE, EN, FI, FR, IT, LT (*up to S3*), NL, PT, SV  
EEB3: CS, DE, EL, EN, ES, FR, NL  
EEB4: BG (*up to S1*), DE, EN, ET (*nursery cycle and P1*), FR, IT, NL, RO (*up to P5*).

### A) Single language sections

- 6.4. Pupils for whom an application for enrolment in a single language section has been submitted will be enrolled at that school/site provided that there are places to be filled.
- 6.5. All applications for enrolment in the DA, HU and PL sections will be referred to EEB1 UCC.
- 6.6. All applications for enrolment in the nursery and primary cycles of the LV section will be referred to EEB1 BK.
- 6.7. By way of derogation from Articles 2.8., 6.6. and 8.2.1.(c), applicants for enrolment in the nursery and primary cycles of the LV section may be referred to EEB2, where the pupil will be enrolled as a SWALS, if a request to that effect is made for him/her and if he/she meets the conditions for the regrouping of siblings.
- 6.8. All applications for enrolment in the nursery and primary cycles of the SK section will be referred to EEB1 BK.
- 6.9. By way of derogation from Articles 2.8., 6.8. and 8.2.1.(c), applications for enrolment in the nursery and primary cycles of the SK section may be referred to EEB3, where the pupil will be enrolled as a SWALS, if a request to that

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effect is made for him/her and if he/she meets the conditions for the regrouping of siblings.

- 6.10. All applications for enrolment in the FI, PT and SV sections will be referred to EEB2.
- 6.11. All applications for enrolment up to S3 in the LT section will be referred to EEB2.
- 6.12. All applications for enrolment in the EL and CS sections will be referred to EEB3.
- 6.13. All applications for enrolment up to S1 in the BG section will be referred to EEB4.
- 6.14. All applications for enrolment in the nursery cycle and in P1 of the ET section will be referred to EEB4.
- 6.15. By way of derogation from Articles 2.8., 6.14. and 8.2.1.(c), applications for enrolment in the nursery cycle and in P1 of the ET section may be referred to EEB2, where the pupil will be enrolled as a SWALS, if a request to that effect is made for him/her and if he/she meets the conditions for the regrouping of siblings.
- 6.16. All applications for enrolment up to P5 in the RO section will be referred to EEB4.

#### **B) Multiple language sections**

- 6.17. Pupils for whom an application for enrolment in a multiple language section has been submitted are entitled to attend one of those schools/sites in so far as places are available, then as there are places to be filled, but not necessarily their first preference one, unless the existence of a special priority criterion, within the meaning of Article 8, can be demonstrated.
- 6.18. Applications for enrolment in a multiple language section will be dealt with in the following order:
  - a) The CEA will award, in the order determined by the random ranking, in the first enrolment phase and according to the date and time of receipt of the complete file in the second enrolment phase, the places available at the first preference school/site, to applicants for enrolment, until the threshold has been reached. Should the CEA find that the number of applications exceeds the number of places available at the schools/sites 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 the school/site where places remain available until the threshold has been reached at all the schools/sites.

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c) Once the thresholds have been reached in all the classes<sup>12</sup> at all the schools/sites where the year group and the section are open, the CEA will award the reserve places in the least full class at the schools/sites concerned, in order to ensure balanced distribution of the pupil population across the schools and to avoid division of a class, until the maximum number of places to be filled has been reached.

- 6.19. All applications for enrolment in the nursery cycle (N1 + N2), P1 and P2 of the DE section will be referred to EEB1 UCC, EEB1 BK, EEB2, EEB3 and EEB4.
- 6.20. All applications for enrolment in P3 to P5 of the DE section will be referred to EEB1 UCC, EEB2, EEB3 and EEB4.
- 6.21. All applications for enrolment in the nursery and primary cycles of the EN section will be referred to EEB1 UCC, EEB2, EEB3 and EEB4.
- 6.22. All applications for enrolment in the nursery and primary cycles of the FR section will be referred to EEB1 UCC, EEB1 BK, EEB2, EEB3 and EEB4.
- 6.23. All applications for enrolment in the nursery and primary cycles of the IT section will be referred to EEB1 UCC, EEB2 and EEB4.
- 6.24. All applications for enrolment in the nursery and primary cycles of the NL section will be referred to EEB2, EEB3 and EEB4.
- 6.25. All applications for enrolment in the nursery and primary cycles of the ES section will be referred to EEB1 UCC and EEB3.
- 6.26. All applications for enrolment in the secondary of the DE, EN and FR sections will be referred to EEB1 UCC, EEB2, EEB3 and EEB4.
- 6.27. All applications for enrolment in the secondary of the IT section will be referred to EEB1 UCC, EEB2 and EEB4.
- 6.28. All applications for enrolment in the secondary of the NL section will be referred to EEB2, EEB3 and EEB4.
- 6.29. All applications for enrolment in the secondary of the ES section will be referred to EEB1 UCC and EEB3.

A summary table of the general rules for enrolment of pupils in multiple language sections is appended in Annex III.

### 6.30. **SWALS**

- 6.30.1. Pupils for whom there is no language section corresponding to their mother tongue/dominant language (SWALS) will be enrolled at the schools/sites specified below, provided that there are places to be filled.

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<sup>12</sup> Including satellite classes.



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- 6.30.2. All applications for enrolment of Slovenian and Maltese SWALS will be referred to EEB1 UCC.
- 6.30.3. All applications for enrolment of Lithuanian SWALS (from S4 onwards) will be referred to EEB2.
- 6.30.4. All applications for enrolment of Latvian SWALS (from S1 onwards) will be referred to EEB2.
- 6.30.5. All applications for enrolment of Estonian SWALS (from P2 onwards) will be referred to EEB4.
- 6.30.6. All applications for enrolment of Slovakian SWALS (from S1 onwards) will be referred to EEB3.
- 6.30.7. All applications for enrolment of Bulgarian SWALS (from S2 onwards) will be referred to EEB4.
- 6.30.8. All applications for enrolment of Romanian SWALS (from S1 onwards) will be referred to EEB4.
- 6.30.9. All applications for enrolment of Croatian SWALS will be referred to EEB4.

## **7. General rules for enrolment of categories II and III pupils**

- 7.1. **Category II pupils** are entitled to be admitted to the school/site with which the agreement has been concluded and subject to the latter's conditions, but not necessarily their first preference one, in the case of an agreement covering several schools/sites, unless the existence of a special priority criterion, within the meaning of Article 8, can be demonstrated and provided that there is a place to be filled.
- 7.2. Category II pupils will be admitted to single and multiple language sections or as SWALS in accordance with the distribution referred to above in Articles 6.1. to 6.30.
- 7.3. **Children of the civilian staff of NATO (international civilian staff) and of UN employees (international civil servants)** will be enrolled at one of the Brussels schools/sites, but not necessarily their first preference one, unless the existence of a special priority criterion, within the meaning of Article 8, can be demonstrated, and provided that there is a place to be filled. The applications will be dealt with after the award of places to categories I and II pupils and in accordance with the distribution referred to above in Articles 6.1. to 6.30.
- 7.4. 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:

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- The children concerned are siblings of pupils already enrolled at one of the Brussels schools/sites who attended that school/site throughout the 2016-2017 school year and will continue to do so during the 2017-2018 school year.
  - The applicants are seeking enrolment at the school/site attended by the brother or sister of the pupil for whom the application is being made and offering a place there in the language section and year group requested.
  - Enrolment applications for category III pupils will be considered on the basis of the previous decisions of the Board of Governors, which stipulate, in particular, that no category III pupil may be admitted to a class which already has 24 pupils<sup>13</sup>.
  - These applications will be considered during the second enrolment phase, from 30 June 2017 to 20 August 2017.

## **8. Special priority criteria**

8.1. 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.

### **8.2. *Regrouping of siblings***

8.2.1. The brothers and sisters of categories I, II\* and II pupils already enrolled at one of the Brussels schools/sites who attended that school/site throughout the 2016-2017 school year and will continue to do so during the 2017-2018 school year will be enrolled at the same school/site as the first one(s) enrolled, provided that:

a) the applicant applies for enrolment at the same school/site 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) the language section (or satellite class) of the pupil for whom the application is being made exists at the school/site at the required level for which enrolment is requested,

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

8.2.2. Any request for regrouping of siblings which fails to meet the above four 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

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<sup>13</sup> Decision of the Board of Governors of 17 July 2007

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at the school/site attended by the child(ren) previously enrolled, provided that there is a place to be filled and that it meets the first three conditions. This application will not, however, be deemed to have priority within the meaning of Article 8.2.1.

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

- 8.3.1. Category I pupils whose parent giving entitlement to this category has returned from an assignment on behalf of the European Commission or other European Union institutions will be enrolled at the original school/site where they spent at least one full school year immediately before the assignment.
- 8.3.2. 'Assignment' means the decision taken by the appointing authority to assign a member of staff to a place different from his/her original place of employment or to make him/her available to another European Union institution, acting solely in the interest of the service. 'Return from assignment' is the decision taken by the appointing authority (or that of the other European Union institution) to recall the member of staff to his/her original place of employment, acting solely in the interest of the service.
- 8.3.3. Members of the staff of the Permanent Representations to the European Union do not qualify for this priority criterion.
- 8.3.4. This special priority criterion will be applicable only if the application is submitted during the first enrolment phase.
- 8.3.5. Should an enrolment application on grounds of return from assignment be submitted during the second enrolment phase, it will be accepted at the original school/site only provided that there is a place to be filled.
- 8.3.6. 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 at 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 there is a place to be filled.

### 8.4. ***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 one or more schools/sites of his/her choice. If the particular circumstances can justify the pupil's enrolment at several schools/sites, the child will be admitted to the one where the class in the language section and at the required level is least full.

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

- 8.4.1. 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.
- 8.4.2. 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 or a large family,
  - c) moving of the site of one of the European Schools or temporary location of the site of one of the European Schools at a given place,
  - d) provision of schooling restricted to one or more teaching levels,
  - e) 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,
  - f) 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,
  - g) occupational or practical constraints on organisation of travel,
  - h) location or choice of the place where other members of the group of siblings attend school,
  - i) the interest value for a pupil of taking a given optional subject, including religion/non-confessional ethics, or of receiving tuition in a language, where these are choices additional to that of the language section or optional subjects, including religion/non-confessional ethics, indicated in the enrolment application,
  - j) the fact that a pupil has to repeat a year or that a disciplinary measure has been imposed,
  - k) 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 with a view to the European Baccalaureate<sup>14</sup>, with the exception of complementary courses, present in one or more schools, in compliance with Article 8.4.4.,
  - l) 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 schools/sites, for a previous school year or in a specific language section,

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<sup>14</sup> This particular circumstance may be invoked only in the second enrolment phase.

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m) a pupil's special educational needs when they can be catered for similarly by all the schools/sites.

- 8.4.3. 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/site designated is an essential measure for the treatment of the condition from which the person concerned suffers.
- 8.4.4. **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.**
- 8.4.5. Information and documents communicated to justify the existence of particular circumstances will be treated strictly confidentially 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.
- 8.4.6. 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.
- 8.4.7. 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.

## 9. Transfers

- 9.1. In order to sustain the benefits gained from the enrolment policies in force in the previous years, transfers of pupils from one Brussels school/site to another Brussels school/site 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 8.4. Such an application may be submitted only during the first enrolment phase, except in duly substantiated cases of *force majeure*.
- 9.2. In order to assess the transfer application, the advisory opinion of the Director of the school/site attended the previous year and that of the Director of the first preference school/site may possibly be required by the CEA.
- 9.3. Should the transfer application referred to in Article 9.1. be rejected, the pupil will continue to be enrolled at the school/site which he/she attended throughout the 2016-2017 school year and, where applicable, his/her

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sibling(s) for whom regrouping is requested will also be enrolled there (subject to compliance with the conditions set out in Article 8.2.1.).

- 9.4. By way of derogation from Article 9.1., transfer applications will be allowed, without having to justify particular circumstances, provided that there is a place to be filled, as follows:
- a) for all pupils to EEB1 BK in the satellite classes, language sections and year groups open there,
  - b) for Estonian SWALS from EEB2 to EEB4 as pupils of the ET language section in the nursery cycle and in P1 and as SWALS as from P2,
  - c) for pupils up to S5 who, during the 2016-2017 school year, attended a different school/site from one of their siblings, to enable the siblings to be brought together, so that the children will attend the same school/site, provided that the classes, the language section and the year group are open there.
- 9.5. The transfer applications referred to in Article 9.4. may be submitted solely for categories I and II\* pupils, and only during the first phase.
- 9.6. Should transfer of a pupil 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 9 and will then turn its attention to regrouping of the siblings, if it is requested. Should the transfer application be rejected, Article 9.3. will be applicable.
- 9.7. Transfers from a European School not located in Brussels or from an Accredited European School to one of the Brussels schools/sites will be dealt with as enrolment applications. Only categories I and II\* pupils may be transferred in that way.
- 9.8. By way of derogation from Articles 1.2., 7.4., 9.1. and 9.7., transfer applications will be allowed, without having to justify particular circumstances, in the case of pupils (all categories) who attended the European School, Culham during the 2016-2017 school year and who wish to continue their schooling in the Brussels European Schools, provided that the application is submitted during the first enrolment phase and that there is a place to be filled.

## **10. First enrolment phase**

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

- 10.1. Enrolment and transfer applications for categories I and II\* pupils for the beginning of the 2017-2018 school year in September 2017 will be dealt with in two enrolment phases. Enrolment and transfer applications for categories II and III may be submitted during the first enrolment phase but will be dealt with only during the second enrolment phase.

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- 10.2. Enrolment and transfer applications submitted between 12 January 2017 at the earliest and 31 January 2017 at the latest will be considered during the first enrolment phase. Any application submitted before 12 January 2017 will be deemed null and void.
- 10.3. Between 16 and 22 February 2017, the reference number allotted to each enrolment application will be communicated to the applicant for enrolment by email.
- 10.4. During the week of 23 February 2017, 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* (Bailiff’s Office) Jacques Lambert.
- 10.5. **The complete list of the ranking of applications and their respective numbers will appear in an affidavit published on the European Schools’ website on 2 March 2017.** This publication exempts the CEA from the obligation to notify applicants individually.

▪ **Decisions of the Central Enrolment Authority**

- 10.6. The Central Enrolment Authority will award the places dealt with during the first phase in the following order:
- a) Pupils for whom an application for enrolment in a single language section has been submitted.
  - b) SWALS.
  - c) Pupils with a special priority criterion within the meaning of Article 8.
  - d) Pupils for whom a transfer application has been submitted as provided for in Articles 9.4., 9.5. and 9.8.
  - e) Pupils for whom a transfer application deemed justified within the meaning of Article 9.1. has been submitted.
  - f) In the order determined by the random ranking:
    - i. Pupils for whom a joint application for enrolment in a multiple language section has been submitted, for whom a place is available at the first preference school/site for each of the members of the group of siblings,
    - ii. Pupils for whom a joint application for enrolment in a multiple language section has been submitted, for whom a place is available at the subsequent preference schools/sites for each of the members of the group of siblings,
    - iii. Pupils for whom an application for the enrolment of a single pupil<sup>15</sup> in a multiple language section has been submitted, for whom a place is available at the first preference school/site.

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<sup>15</sup> And also pupils for whom the request for grouping of siblings cannot be met.

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- iv. Pupils for whom an application for the enrolment of a single pupil<sup>16</sup> in a multiple language section has been submitted, for whom a place is available at the subsequent preference schools/sites.
  - v. Categories I and II\* pupils for whom an application for enrolment in a multiple language section has been submitted, to whom a reserve place should be awarded.
- 10.7. **As from 28 April 2017, the Central Enrolment Authority will notify applicants of its decision.** The list of places awarded will be published on the European Schools' website on 28 April 2017.

▪ **Acceptance of places**

- 10.8. **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.** They will indicate their acceptance of the place offered by clicking on the link sent by email by the CEA.
- 10.9. Enrolment will be definitive only when firstly, the applicants accept the place offered to them and secondly, the Director of the school/site 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 pupils with special educational needs – Intensive Support type A -<sup>17</sup>).
- 10.10. **Should a place awarded not be accepted by the deadline set or should it be relinquished, the place will be deemed to have been refused. It will 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.**
- 10.11. 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.
- 10.12. **The closing date of the first enrolment phase will be 12 May 2017.** 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 15 May 2017.

## **11. Second enrolment phase**

- 11.1. Enrolment and transfer applications submitted as from 13 February 2017 at the earliest and up to 5 September 2017 at the latest will be considered during the second enrolment phase. Any application submitted between 1 and 12

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<sup>16</sup> And also pupils for whom the request for grouping of siblings cannot be met.

<sup>17</sup> Document 2012-05-D-14-en



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February 2017 will be deemed null and void.

11.2. These enrolment applications will receive a number according to the date and time of receipt of the complete file by the secretariat of the school/site.

11.3. **On 12 July 2017** the Central Enrolment will award places in the following order:

**a) Categories I and II\* pupils for whom an enrolment application was submitted as from 13 February and up to 29 June 2017:**

- Categories I and II\* pupils for whom an application for enrolment in a single language section has been submitted.
- Categories I and II\* SWALS.
- Categories I and II\* pupils with a special priority criterion within the meaning of Article 8.
- According to the date and time of receipt of the complete file:
  - i. Categories I and II\* pupils for whom a joint application for enrolment in a multiple language section has been submitted, for whom a place is available at the first preference school/site.
  - ii. Categories I and II\* pupils for whom a joint application for enrolment in a multiple language section has been submitted, for whom a place is available at the subsequent preference schools/sites.
  - iii. Categories I and II\* pupils for whom an application for the enrolment of a single pupil<sup>18</sup> in a multiple language section has been submitted, for whom a place is available at the first preference school/site.
  - iv. Categories I and II\* pupils for whom an application for the enrolment of a single pupil<sup>19</sup> in a multiple language section has been submitted, for whom a place is available at the subsequent preference schools/sites.
  - v. Categories I and II\* pupils for whom an application for enrolment in a multiple language section has been submitted, to whom a reserve place should be awarded.
- b) The category II pupils referred to in Article 7.1. with a special priority criterion within the meaning of Article 8.
- c) The category II pupils referred to in Article 7.1. (firstly joint enrolment applications, then enrolment applications for a single pupil).
- d) 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 7.3., with a special priority criterion within the meaning of Article 8.

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<sup>18</sup> And also pupils for whom the request for grouping of siblings cannot be met.

<sup>19</sup> And also pupils for whom the request for grouping of siblings cannot be met.

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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 7.3. (firstly joint enrolment applications, then enrolment applications for a single pupil).

f) Category III pupils in accordance with the provisions of Article 7.4.

Notification of decisions will be given as from 19 July 2017.

- 11.4. **Applicants will be required to confirm, within eight calendar days as from notification of the Central Enrolment Authority's decision, that they wish to accept the place available offered to them.** They will indicate their acceptance of the place offered by clicking on the link sent by email by the CEA.
- 11.5. Enrolment will be definitive only when firstly, applicants accept the place offered to them and secondly, the Director of the school/site 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 pupils with special educational needs – Intensive Support type A <sup>-20</sup>).
- 11.6. Should a place awarded not be accepted by the deadline set or should it be relinquished, the place will be deemed to have been refused. It will 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.
- 11.7. 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.
- 11.8. **Enrolment or transfer applications submitted from 30 June 2017 onwards** will be dealt with as from 30 August 2017, in the order of award of places appearing in Article 11.3., it being understood that places will subsequently be awarded to category III pupils in compliance with Article 7.4.
- 11.9. **As from 31 August 2017**, the places available will be awarded gradually as enrolment and transfer applications are submitted, according to the ranking order referred to in Article 11.3.
- 11.10. **The closing date of the second enrolment phase will be 5 September 2017.**

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<sup>20</sup> Document 2012-05-D-14-en

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## **12. Enrolments after the beginning of the school year**

- 12.1. **As from 6 September 2017**, applications for enrolment may be submitted only in anticipation of the pupil concerned actually attending the school/site within a maximum of 15 working days of the taking of the decision to be reached by the CEA.
- 12.2. Only the following enrolment applications will be considered:
- They involve categories I, II\* and II<sup>+</sup> pupils for whom no other enrolment application for the 2017-2018 school year was submitted.
  - The pupil concerned was being educated outside Belgium when the application was submitted.
  - The pupil's legal representative will be taking up his/her post in Brussels with the European Institutions, Eurocontrol, NATO or the UN, or with the employer with whom the category II agreement has been concluded, simultaneously with the start of the child's schooling in the European Schools, unless a reasoned request has been made justifying the fact that the start of schooling will not coincide with the taking up of the post.
- 12.3. The pupil will be enrolled in accordance with the general enrolment rules, unless a priority criterion within the meaning of Article 8 of the Policy is claimed.
- 12.4. The rules governing acceptance and refusal of places referred to in Articles 11.4. to 11.7. will remain applicable.
- 12.5. For pedagogical reasons, the Central Enrolment Authority has set 23 March 2018 as the date after which no further enrolment applications may be submitted during the school year.

## **13. Appeals**

- 13.1. A direct contentious appeal seeking annulment of decisions of the CEA may be lodged with the Complaints Board of the European Schools within two weeks of notification of the contested notification, in accordance with the provisions of the General Rules of the European Schools ([www.schola-europaea.eu/cree](http://www.schola-europaea.eu/cree)).
- 13.2. Decisions of the CEA may be reviewed at the instigation of the CEA itself whenever a new fact comes to light after the first decision has been taken and it has a decisive impact on the application's handling.
- 13.3. An application for review of decisions of the CEA may be made by applicants for enrolment or transfer when a new fact, of which neither the applicants for enrolment nor the CEA itself were aware, comes to light after the first decision has been taken and has a decisive impact on the application's handling. The

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

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review application must be submitted within two weeks of discovery of the new fact.

- 13.4. Submission of a review application will not have suspensory effect on the time period referred to in Article 13.1. for the lodging of a contentious appeal with the Complaints Board of the European 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 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 employees (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 2017-2018 school year, places in the Brussels Schools/Sites will be awarded in compliance with the general enrolment rules.

## ANNEX II

### Structure of the schools/sites: distribution of classes for the 2017-2018 school year

#### EEB1: European School, Brussels I – Uccle Site

	DA	DE	EN	ES	FR	HU	IT	PL	Total
<b>Nursery (N1 + N2)</b>	1	1	1	1	3	1	1	2	11
<b>P1</b>	1	1	1	1	3	1	1	2	11
<b>P2</b>	1	1	2	1	3	1	1	2	12
<b>P3</b>	1	1	1	1	3	1	1	2	11
<b>P4</b>	1	1	1	1	3	1	1	2	11
<b>P5</b>	1	1	1	1	3	1	1	2	11
<i>Subtotal</i>	5	5	6	5	15	5	5	10	56
<b>S1</b>	1	1	2	1	4	1	1	2	13
<b>S2</b>	1	1	1	1	4	1	1	1	11
<b>S3</b>	1	1	2	2	4	1	1	1	13
<b>S4</b>	1	1	2	2	4	1	1	1	13
<b>S5</b>	1	1	2	1	3	1	1	1	11
<b>S6</b>	1	1	2	2	3	1	1	1	12
<b>S7</b>	1	1	2	1	3	1	2	1	12
<i>Subtotal</i>	7	7	13	10	25	7	8	8	85
<b>Total</b>	13	13	20	16	43	13	14	20	152

#### EEB2: European School, Brussels II

	DE	EN	FI	FR	IT	LT	NL	PT	SV	Total
<b>Nursery (N1 + N2)</b>	1	2	1	2	1	1	1	1	1	11
<b>P1</b>	1	1	1	2	1	1	1	1	1	10
<b>P2</b>	1	1	1	2	1	1	1	1	1	10
<b>P3</b>	1	1	1	2	1	1	1	1	1	10
<b>P4</b>	1	1	1	2	1	1	1	1	1	10
<b>P5</b>	1	1	1	2	1	1	1	1	2	11
<i>Subtotal</i>	5	5	5	10	5	5	5	5	6	51
<b>S1</b>	1	2	1	3	1	1	1	1	1	12
<b>S2</b>	1	1	2	3	1	1	1	1	2	13
<b>S3</b>	1	1	1	3	1	1	1	1	1	11
<b>S4</b>	1	1	2	2	1		1	1	1	10
<b>S5</b>	1	2	1	2	1		1	2	1	11
<b>S6</b>	1	2	2	2	1		1	2	2	13
<b>S7</b>	1	2	1	3	1		1	1	1	11
<i>Subtotal</i>	7	11	10	18	7	3	7	9	9	81
<b>Total</b>	13	18	16	30	13	9	13	15	16	143

#### EEB1: European School, Brussels I – Berkendael Site

	FR	LV	SK	Total	Classes DE
<b>Nursery (N1 + N2)</b>	4	1	1	6	1
<b>P1</b>	3	1	1	5	1
<b>P2</b>	3	1	1	5	1
<b>P3</b>	3	1	1	5	
<b>P4</b>	2	1	1	4	
<b>P5</b>	3	1	1	5	
<i>Subtotal</i>	14	5	5	24	2
<b>Total</b>	18	6	6	30	3

**EEB3: European School, Brussels III**

	CS	DE	EL	EN	ES	FR	NL	Total
<b>Nursery (N1 + N2)</b>	2	1	2	1	2	2	1	<b>11</b>
<b>P1</b>	1	1	2	1	1	2	1	<b>9</b>
<b>P2</b>	2	1	2	1	1	2	1	<b>10</b>
<b>P3</b>	1	1	2	1	1	2	1	<b>9</b>
<b>P4</b>	1	1	2	1	1	2	1	<b>9</b>
<b>P5</b>	1	1	2	2	1	2	1	<b>10</b>
<i>Subtotal</i>	6	5	10	6	5	10	5	<b>47</b>
<b>S1</b>	1	1	2	1	2	3	1	<b>11</b>
<b>S2</b>	1	1	2	2	2	4	1	<b>13</b>
<b>S3</b>	1	1	2	1	1	3	1	<b>10</b>
<b>S4</b>	1	1	2	1	2	3	1	<b>11</b>
<b>S5</b>	1	1	2	1	1	3	1	<b>10</b>
<b>S6</b>	1	1	1	1	1	3	1	<b>9</b>
<b>S7</b>	1	1	2	1	2	2	1	<b>10</b>
<i>Subtotal</i>	7	7	13	8	11	21	7	<b>74</b>
<b>Total</b>	<b>15</b>	<b>13</b>	<b>25</b>	<b>15</b>	<b>18</b>	<b>33</b>	<b>13</b>	<b>132</b>

**EEB4: European School, Brussels IV**

	BG	DE	EN	ET	FR	IT	NL	RO	Total
<b>Nursery (N1 + N2)</b>	1	2	2	1	4	1	1	1	<b>13</b>
<b>P1</b>	1	1	2	1	3	1	1	1	<b>11</b>
<b>P2</b>	1	1	2		3	1	1	1	<b>10</b>
<b>P3</b>	1	1	2		4	1	1	1	<b>11</b>
<b>P4</b>	1	1	2		4	1	1	1	<b>11</b>
<b>P5</b>	1	1	2		4	1	1	1	<b>11</b>
<i>Subtotal</i>	5	5	10	1	18	5	5	5	<b>54</b>
<b>S1</b>	1	2	3		4	1	1		<b>12</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		4	1	1		<b>9</b>
<b>S6</b>		1	2		4	1	1		<b>9</b>
<b>S7</b>		1	2		3	1	1		<b>8</b>
<i>Subtotal</i>	1	8	15		27	7	7		<b>65</b>
<b>Total</b>	<b>7</b>	<b>15</b>	<b>27</b>	<b>2</b>	<b>49</b>	<b>13</b>	<b>13</b>	<b>6</b>	<b>132</b>

In view of the fact that the Brussels I – Uccle Site, II, III and IV European Schools are reaching the maximum limit of the number of classrooms available in the nursery and primary cycles, the Central Enrolment Authority reserves the right to adapt this structure. It will be possible for new classes to be opened in the nursery and primary cycles at the European School, Brussels I – Berkendael Site should the number of applications for the enrolment of category I pupils exceed (or be on the point of exceeding) the maximum number of pupils allowed in the existing classes. Should the new classes to be created belong to a language section other than those currently existing at the European School, Brussels I – Berkendael Site (FR, LV, SK), the approval of the Board of Governors of the European Schools, consulted by written procedure, will be required.

The rules for grouping of classes decided by the Board of Governors<sup>1</sup> are applicable.

<sup>1</sup> Decisions of the Board of Governors adopted by written procedure 2014/13 on 14 May 2014

**ANNEX III**

**ENROLMENT AT ONE OF THE SITES OF THE BRUSSELS EUROPEAN SCHOOLS  
OF PUPILS WITHOUT ANY SPECIAL PRIORITY CRITERION  
IN MULTIPLE LANGUAGE SECTIONS, UP TO 26 PUPILS**

	DE	EN	FR	IT	NL	ES
Nursery (N1 + N2)	EEB1 UCC EEB1 BK (classes) EEB2 - EEB3 - EEB4	EEB1 UCC EEB2 - EEB3 - EEB4	EEB1 UCC EEB1 BK EEB2 - EEB3 - EEB4	EEB1 UCC EEB2 EEB4	EEB2 EEB3 EEB4	EEB1 UCC EEB3
P1 - P2	EEB1 UCC EEB1 BK (classes) EEB2 - EEB3 - EEB4	EEB1 UCC EEB2 - EEB3 - EEB4	EEB1 UCC EEB1 BK EEB2 - EEB3 - EEB4	EEB1 UCC EEB2 EEB4	EEB2 EEB3 EEB4	EEB1 UCC EEB3
P3-P4-P5	EEB1 UCC EEB2 - EEB3 - EEB4	EEB1 UCC EEB2 - EEB3 - EEB4	EEB1 UCC EEB1 BK EEB2 - EEB3 - EEB4	EEB1 UCC EEB2 EEB4	EEB2 EEB3 EEB4	EEB1 UCC EEB3
Secondary S1 to S7	EEB1 UCC EEB2 - EEB3 - EEB4	EEB1 UCC EEB2 - EEB3 - EEB4	EEB1 UCC EEB2 - EEB3 - EEB4	EEB1 UCC EEB2 EEB4	EEB2 EEB3 EEB4	EEB1 UCC EEB3

2017-2018 school year



## ANNEX IV

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

#### LANGUAGE SECTIONS

##### EEB1 UCC

Nursery	DA	DE	EN	ES	FR	HU	IT	PL
Primary	DA	DE	EN	ES	FR	HU	IT	PL
Secondary	DA	DE	EN	ES	FR	HU	IT	PL

##### EEB1 BK

##### Classes

Nursery	FR	LV	SK	DE
Primary	FR	LV	SK	DE P1 → P2

##### 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	LT S1 → S3	NL	PT	SV

##### EEB3

Nursery	CS	DE	EL	EN	ES	FR	NL
Primary	CS	DE	EL	EN	ES	FR	NL
Secondary	CS	DE	EL	EN	ES	FR	NL

##### EEB4

Nursery	BG	DE	EN	ET	FR	IT	NL	RO
Primary	BG	DE	EN	ET P1	FR	IT	NL	RO
Secondary	BG S1	DE	EN	-	FR	IT	NL	-

#### SWALS

##### EEB1 UCC

Nursery	SL	MT
Primary	SL	MT
Secondary	SL	MT

##### EEB2

Nursery	ET *	-	LV *
Primary	ET *	-	LV *
Secondary	ET *	LT S4 → S7	LV

##### EEB3

Nursery	SK *
Primary	SK *
Secondary	SK

##### EEB4

Nursery	-	-	HR	-
Primary	-	ET P2 → P5	HR	-
Secondary	BG S2 → S7	ET	HR	RO

\* regrouping of siblings only

**Key:** BG = Bulgarian CS = Czech DA = Danish DE = German EL = Greek EN = English ES = Spanish ET = Estonian  
 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

2017-2018 school year