



**Schola Europaea**

Office of the Secretary-General

**Ref.: 2016-12-D-14-en-3**

**Orig.: FR**

## **Decisions of the meeting of the Board of Governors of the European Schools**

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**Meeting of 7-9 December 2016 – Brussels**

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**Approved by written procedure No 2017/9 on 7 February 2017**

### **III. WRITTEN COMMUNICATIONS**

#### **a) Outcomes of written procedures addressed to the members of the Board of Governors (2016-11-D-16-fr-1)**

##### **Outcome of written procedure: 2016/11 – New Financing Agreement for admission of Category II pupils to the Brussels European Schools (2016-03-D-42-en-2)**

By means of the written procedure initiated on 22 April 2016 and ending on 9 May 2016, the Board of Governors endorsed the proposal **to give a mandate to the Secretary-General to negotiate ‘Financing Agreements’ with the Belgian Foreign Ministry.**

##### **Outcome of written procedure: 2016/12 – Draft Proposal for ‘Service Regulations for Locally Recruited Teachers in the European Schools’ (2016-01-D-52-en-6)**

By means of the written procedure initiated on 25 April 2016 and ending on 10 May 2016, the Board of Governors endorsed the proposal for **‘Service Regulations for Locally Recruited Teachers in the European Schools’** (2016-01-D-52-en-6).

##### **Outcome of written procedure: 2016/13 – Category II contracts – Ferrero Situation (2016-03-D-35-en-2)**

By means of the written procedure initiated on 22 April 2016 and ending on 19 May 2016, the Board of Governors endorsed the proposal appearing in document 2016-03-D-35-en-3.

##### **Outcome of written procedure: 2016/14 – Decisions of the non-enlarged meeting of the Board of Governors of the European Schools of 12 April 2016 (2016-04-D-5-en-1)**

By means of the written procedure initiated on 12 May 2016 and ending on 26 May 2016, the Board of Governors approved the Decisions of the non-enlarged meeting of the Board of Governors of the European Schools of 12 April 2016 (2016-04-D-5-en-1).

The definitive decisions: 2016-04-D-5-en-2 have since been published on DOCEE.

##### **Outcome of written procedure: 2016/15 – Decisions of the enlarged meeting of the Board of Governors of the European Schools of 12-14 April 2016, in Copenhagen (2016-04-D-3-en-2)**

By means of the written procedure initiated on 13 May 2016 and ending on 27 May 2016, the Board of Governors approved the Decisions of the enlarged meeting of the Board of Governors of the European Schools of 12-14 April 2016, in Copenhagen (2016-04-D-3-en-2)

The definitive decisions: 2016-04-D-3-en-3 have since been published on DOCEE and also on the European Schools’ website.

**Outcome of written procedure: 2016/19 – Minutes of the non-enlarged meeting of the Board of Governors of the European Schools of 12 April 2016 (2016-04-D-9-en-1)**

By means of the written procedure initiated on 2 June 2016 and ending on 16 June 2016, the Board of Governors approved the Minutes of the non-enlarged meeting of the Board of Governors of the European Schools of 12 April 2016 (2016-04-D-9-en-1).

The definitive minutes 2016-04-D-9-en-2 have since been published on DOCEE.

**Outcome of written procedure No 2016/21 – Appointment of the Greek Inspector for the nursery and primary cycle de**

By means of the written procedure initiated on 6 July 2016 and ending on 20 July 2016, the Board of Governors agreed to appoint Mr **Konstantinos MPATSILAS** as Greek member of the Board of Inspectors (Nursery and Primary), in place of Mr Salamouras.

**Outcome of written procedure: 2016/23 – Arrangements for implementing the Regulations for the European Baccalaureate applicable for the 2016-2017 session (2016-05-D-30-en-3)**

By means of the written procedure initiated on 20 July 2016, and ending on 3 August 2016, the Board of Governors approved the Arrangements for implementing the Regulations for the European Baccalaureate applicable for the 2016-2017 session (2016-05-D-30-en-3).

**Outcome of written procedure: 2016/26 – Minutes of the enlarged meeting of the Board of Governors of the European Schools of 1-3 December 2015, in Brussels (2015-12-D-24-en-2)**

By means of the written procedure initiated on 8 August 2016 and ending on 22 August 2016, the Board of Governors approved the Minutes of the enlarged meeting of the Board of Governors of the European Schools of 1-3 December 2015, in Brussels (2015-12-D-24-en-2).

The definitive minutes: 2015-12-D-24-en-3 have since been published on DOCEE.

**Outcome of written procedure: 2016/30 – Audit Report on Tallinn European Schooling accredited school (2016-05-D-31-en-2)**

By means of the written procedure initiated on 8 September 2016 and ending on 22 September 2016, the Board of Governors approved the Audit Report on Tallinn European Schooling accredited school (2016-05-D-31-en-2).

**Outcome of written procedure No 2016/31 – Appointment of the Irish Inspector for the nursery and primary cycle**

By means of the written procedure initiated on 7 September 2016 and ending on 21 September 2016, the Board of Governors agreed to appoint Mr **John FITZGERALD** as Irish member of the Board of Inspectors (Nursery and Primary), in place of Ms O'SULLIVAN.

**Outcome of written procedure No 2016/33 – Decisions of the extraordinary (non-enlarged) meeting of the Board of Governors of the European Schools of 31 August 2016 (2016-08-D-18-en-1)**

By means of the written procedure initiated on 20 September 2016 and ending on 4 October 2016, the Board of Governors approved the Decisions of the extraordinary non-enlarged meeting of the Board of Governors of the European Schools of 31 August 2016 (2016-08-D-18-en-1).

The definitive decisions: 2016-08-D-18-en-2 have since been published on DOCEE.

#### **Outcome of written procedure No 2016/34 – Appointment of the Spanish Inspector for the nursery and primary cycle**

By means of the written procedure initiated on 20 September 2016 and ending on 4 October 2016, the Board of Governors agreed to appoint Ms **María José PÉREZ BLANCO** as Spanish member of the Board of Inspectors (Nursery and Primary), in place of Ms Concepción Vidoretta Garcia.

#### **Outcome of written procedure No 2016/37 – Amending budget for security No 4/2016**

By means of the written procedure initiated on 7 October 2016 and ending on 21 October 2016, the Board of Governors approved the Amending budget for security No 4/2016 (2016-09-D-66-en-2).

#### **Outcome of written procedure No 2016/38 – Amending budget No 5/2016**

By means of the written procedure initiated on 17 October 2016 and ending on 31 October 2016, the Board of Governors approved Amending budget No 5/2016 (2016-09-D-85-en-3).

#### **Outcome of written procedure No 2016/39 – Appointment of the Slovakian Inspector for the nursery and primary cycle**

By means of the written procedure initiated on 18 October 2016 and ending on 2 November 2016, the Board of Governors agreed to appoint Ms **Jana DOLEŽIOVÁ** as Slovakian members of the Board of Inspectors (Nursery and Primary), in place of Ms NEVRLOVÁ.

#### **Outcome of written procedure: 2016/42 – Minutes of the extraordinary (non-enlarged) meeting of the Board of Governors of the European Schools (2016-08-D-19-en-2)**

By means of the written procedure initiated on 8 November 2016 and ending on 22 November 2016, the Board of Governors approved the Minutes of the extraordinary (non-enlarged) meeting of the Board of Governors of the European Schools (2016-08-D-19-en-2).

The definitive minutes: 2016-08-D-19-en-3 can be found on DOCEE.

#### **Outcome of written procedure No 2016/45 – Appointment of the Bulgarian Inspector for the secondary cycle**

By means of the written procedure initiated on 18 November 2016 and ending on 2 December 2016, the Board of Governors agreed to appoint Ms **Silvia KANTCHEVA** as Bulgarian member of the Board of Inspectors (Secondary), in place of Ms Z. SOFRONIEVA.

## **IV. A ITEMS**

### **A.1. Appointment of the Chairman of the 2017 European Baccalaureate Examining Board (2016-09-D-32-fr-2)**

The Board of Governors approved the appointment of the Chairman of the European Baccalaureate Examining Board for the 2017 session:

**Prof. Dr. Wolfgang Schöberle**, of German nationality.

## A.2. Proposed amendment of the document on Educational Support Policy (2016-09-D-65-fr-2)

The Board of Governors approved the following amendment to point 5 of the Educational Support Policy.

New text
<p><b>5. Assessment and promotion</b></p> <p>5.1. Principles of assessment and promotion</p> <p>Assessment of pupils receiving support and appeals procedures follow the regulations set out in Chapter IX of the General Rules of the European Schools. In accordance with Article 57(a) <b>and with Article 61</b> of the General Rules of the European Schools, all decisions concerning promotion to the year above are taken by the Class Council.</p>

Document 2012-05-D-14-en-9 cancels and replaces the previous version of the Educational Support Policy with the reference number 2012-05-D-14-en-8. Immediate entry into force.

## A.3. Proposed amendment of the General Rules of the European Schools (2016-09-D-25-fr-2)

The Board of Governors approved the following amendments:

New text
<p><b>Article 42</b></p> <p>b) Disciplinary measures in the secondary cycle shall be as follows:</p> <ol style="list-style-type: none"><li>1. Reprimand.</li><li>2. Extra work.</li><li>3. Detention.</li><li>4. Warning and/or sanction by the Director.</li><li>5. Warning and/or sanction by the Director on a proposal from the Discipline Council.</li><li>6. Temporary exclusion from the school<ul style="list-style-type: none"><li>- by the Director, for a maximum of three working days</li><li>- by the Director, on a proposal from the Discipline Council, for a maximum of 15 working days.</li></ul></li><li>7. <b>Exclusion from one or more school trips organised during the current school year.</b></li><li>8. Expulsion from the school decided by the Director on a proposal from the Discipline Council.</li></ol>

New text
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**Article 44**

[...]

*4. Composition of the Discipline Council*

The Discipline Council shall be composed of the Director, assisted by the Deputy Director of the relevant cycle (without voting rights) and by members of the ~~seconded~~ staff, with one teacher from each language section in the school, with a minimum of five teachers of different nationalities.

The list of members of the Discipline Council shall be drawn up by the Director on a proposal from the ~~seconded~~ teachers by language section and/or nationalities represented and shall be communicated to the school's Administrative Board.

**New text**

**Article 61**

[...]

**D - Guidelines for the promotion of pupils in secondary years 4, 5 and 6**

[...]

3. Without prejudice to Article 61.B-5, pupils in the following situation shall not be promoted to the year above:  
Pupils who have failed to achieve an average of 6 out of 10 calculated on the basis of all the marks achieved in the promotion subjects and who have achieved four or more marks below 6 out of 10 in all the promotion subjects.  
**Promotion subjects:**  
***All subjects except Religion/Ethics.***

**New text**

**Article 67**

[...]

**CHAPTER XII  
FINAL PROVISION**

**Article 68**

*Original version*

*The original in French shall prevail in the event of interpretation or of legal dispute.*

**Rectification of Annex II – Table of equivalences of teaching levels/year groups:** The amended table appears in Annex I to this document and the new text is shown in yellow.

Document 2014-03-D-14-en-5 will cancel and replace the previous version of the General Rules of the European Schools with the reference number 2014-03-D-14-en-4. Immediate entry into force.

#### **A.4. Progress report – Phasing-out of the European School, Culham + Annex (2016-10-D-21-fr-2)**

The Board of Governors took note of the measures mentioned in Annex I, which will be regularly updated until August 2017.

It also endorsed the following proposals:

a) The expediency of exceptionally forgoing partial refund of any installation allowances which might be owed in the context of termination of secondment on account of the school's closure before members of staff have completed five years' service, as set out in point 2.1.1 of this document.

b) Retention of the services of the Bursar and Accountant from 1 September 2017 until 31 December 2017, as set out in point 2.3.1 of this document.

c) The expediency of granting, quite exceptionally, in the context of the school's closure, payment of a relocation allowance of a maximum of €3 000 per AAS member who might transfer to and would be employed by another European School or the OSGES, as set out in point 2.3.2 of this document.

d) Admission of category II students currently attending the Culham School for whom an application for enrolment at a Brussels European School might be submitted during the first phase of the 2017-2018 enrolment session, subject to a special agreement to be entered into between the company and the Brussels European School which would admit the student.

Under this new agreement, the Brussels School would take over all the rights and obligations resulting from the agreement previously concluded for the European School, Culham, including collection of category II school fees.

Should it not be possible for such an agreement to be concluded, category II students currently enrolled at the European School, Culham for whom an application for enrolment at a Brussels European School might be submitted during the first phase of the 2017-2018 enrolment session would be classed as category III students. Applications for their enrolment in a Brussels European School would be accepted provided that their enrolment did not lead to division of a class, but without any other condition. The School of enrolment would then collect category III fees.

e) Admission of category III students currently attending the European School, Culham at the time of submission of an application for their enrolment at a Brussels European School for the 2017-2018 school year, provided that it did not lead to division of a class and that their application was submitted during the first enrolment phase.

As regards points d) and e), it should be understood that applications for enrolment at a European School in Brussels are handled by the Central Enrolment Authority, which awards a place in accordance with the enrolment policy determined by the Board of Governors, with no guarantee that the place can be awarded in the European School of students' parents' choice. The same applies to category II or category III students currently attending the European School, Culham for whom an application for enrolment at a Brussels European School year might be submitted during the first 2017-2018 enrolment phase.

f) Admission of category II students currently attending the Culham School for whom an application for enrolment on 1 September 2017 at a European School outside Brussels might be submitted, subject to a special agreement to be entered into between the company and the European School which would admit the student.

Under this new agreement, the European School would take over all the rights and obligations resulting from the agreement previously concluded for the European School, Culham, including collection of category II school fees.

Should it not be possible for such an agreement to be concluded, category II students currently enrolled at the European School, Culham for whom an application for enrolment on 1 September 2017 at a European School outside Brussels might be submitted would be classed as category III students. Applications for their enrolment would be accepted provided that their enrolment did not lead to division of a class, but without any other condition. The School of enrolment would then collect category III fees.

g) Admission of category III students currently attending the European School, Culham at the time of submission of an application for their enrolment on 1 September 2017 for the 2017-2018 school year at a European School outside Brussels, provided that it did not lead to division of a class.

As regards points f) and g), it should be understood that applications for enrolment at a European School outside Brussels are handled directly by those schools. Such applications for the 2017-2018 school year must be submitted on 1 September 2017.

h) Signing by the Director of the European School, Bergen of duplicate copies of European Baccalaureate diplomas/certificates, reference letters for universities and school attendance certificates should they be requested by former students of the European School, Culham after the school's closure on 31 August 2017.

i) Keeping of the written examinations at the European School, Bergen, except for the art examinations, which would be kept at ESUK, as indicated in point 4.2.2 of this document.

## **V. JOINT REPORT OF THE DANISH PRESIDENCY OF THE BOARDS OF INSPECTORS AND OF THE TEACHING COMMITTEE – 2015-2016 SCHOOL YEAR (2016-08-D-10-en-2)**

***+ Annex: Pedagogical Development and Quality Assurance of the European Schools (2015-2016) – Short and long-term planning – Follow-up on 30 June (2015-07-D-8-fr-7)***

The Board of Governors took note of the joint report of the Danish presidency of the Boards of Inspectors and of the Teaching Committee for the nursery, primary and secondary cycles for the 2015-2016 school year and of the annex thereto.

## **VI. 2016 EUROPEAN BACCALAUREATE**

**a) Report of the Chairman of the 2016 European Baccalaureate (2016-09-D-23-fr-2)**

The Board of Governors took note of and approved the report of the Chairman of the 2016 European Baccalaureate session, particularly his suggestions and recommendations as set out in the document.

Those recommendations will be followed up, the Board of Governors hence giving a mandate to the Board of Inspectors (Secondary) to produce a document listing the recommendations made in the report and the actions undertaken and planned to act upon them and thus remedy any issues.

## **VII. REPORT OF THE CHAIR OF THE BUDGETARY COMMITTEE – 2015-2016 - (2016-10-D-36-en-2)**



The Board of Governors took note of and approved the report of the Danish Chair of the Budgetary Committee for the 2016-2017 school year.

## **VIII. FINAL REPORT OF THE COURT OF AUDITORS – Year 2015 (2016-11-D-28-en-2)**

The Board of Governors formally took note of the Final Report of the Court of Auditors on the annual accounts of the European Schools for the financial year 2015 and of the Secretary-General's reply. It also noted that steps needed to be taken to follow up on the recommendations.

## **IX. B ITEMS**

### **B.1. Internal Control Standards (2016-10-D-27-en-2)**

The Board of Governors decided to adopt the revised Internal Control Standards as set out in Annex II hereto.

### **B.2. Situation of the Brussels European Schools**

- **Setting up of the ES, Brussels V on the Berkendael temporary site (2016-10-D-25-fr-2) + Annex (2016-12-D-5-fr-1)**

The European Commission considered the proposal as premature and requiring further examination and requested to have a more global strategic view on this purpose. The Commission reminded the requirements related to the European Schools in relation with the obligations laid down in the inter-institutional agreement between the European Parliament, the Council and the Commission on the budgetary discipline and budgetary cooperation applicable to the European Schools (2013/C373/01 of 2 December 2013, part II). Since an unanimous vote of the Board of Governors is required to found a new European School, which could not be achieved, the Board of Governors was unable to approve the setting up of the European School, Brussels V on the temporary site at Berkendael as from 1 September 2017. The Board of Governors requests the Secretary General to present a concept, which guarantees the availability of sufficient places for category I pupils also in the future. The concept should be presented as part of a strategic vision/plan for the Brussels schools, taking account of the broader issues now facing the schools, including staffing, by both seconded and locally recruited teachers, linguistic structures, provision of SWALs etc. In this context it will likewise be necessary to reassess the current admission strategy (see also the next point). The Board of Governors request the Secretary General to report back on this point at the April 2017 meeting.

- **Review of the results of the 2016-2017 Enrolment Policy and proposed guidelines for the 2017-2018 Policy (CEA) – (2016-11-D-21-fr-1)**

The Board of Governors approved the guidelines for the 2017-2018 Enrolment Policy (Annex III).

It mandated the Central Enrolment Authority to adopt a Policy on Enrolment in the Brussels European Schools and all measures designed to put it into practice and to make optimum arrangements for the conduct of the enrolment session for the beginning of the 2017-2018 school year. If it will be necessary to open new classes on new sites, where no language departments for those new classes exist so far, The Board of Governors asks for a timely

and comprehensive information previously above here, especially also of the affected delegations.

In addition, the Board of Governors mandated the **Brussels European Schools Monitoring Group** to study to which extent the admission strategy has to be adapted to enable possible solutions for the future situation of the schools in Brussels and to report back to it at the April 2017 meeting. The investigation takes into account, amongst other things:

- The completion of schooling in the same school.
- The regrouping of siblings in the same school.
- The gradual creation of new sections, year by year.
- The full educational offer in each of the schools.

### **Rules of Procedure for the Central Enrolment Authority – (2016-11-D-25-fr-1)**

The Board of Governors approved the Rules of Procedure for the Central Enrolment Authority for the Brussels European Schools, for immediate entry into force, with the amendment of Article 25.1. as follows: *“25.1. The members of the Central Enrolment Authority shall expressly undertake not to divulge to third parties the content of the confidential discussions or confidential documents submitted by applicants for enrolment or by the Central Enrolment Authority.”*

### **B.3. New and discontinued seconded posts in the nursery, primary and secondary cycles: 2017-2018 school year (2016-09-D-80-en-3)**

The Board of Governors decided to endorse the consolidated proposal for new and discontinued seconded posts, subject to the changes communicated at the meeting and, subsequently, by the delegations (deadline: 19 December 2016).

### **B.4. Report on the situation of the German section at the European School, Mol (2016-09-D-47-en-3) + Annex ‘Impact of application of the Gaignage criteria’ (2008-D-319-fr-2)**

The Board of Governors decided, by a majority, on the following:

- To gradually phase out the German language section at the European School, Mol, starting from 2017-20118 in N1 and S1. Phasing-out will take a maximum of seven years.
- All pupils, irrespective of their category, who are currently on roll in the German language section will retain their right to German language tuition as L1 up to the end of their studies at the European School, Mol.

### **B.5. Security, Prevention and Protection Officer (2016-10-D-32-en-2)**

1. The Board of Governors approved upgrading of the post of Security, Prevention and Protection Officer in the 2017 budget of the Office of the Secretary-General and foreseeing for the function of Safety and Security Officer the same salary scale as for the function, in the occupational category, of ‘Administrative Assistant to the Secretary-General’.

### **B.6. General Data Protection Regulation (2016-11-D-18-fr-1)**

The Board of Governors decided to approve the setting up of a working group whose remit will be:

- to identify the current and future needs of the European Schools in the personal data protection area and the measures to be taken to comply with the new General Data Protection Regulation (GDPR);
- to formulate concrete proposals for implementation of those measures.

#### **B.7. Proposed amendment of the Rules of Procedure for the:**

- **Boards of Inspector - 2016-09-D-7-fr-2:**  
The Board of Governors approved the amendments to Articles 5, 6, 7, 8, 9, 10 and 13 of the current Rules of Procedure. Document 2016-09-D-7 cancels and replaces document 2009-D-225-fr-5, with entry into force as from 1 January 2017.
- **Joint Teaching Committee - 2016-09-D-8-fr-2**  
The Board of Governors approved the amendments to Articles 6, 7, 9, 10 and 14 of the current Rules of Procedure. Document 2016-09-D-8 cancels and replaces document 2009-D-295-fr-6, with entry into force as from 1 January 2017.
- **Budgetary Committee - 2016-10-D-37-fr-2**  
The Board of Governors approved the amendments to Articles 9, 12 and 14 of the current Rules of Procedure. Document 2016-10-D-37 cancels and replaces document 2009-D-185-fr-6, with entry into force as from 1 January 2017.
- **Board of Governors - 2016-11-D-20-fr-1**  
The Board of Governors approved the amendments to Articles 6, 13, 15 and 17 of the current Rules of Procedure (subject to the changes requested at the meeting by the Secretary-General). Document 2016-11-D-20 cancels and replaces document 2010-D-154-fr-1, with entry into force as from 1 January 2017.

#### **B.8. ACCREDITED EUROPEAN SCHOOLS**

##### **- Dossier of Conformity of EEBA (2016-09-D-57-fr-2)**

The Board of Governors approved the Dossier of Conformity. It considered that it met the requirements of the second stage of the accreditation and cooperation process.

#### **B.9. Evaluation of Locally Recruited Teachers in the European Schools (2016-09-D-55-en-3)**

The Board of Governors decided to approve the setting up of a working group. This working group's objective is to formulate a proposal, in which the evaluations of locally recruited teachers to be conducted during the first two years will be carried out. A document for that purpose will be expected to be presented at the February 2017 pedagogical meetings.

The working group will be composed of the Deputy Secretary-General, the Head of the 'European Baccalaureate' Unit, an inspector of the presidency, four other inspectors, a representative of the Directors, a representative of the Deputy Directors, a representative of the Locally Recruited Teachers and a representative of the European Commission.

### **B.10. Revision of the Recruitment Procedures and Profiles for Directors and Deputy Directors, the Heads of Unit and the Financial Controller and the Assistant Financial Controller in the Office of the Secretary-General of the European Schools (2016-09-D-56-en-3)**

The Board of Governors decided to approve the setting up of a working group to review the selection procedures and profile of the Directors and Deputy Directors, Heads of Units, the Financial Controller and the Assistant Financial Controller.

Its mandate will be to propose an improved selection process, including:

- adaptations to the profile as indicated,
- composition of the Selection Committee,
- procedures and elements for the selection,
- criteria and procedures for rotation and/or duration of the term of office.

The working group will need to align its work with the ad hoc working group dealing with the profile and duties of the Secretary-General and the Deputy Secretary-General and the working group dealing with the 'Situation of Bursars in the European Schools'. It will also need to take due consideration of the proposed review of Financial Governance of the European Schools.

The working group will be composed of:

- the Secretary-General,
- one representative of the European Commission,
- the Head of the Human Resources Unit,
- one representative of the Inspectors for the primary cycle,
- one representative of the Inspectors for the secondary cycle,
- one representative of the Directors,
- one representative of the Deputy Directors
- one representative of the Budgetary Committee
- one representative of the Parents.

The working group will provide a mid-term report to the Board of Governors at its April 2017 meeting and a final report with concrete proposals to the Board of Governors at its December 2017 meeting.

### **B.11. Review of the Financial Regulation: Preliminary Report of the Working Group (2016-10-D-34-en-2)**

The Board of Governors took note of the Working Group's preliminary report, which proposed making changes to the text of the Financial Regulation applicable to the budget of the European Schools. The Working Group will continue its work, on the results of the consultations of the concerned stakeholders (Court of Auditors, EPO, IAS) and the external study ongoing, as well as on the model of implementation and the resources analysis.

### **B.12. Mid-term Report on the ‘Bursars’ Working Group (2016-09-D-4-en-3)**

The Board of Governors took note of the interim report and requested a report to the Board of Governors at its April 2017 meeting, taking into consideration also the proposed review of the financial governance of the European Schools.

### **B.13. Mid-term Report on the ‘Mobility’ Working Group (2016-10-D-8-en-3)**

The Board of Governors took note of the mid-term report and requested a report to the Board of Governors at its April 2017 meeting, taking into consideration also the proposed review of the financial governance of the European Schools.

### **B.14. Revision of Educational Advisers’ profile – Request for a mandate (2016-09-D-48-en-2)**

The Board of Governors decided to:

- 1) Give a mandate to a new working group, whose remit would be a project to redefine the profile of the function of Educational Adviser and Principal Educational Adviser, taking account of possible changes to the future organisation of the schools.
- 2) The redefinition considers the following:
  - Analysis based on the survey conducted by the ‘CPD’ Working Group, revision and clear definition of the profiles of Educational Adviser and Principal Educational Adviser.
  - This definition should clarify the duties and the profile of (Principal) Educational Advisers and, if necessary, adapt them to match the requirements.
  - Engaging in reflection on the possibility that the future function of Educational Adviser might also meet the needs of the nursery and primary cycles.
- 3) Define the composition of this new working group will be based on the proposals made by the Joint Board of Inspectors and the Joint Teaching Committee, namely:
  - participation of representatives of the following members:
    - The Directors
    - The Deputy Directors for the nursery and primary cycle
    - The Deputy Directors for the secondary cycle
    - The Staff Committee: one teacher and one educational adviser
    - Interparents
    - The Directors of the Accredited Schools (at their expense).
    - A representative of the European Commission
    - In addition the experiences of the participants of the working group “Continuous Professional Development” should be considered.
- 4) The working group should set an agenda for the start (January 2017) and finalisation of this new working group’s work.

### **B.15. Draft calendar of the European Baccalaureate written examinations for the 2017 Session (2016-09-D-26-fr-en-de-4)**

The Board of Governors approved the draft calendar of the European Baccalaureate written examinations for the 2017 session, removing the words “\*\*Deadline for the mock orals: Friday 26.05.2017” on pages 2 and 3 of the document.

## **XI. Fixing of the date of the next meeting:**

The Board of Governors fixed the next meeting for 4, 5 and 6 April 2017, in Berlin (Germany).

## ANNEX I – TABLE OF EQUIVALENCES OF TEACHING LEVELS/YEAR GROUPS

Year	European School		National schools																											
			United Kingdom				Belgium	Denmark	Germany	Greece	Luxembourg	Netherlands		Austria																
			England, Wales Northern Ireland		Scotland	Greece						Netherlands		Austria																
1 <sup>1</sup>	1st	Primary	year 2	Primary	2	Primary	1ère	Primaire	1.	Folkeskole	1.	Grundschule	1st	Primary	1ère	Primaire	Groep 3	Basisonderwijs	1.	Volkschule	Primar Schule									
2	2nd		year 3		3		2ème		2.		2nd		2ème		Groep 4		2.													
3	3rd		year 4		4		3ème		3.		3rd		3ème		Groep 5		3.													
4	4th		year 5		5		4ème		4.		4th		4ème		Groep 6		4.													
5	5th		year 6		6		5ème		5.		5th		5ème		Groep 7		1.													
6	1st	Secondary	year 7	Secondary	7	Secondaire	6ème	Secondaire	6.	Gymnasie-skole / hf	6.	Sekundarstufe I	6th	Lower Sec	6ème	Secondaire	Groep 8	School voor V.W.O.	2.	Sekundar Schule										
7	2nd		year 8		1		1ère		7.		7.		1st		VII		1ste		3.											
8	3rd		year 9		2		2ème		8.		8.		2nd		VI		2de		4.											
9	4th		year 10		3		3ème		9.		9.		3rd		V		3de		1.											
10	5th		year 11		4		4ème		10.		10.		1st		IV		4de		2.											
11	6th		year 12		5		5ème		1.		11.		2nd		III		5de		3.											
12	7th		year 13		6		6ème		2.		12.		3rd		II		6de		4.											
									3.		13.				I															

  

Year	European School		National schools																													
			Italy				Ireland		Spain		France				Portugal			Finland		Sweden												
			Italy		Ireland		Spain		France				Portugal			Finland		Sweden														
1 <sup>2</sup>	1st	Primary	1a	Scuola Elementare (Primary)		1st	Primary	1°	Educacion primaria		Cours préparatoire				1°	Ensino Básico	1° ciclo		1	Comprehensive school		1	Comprehensive school									
2	2nd		2a			2nd		2°			Cours élémentaire 1ère année				2°				2			2										
3	3rd		3a			3rd		3°			Cours élémentaire 2ème année				3°				3			3										
4	4th		4a			4th		4°			Cours Moyen 1ère année				4°				4			4										
5	5th		5a			5th		5°			Cours Moyen 2ème année				5°				5			5										
6	1st	Secondary	I	Scuola Media (Lower Secondary)		6th	Junior Certificate	6°	Educación secundaria obligatoria		VIème		Enseignement secondaire	1er cycle	6°	Ensino Básico	2° ciclo		6	Comprehensive school		6	Comprehensive school									
7	2nd		II			1st		1°			Vème				7°				7			7										
8	3rd		III			2nd		2°			IVème				8°				8			8										
9	4th		IV			3rd		3°			IIIème				9°				9			9										
10	5th		V			4th Transition		4°			Seconde				10°				Ensino Secundário			3° ciclo			1	Upper secondary		1	Upper Secondary			
11	6th		I			5th		1°			Première				11°										2			2				
12	7th		II	6th	2°	Terminale		12°	3	3																						
				III	Liceo Classico			Senior Certificate		Bachillerato																						

<sup>1</sup> First year starts at age of 6

<sup>2</sup> First year starts at age of 6

## **ANNEX II**

### **Internal Control Standards of the European Schools adopted by the Board of Governors in accordance with Art. 19.6 of the Financial Regulation**

The following Internal Control Standards replace former standards issued by the Board of Governors in 2007 (2007-D-29-en-2, Annex A). Annex B of the former document (Code of professional standards for staff designated by the authorising officer as responsible for ex-ante financial verification) remains valid.

The Internal Control Standards (ICS) are structured in 6 main blocks, covering the following areas and standards:

<b>1. Mission and Values</b>	1. Mission
	2. Ethical and organisation values
<b>2. Human Resources</b>	3. Staff recruitment and allocation
	4. Staff performance and development
<b>3. Planning and Risk Management</b>	5. Definition of objectives and performance indicators
	6. Systematic risk management
<b>4. Operations and control activities</b>	7. Operational structure
	8. Procedures
	9. Exceptions
	10. Supervision
	11. Continuity of operations
	12. Mail and document management
<b>5. Information and Financial Reporting</b>	13. Management information and communications
	14. Accounting and financial reporting
<b>6. Audit and compliance with internal control standards</b>	15. Audit
	16. Assessment of the compliance with the Internal Control Standards

#### **Standard 1. Mission**

The Secretary General (SG)/Deputy Secretary General (DSG) and each Director shall have an up-to-date mission statement, which is linked to the overall mission of the European Schools and made known to all staff.

#### **Standard 2. Ethical and organisational values**

Management and staff are aware of and share appropriate ethical and organisational values and uphold these through their own behaviour and decision-making.

Management establishes appropriate guidelines covering the reporting of suspected improprieties and communicates these to all staff (whistle-blowing guidelines).



### **Standard 3. Staff recruitment and allocation**

The SG/DSG and each director recruit staff on the basis of planned and well-defined needs and allocate them according to their competences.

### **Standard 4. Staff performance and development**

The SG/DSG and each director evaluate the performance of staff in accordance with the relevant staff regulations. The performance is discussed between appraisee and his/her superior. Learning and development needs are recorded, weaknesses addressed as early as possible.

### **Standard 5. Definition of objectives and quantitative and qualitative indicators**

The SG/DSG and each director clearly define strategic and operational objectives for his/her organisation, monitor and review them regularly. Key performance indicators are established for this purpose.

### **Standard 6. Systematic Risk Management**

Apart from day-to-day risk management the SG/DSG and each director put in place a systematic risk management process in line with applicable regulations. Main risks are defined, evaluated, recorded, appropriate action taken and risks monitored.

### **Standard 7. Operational structure**

The organisational structure supports effective decision-making by suitable delegation of powers. Responsibilities and authority limits are clearly defined, assigned and communicated in writing. Associated risks are addressed by mitigating controls.

### **Standard 8. Procedures**

The OSG/School's main processes are adequately and comprehensively documented and kept up-to-date; effective controls are established. These include arrangements to ensure segregation of duties and are compliant with the Financial Regulation and all relevant decisions of the Board of Governors.

### **Standard 9. Exceptions**

The SG/DSG and each Director establish appropriate arrangements to ensure that all instances of overriding of controls or deviations from established policies and procedures under exceptional circumstances are documented, justified and approved at an appropriate level before action is taken.

**Standard 10. Control and supervision arrangements**

The SG/DSG and each Director establishes appropriate supervision arrangements to ensure the OSG/School's activities run efficiently and comply with applicable provisions.

**Standard 11. Continuity of operations**

The SG/DSG and each director establish appropriate arrangements to ensure continuity of operations to the extent possible whatever is the nature of a major disruption (e.g. absence of staff, migration to new IT system, break-down of IT systems, change of processes).

**Standard 12. Mail and document management**

Appropriate arrangements are in place to ensure that incoming and outgoing mail is efficiently and adequately handled and that documents are securely and safely stored while complying with applicable legislation.

**Standard 13. Management information and communication**

The SG/DSG, each director and other managerial staff receive regular, reliable and easily accessible management information on budget, use of resources and other defined key performance indicators. As regards external communication, clear guidance is in place to ensure coherent, effective and authorised communication towards external media.

**Standard 14. Accounting and Financial Reporting**

Adequate procedures and controls are in place to ensure that accounting data and related information used for preparing the OSG/School's annual accounts and financial reports are accurate, complete and timely available.

**Standard 15. Audits**

The SG/DSG and each director review the recommendations resulting from audits made by the European Court of Auditors, the Internal Audit Service or any other internal or external auditor. Appropriate action plans to remedy weaknesses are timely established and their implementation is regularly monitored.

**Standard 16. Assessment of the compliance with the Internal Control Standards**

The SG/DSG and each director assess the compliance with the Internal Control Standards as part of the preparation of the Annual Activity Report.



**Schola Europaea**

Office of the Secretary-General

General Secretariat

**Ref.: 2016-12-D-10-en-1**

**Orig.: FR**

## **Decisions of the Board of Governors concerning the guidelines for the 2017-2018 Policy on Enrolment in the Brussels European Schools**

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Brussels, 13 December 2016

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## **DECISIONS OF THE BOARD OF GOVERNORS OF 7-9 DECEMBER 2016 CONCERNING THE GUIDELINES FOR THE 2017-2018 POLICY ON ENROLMENT IN THE BRUSSELS EUROPEAN SCHOOLS**

### **Whereas:**

#### **1. Pupil population**

On the basis of the statistics currently in the Central Enrolment Authority's possession, the pupil population of the Brussels European Schools is continuing to increase, more particularly in the primary and secondary cycles, whilst the infrastructure has remained unchanged, something which has an impact in terms of resources and logistics.

The Board of Governors' main priority in its negotiations with the Host State must remain an increase in capacity in Brussels through the actual opening of an additional school offering 2 500 extra places, in accordance with the decision of principle taken at the meeting of 6 May 2010<sup>3</sup>.

Growth in the total pupil population of the Brussels European Schools remains steady, namely 441 additional pupils enrolled on 23 September 2016 compared with the beginning of the 2015-2016 school year in September 2015, i.e. a growth rate of 3.71%, with a total pupil population of 12 331 pupils on roll in Brussels.

However, it is to be observed that the growth pattern differs according to the teaching level. Thus, whilst overcrowding affects all year groups, it is more particularly marked in the primary cycle<sup>4</sup>.

Nine of the 15 class divisions organised during the 2016-2017 school year enrolment session involved the primary cycle. Rooms normally assigned to the secondary cycle had to be used to accommodate primary classes.

#### **2. Language sections**

The most striking phenomenon is the greater proportional growth of the FR language section compared with the other language sections. Thus, the overall population of the schools in the FR language section was up by 212 pupils on 23 September 2016, i.e. a growth rate of 5.5% in relation to the pupils on roll in that language section at the beginning of the previous school year. The number of classes open in the language section has increased in all the primary cycle year groups and in S1 and S2.

The pupils on roll in the FR section account for 33% of the total pupil population in Brussels (82% of pupil numbers at the European School, Brussels I – Berkendael Site).

It is therefore essential to ensure that there is balanced distribution of the classes in that language section, amongst the different schools/sites in particular, to maintain the international and multicultural environment of the European Schools.

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<sup>3</sup> Whilst it is true that the Berkendael site has since been made available to the European Schools pending the fifth school's opening, it can only accommodate 1000 pupils.

<sup>4</sup> Especially at the beginning (P1) and end (P5) of the cycle.

In the case of the other language sections present in several schools/sites (DE, EN, ES, IT, NL), and even though the populations and the number of classes are relatively stable, binding measures remain necessary to ensure balanced distribution of pupil numbers. A balance has to be sought between the constraints on the European Schools in the context described above and the wishes of applicants for enrolment.

The proportion of pupils enrolled as SWALS in the schools remains constant.

On the other hand, it is regrettable that certain newly created single language sections are having difficulty in attracting a core number of pupils enabling them to get off the ground, as is the case with the LV language section, which could not be organised as there were not enough pupils, or the ET and SK language sections, which each have just five pupils in the nursery cycle.

These lessons mean that two types of measures will have to be taken:

- firstly, differentiated handling of applications for enrolment in multiple language sections, according to their own specific particularity;
- secondly, greater attention to rigorous application of Article 47(e) of the General Rules and to the detailed rules for its application, in such a way as to maintain the fundamental principle of teaching of mother tongue/dominant language in the corresponding language section.

### 3. Infrastructure

The population of the Brussels I – Uccle Site, II, III and IV European Schools currently occupies the maximum capacity of the rooms available on their premises, particularly in the nursery and primary cycles. The creation of any additional class in those Schools is in principle physically out of the question. There are currently four European Schools offering a complete, all age range education from the nursery level up to the Baccalaureate. The Brussels I European School has two sites, at Uccle and at Berkendael (the latter currently restricting the provision of schooling to the nursery and primary levels).

Keeping the infrastructure in the previous state when the pupil population is growing year on year (see above) no longer allows the European Schools to guarantee a place for all category I pupils for whom an application to that effect is made, even though the Central Enrolment Authority takes every possible step to optimise capacity. In any event, once pupils are on roll in the European School system in Brussels (including in particular pupils currently on roll at the European School, Brussels I – Berkendael Site<sup>5</sup>), they are guaranteed the possibility of continuing their schooling in one of the Brussels Schools where the classes, language sections and year groups are open, up to the Baccalaureate (but not necessarily in the school of their choice). They have priority of access for that purpose over new applicants for enrolment.

Pending the setting up of the European School, Brussels V, the logistical capacity of the Berkendael site of the European School, Brussels I must be exploited<sup>6</sup>. Thus, the range of languages, which was extended during the previous session with the opening of German classes, will continue to be offered. Pupils in those classes will be regarded, for the purposes

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<sup>5</sup> As the Berkendael site of the European School, Brussels I only for the time being accommodates the nursery and primary cycles, children attending school there will be able to continue to do so in all the classes and year groups open there and, where appropriate, their secondary education in one of the other Brussels European Schools, although not necessarily the one of their choice.

<sup>6</sup> The site remains underused, since on 23 September 2016 there were 169 pupils on roll, when it has capacity to accommodate 1000 pupils.

of application of all the texts in force within the European Schools as an organisation, as DE language section pupils. Should it prove necessary to divide classes at the nursery and primary levels, there will be no alternative but to locate satellite classes at the European School, Brussels I – Berkendael Site, i.e. the creation of classes without this necessarily involving the opening of a language section.

Finally, the closure of the European School, Culham in July 2017 means that the Board of Governors is under an obligation to offer pupils who are being educated there an offer of admission to other Schools, by virtue of the principle of pedagogical continuity. Thus, as the Brussels European Schools provide the widest pedagogical offer and given their geographical proximity, they have been designated to take in such pupils, who would submit a transfer application to that effect (according to the forecasts, there are likely to be only around ten pupils). Waiving the general rules governing transfer and admission of categories II and III pupils must therefore be accepted for the pupils in question.

#### 4. Method

Careful analysis of the results of the previous school year's Enrolment Policy leads to the taking of targeted measures for each school group: school/site, language section, teaching level. It is not therefore possible to refer all new enrolment applications to a single school/site. Particular and diversified measures have to be taken for each school group.

The structure of classes is in principle defined for each year group in each language section:

- by fixing the number of places available necessary by addition of the 'shift' (the children currently on roll in the 2016-2017 school year and who are to continue their schooling in the European Schools) and of the number of new applications recorded during the previous session;
- by dividing the number of places available necessary by the threshold, set at 26 pupils, to determine the number of classes required, the reserve being intended for the award of places for other situations arising.

On that basis, new classes have to be created all in the FR language section. The new classes at the nursery and primary levels are logically placed on the Berkendael site of the European School, Brussels I, which offers the most availability.

The constraints weighing on the structure can lead the CEA to have to adapt the structure of the classes during the enrolment session. If this involves creating new classes in the nursery and primary cycles, it will be possible for them to be opened at the European School, Brussels I – Berkendael Site should applications for the enrolment of category I pupils exceed (or be on the point of exceeding) maximum numbers. 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, is required.

It should be provided that in that eventuality, the CEA is required to inform, by means of a communiqué published on the European Schools' website, the applicants for enrolment concerned by the newly created classes (language section and year group) and whose application has not yet been dealt with, although without the requirement to restart from scratch the process of award of the places available, as the number of applications and the deadlines set for dealing with them do not allow that to be done. This also means that applicants for enrolment need to state an order of preference for the five European

Schools/Sites, even if the year group, the classes or the language section<sup>7</sup> are not present in all or several sites of the structure as determined at the start of the session, as this may be changed during the session.

Organisation of the enrolment session in two phases and random ranking of applications in phase I must continue, as these procedures have been fully taken on board by the CEA and are well understood by applicants for enrolment.

Dealing with groupings of siblings before applications for the enrolment of single pupils worked well and enabled use of the reserve to be optimised. It was thus possible to award places to all groups of siblings without having to create new classes to cater for such applications.

Consequently, in so far as logistical constraints and the rules governing distribution of pupil numbers so permit:

- applicants for enrolment should be invited to express an order of preference for the five schools/sites;
- an order for dealing with applications, established once a random ranking has been produced, should be determined (during phase I);
- the threshold of places available can be set at 26 pupils for all the classes of all the teaching levels;
- after places have been awarded to pupils with special priority criteria, the places available in each class will first be awarded to applicants who have submitted joint applications for enrolment (grouping of siblings);
- transfers from one school/site to another will be allowed, even if they are not based on particular circumstances, for certain particular school groups (in particular to allow brothers and sisters to attend the same school/site or to admit pupils coming from the European School, Culham);
- finally, places will be awarded to applicants who have submitted an application for the enrolment of one pupil only, in so far as places are available, then those of the reserve.

In view of:

- the continuing availability – in all probability for several school years – of the Berkendael site of the European School, Brussels I pending provision of the infrastructure of the definitive site for the fifth school;
- the need to organise the Berkendael site of the European School, Brussels I more rationally, given that its capacity (1000 pupils) is currently underused;
- the finding 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.

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<sup>7</sup> Especially as determination of the language section by the Director can lead to the enrolment application being changed in respect of that point.

**It has been agreed:**

- to allow schooling at the European School, Brussels I – Berkendael Site of pupils in the FR, LV and SK language sections, by opening the nursery cycle and the primary cycle up to P5;
- to allow at the European School, Brussels I – Berkendael Site the continuation, the development or the creation of classes in the nursery and primary cycles – without opening a language section – when this proves necessary in order to offer a place to all category I pupils.

**The Board of Governors hereby mandates the Central Enrolment Authority to adopt a Policy on Enrolment in the Brussels European Schools and all measures designed to put it into practice and to make optimum arrangements for the conduct of the enrolment session for the beginning of the 2017-2018 school year.**

**The Board of Governors hereby sets the following objectives, which are not classified in any particular order of priority:**

- Use the resources available in the four existing schools and the Berkendael site in order to lessen as far as possible the overcrowding of the schools as a whole.
- Seek a balance between the preferences expressed by applicants for enrolment and the need to distribute the pupil population across both the five sites and the language sections, in strict compliance with Article 47(e) of the General Rules, whilst guaranteeing the continuing existence of the latter.
- Guarantee optimum use of the five site's resources. In that connection, trends in pupil numbers must be monitored carefully in all the sections of the Brussels Schools/Sites, in order to guarantee their proper pedagogical operation and to manage overcrowding overall.
- Guarantee a place in one of the Brussels Schools/Sites for all category I pupils applying for enrolment, provided that the infrastructure is available to the Schools/Sites to accommodate them in compliance with the safety and security standards of the Host State.
- Enrol category II pupils in accordance with the terms of the contracts already in force, as well as children of the international civilian staff of NATO and of UN employees (international civil servants) (in the conditions appearing in Annex I).
- Restrict the enrolment of category III pupils to the siblings of present pupils, abiding strictly by the decisions of the Board of Governors concerning this category of pupils, bearing in mind the demographic pressure on the Brussels Schools.
- With the aim of preserving the benefit of previous enrolment policies, restrict transfers to cases justified by particular circumstances alone. Arrange nevertheless for there to be the possibility of transfer, without any further condition attached other than that a request to that effect be made in the first enrolment phase:
  - to the European School, Brussels I – Berkendael Site in the language sections and year groups open there;
  - for Estonian SWALS attending the European School, Brussels II, to the European School, Brussels IV;
  - for a pupil enrolled in a different school/site from a member of his or her group of siblings, so that the children will attend the same school/site, provided that there is a place to be filled and that the language section and year group are open there;
  - for pupils of the European School, Culham, whatever their category, who wish to



continue their schooling in the Brussels European Schools, provided that there is a place to be filled.

**abiding by the following principles:**

- Guarantee schooling in the same school and on the same site where the year groups of the language sections requested are open firstly, to category I or II pupils for whom a new enrolment application is submitted and secondly, to their siblings who attended the school during the 2016-2017 school year, provided that the applicants make a request to that effect during the first enrolment phase. In the second enrolment phase this guarantee will be given provided that this does not entail division of a class.
- Provide schooling in the same school and on the same site where the year groups of the language sections or classes requested are open, although not necessarily that of their choice, for children belonging to the same group of siblings who are enrolled simultaneously for the first time, provided that the applicants for enrolment make a request to that effect and that places are available in the same school and the same site, in accordance with the thresholds defined below, for all the siblings.
- Guarantee return to the school where the pupil had spent at least one full school year before the parent was sent on assignment on behalf of the Commission or was assigned to another post outside Brussels for other EU institutions, during the first enrolment phase. In the second enrolment phase this guarantee will be given provided that there is a place to be filled.
- Guarantee, for pedagogical reasons, return to the school which they attended prior to a period of study abroad for pupils applying for enrolment in secondary years 5 and 6, provided that:
  - the pupil attended the school at which enrolment is requested for at least one full school year before he or she left to study abroad;
  - the period of study outside Belgium was not longer than one school year;
  - the school expressly approves the pupil's return;
  - the application is submitted during the first enrolment phase.

In the second enrolment phase this guarantee will be given provided that there is a place to be filled.

- Guarantee the taking into consideration of particular circumstances characterising and differentiating the case of the pupil concerned, according to the definition of this concept given in the previous Enrolment Policy and the case law of the Complaints Board.

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

- In order to make optimum use of the school's/site's resources and to maintain balance amongst the schools, enrol new pupils up to a maximum of 26 places available per class.
- For language sections (and classes) open in several schools/sites, places will be offered in accordance with the following table, where the infrastructure is designated as follows: EEB1 *Uccle Site*, EEB1 *Berkendael Site*, EEB2, EEB3 and EEB4, and the nursery cycle, referred to as N1+N2:

DE	N1+N2, P1, P2	EEB1 <i>Uccle Site</i> , EEB1 <i>Berkendael Site (classes)</i> , EEB2, EEB3, EEB4
	P3, P4, P5	EEB1 <i>Uccle Site</i> , EEB2, EEB3, EEB4
	Secondary cycle	EEB1 <i>Uccle Site</i> , EEB2, EEB3, EEB4
FR	N1+N2, P1, P2, P3, P4, P5	EEB1 <i>Uccle Site</i> , EEB1 <i>Berkendael Site</i> , EEB2, EEB3, EEB4
	Secondary cycle	EEB1 <i>Uccle Site</i> , EEB2, EEB3, EEB4

EN	N1+N2, P1, P2, P3, P4, P5	EEB1 <i>Uccle Site</i> , EEB2, EEB3, EEB4
	Secondary cycle	EEB1 <i>Uccle Site</i> , EEB2, EEB3, EEB4

IT	N1+N2, P1, P2, P3, P4, P5	EEB1 <i>Uccle Site</i> , EEB2, EEB4
	Secondary cycle	EEB1 <i>Uccle Site</i> , EEB2, EEB4

NL	N1+N2, P1, P2, P3, P4, P5	EEB2, EEB3, EEB4
	Secondary cycle	EEB2, EEB3, EEB4

ES	N1+N2, P1, P2, P3, P4, P5	EEB1 <i>Uccle Site</i> , EEB3
	Secondary cycle	EEB1 <i>Uccle Site</i> , EEB3

- Above the threshold of 26 pupils per class, pupils with a special priority criterion and other pupils, should the threshold already have been reached in all the schools/sites for the section and year group applied for, will be enrolled.
- The Central Enrolment Authority reserves the right to adapt the structure and the distribution of the classes appearing in Annex II. 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 creation of a new class will be announced in a communiqué published on the European Schools' website, to

inform the applicants for enrolment concerned by the year group, classes and language section in question and whose application has not yet been dealt with. Under no circumstances may the creation of a new class influence the handling of places previously awarded.

- Allow, without any condition other than the submission of an application during the first enrolment phase, transfers:
  - to the European School, Brussels I – Berkendael Site, in the classes, language sections and year groups open there;
  - for Estonian SWALS attending the European School, Brussels II, to the European School, Brussels IV;
  - for a pupil who, during the 2016-2017 school year, attended a different school/site from a member of his or her group of siblings, so that the children will attend the same school/site, provided that a place is available and that the class, language section and the year group are open there, without requiring a class to be divided;
  - for pupils of the European School, Culham who wish to continue their schooling in Brussels.

Consequently, the enrolment session will proceed as follows:

**The enrolment session will be organised in two phases.**

During the first phase, according to the order of the random ranking, the places available will be awarded in all the schools/sites where the class, the section and the year group are open, in the following order:

1. categories I and II\*<sup>8</sup> pupils applying for a place in a single language section,
2. SWALS,
3. categories I and II\* pupils who have a special priority criterion (regrouping of siblings, return from assignment, return from a period of study abroad, particular circumstances),
4. categories I and II\* pupils for whom a duly justified transfer application has been submitted (either to the European School, Brussels I – Berkendael Site, or, for Estonian pupils attending the European School, Brussels II, to the European School, Brussels IV, or to join a member of the group of siblings enrolled in another school/site, or on the basis of particular circumstances),
5. categories I and II\* pupils for whom joint enrolment applications have been submitted and for which places are available in the first preference school/site,
6. categories I and II\* pupils for whom joint enrolment applications have been submitted and for which places are available in the subsequent preference schools/sites,
7. categories I and II\* pupils for whom an enrolment application has been submitted and for which places are available in the first preference school/site,
8. categories I and II\* pupils for whom an enrolment application has been submitted and for which places are available in the subsequent preference schools/sites,
9. categories I, II and III pupils of the European School, Culham for whom an application for a transfer to the Brussels European Schools has been submitted.

During the second phase, according to the chronological order of receipt of validly completed enrolment applications, the places available will be awarded in all the schools/sites where the section and the year group are open, in the following order:

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<sup>8</sup> 'Category II\* pupils' is used to refer to category II pupils whose parents are members of the staff of Eurocontrol.

1. categories I and II\* pupils applying for a place in a single language section,
2. SWALS,
3. categories I and II\* pupils who have a special priority criterion (particular circumstances only),
4. categories I and II\* pupils for whom a duly justified transfer application has been submitted (on the basis of particular circumstances only),
5. categories I and II\* pupils for whom joint enrolment applications have been submitted and for which places are available in the first preference school/site,
6. categories I and II\* pupils for whom joint enrolment applications have been submitted and for which places are available in the subsequent preference schools/sites,
7. categories I and II\* pupils for whom an enrolment application has been submitted and for which places are available in the first preference school/site,
8. categories I and II\* pupils for whom an enrolment application has been submitted and for which places are available in the subsequent preference schools/sites,
9. category II pupils who have a special priority criterion,
10. category II pupils for whom joint enrolment applications have been submitted and for which places are available in the first preference school/site,
11. category II pupils for whom joint enrolment applications have been submitted and for which places are available in the subsequent preference schools/sites,
12. category II pupils for whom an enrolment application has been submitted and for which places are available in the first preference school/site,
13. category II pupils for whom an enrolment application has been submitted and for which places are available in the subsequent preference schools/sites,
14. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants) who have a special priority criterion,
15. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants) for whom joint enrolment applications have been submitted and for which places are available in the first preference school/site,
16. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants) for whom joint enrolment applications have been submitted and for which places are available in the subsequent preference schools/sites,
17. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants) for whom an enrolment application has been submitted and for which places are available in the first preference school/site,
18. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants) for whom an enrolment application has been submitted and for which places are available in the subsequent preference schools/sites,
19. category III pupils.

After the end of phase II, only applications for the enrolment of categories I and II\* and of category II<sup>+</sup> pupils who in 2016-2017 were being educated outside Belgium and for whom admission is sought 15 working days at the earliest as from the date set by the CEA, at least one of whose legal representatives is taking up his or her post in Brussels in mid-school year, will be considered.

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

## **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- UCC: 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
<b>Subtotal</b>	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
<b>Subtotal</b>	7	7	13	10	25	7	8	8	85
<b>Total</b>	13	13	20	16	43	13	14	20	152

#### EEB1 - BK: 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	
<b>Subtotal</b>	14	5	5	24	2
<b>Total</b>	18	6	6	30	3

#### 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
<b>Subtotal</b>	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
<b>Subtotal</b>	7	11	10	18	7	3	7	9	9	81
<b>Total</b>	13	18	16	30	13	9	13	15	16	143

In view of the finding 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>9</sup> are applicable.

<sup>9</sup> Decisions of the Board of Governors adopted by written procedure 2014/13 on 14 May 2014

### 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 finding 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>10</sup> are applicable.

<sup>10</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
<b>Nursery (N1 + N2)</b>	EEB1 <i>Uccle Site</i> EEB1 <i>Berkendael Site</i> EEB2 - EEB3 - EEB4	EEB1 <i>Uccle Site</i> EEB2 - EEB3 - EEB4	EEB1 <i>Uccle Site</i> EEB1 <i>Berkendael Site</i> EEB2 - EEB3 - EEB4	EEB1 <i>Uccle Site</i> EEB2 EEB4	EEB2 EEB3 EEB4	EEB1 <i>Uccle Site</i> EEB3
<b>P1 - P2</b>	EEB1 <i>Uccle Site</i> EEB1 <i>Berkendael Site</i> EEB2 - EEB3 - EEB4	EEB1 <i>Uccle Site</i> EEB2 - EEB3 - EEB4	EEB1 <i>Uccle Site</i> EEB1 <i>Berkendael Site</i> EEB2 - EEB3 - EEB4	EEB1 <i>Uccle Site</i> EEB2 EEB4	EEB2 EEB3 EEB4	EEB1 <i>Uccle Site</i> EEB3
<b>P3-P4-P5</b>	EEB1 <i>Uccle Site</i> EEB2 - EEB3 - EEB4	EEB1 <i>Uccle Site</i> EEB2 - EEB3 - EEB4	EEB1 <i>Uccle Site</i> EEB1 <i>Berkendael Site</i> EEB2 - EEB3 - EEB4	EEB1 <i>Uccle Site</i> EEB2 EEB4	EEB2 EEB3 EEB4	EEB1 <i>Uccle Site</i> EEB3
<b>Secondary S1 to S7</b>	EEB1 <i>Uccle Site</i> EEB2 - EEB3 - EEB4	EEB1 <i>Uccle Site</i> EEB2 - EEB3 - EEB4	EEB1 <i>Uccle Site</i> EEB2 - EEB3 - EEB4	EEB1 <i>Uccle Site</i> EEB2 EEB4	EEB2 EEB3 EEB4	EEB1 <i>Uccle Site</i> EEB3

In view of the finding 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>11</sup> are applicable.

<sup>11</sup> Decisions of the Board of Governors adopted by written procedure 2014/13 on 14 May 2014