Policy on Enrolment in the Brussels European Schools for the 2018-2019 school year

Central Enrolment Authority
I. **PRELIMINARY REMARKS**

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

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

P1 to P5 mean the five primary cycle year groups.
S1 to S7 mean the seven secondary cycle year groups.

Language sections have:
- classes\(^1\) 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 S2
  - CS Czech language section:
  - DA Danish language section
  - EL Greek language section
  - ET Estonian language section: up to P2
  - FI Finnish language section
  - HU Hungarian language section
  - LT Lithuanian language section: up to S4
  - LV Latvian language section: up to P5
  - PL Polish language section
  - PT Portuguese language section
  - RO Romanian language section: up to S1
  - SK Slovakian language section: up to P5
  - SV Swedish language section

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\(^1\) Including (possible) satellite classes
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, P2 and P3. New satellite classes for other languages may possibly be created during the enrolment session. 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 pupils of the language section corresponding to their Language 1.

**SWALS** for whom there is no language section corresponding to their mother tongue/dominant language in the Brussels 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 S3
- Croatian pupils (HR)
- Estonian pupils (ET) as from P3
- Latvian pupils (LV) as from S1
- Lithuanian pupils (LT) as from S5
- Romanian pupils (RO) as from S2
- 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 Site** for the Uccle site, located at 1180 Brussels, avenue du Vert Chasseur, 46,
  - **EEB1 – BK Site** 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.

The Central Enrolment Authority is referred to as the CEA.
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.

Following its meeting of 5-7 December 2017, the Board of Governors adopted the guidelines for the 2018-2019 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.eursc.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 to as category I pupils).

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 constantly increasing: 12,691 pupils were on roll in the Brussels European Schools on 15 October 2017, as compared with 12,309 pupils on 15 October 2016, i.e. an increase of 382 pupils, or 3.10%.

- The number of classrooms available on each site is a constraining factor, whilst the maximum number of classrooms is being reached at EEB1 – UCC Site, EEB2, EEB3 and EEB4;

- Forming classes with pupil numbers approaching or even reaching the maximum limit of 30 leads to organisational difficulties, such as:
  - The admission of a single pupil with a special priority criterion means division of the group.
  - There is automatic division of the group for certain courses (science courses cannot be taught to classes of more than 25 pupils).

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2 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.eursc.eu, in “Terms and conditions of admission”, employed directly and continuously for a minimum period of one year.

3 Decisions of the Board of Governors of 16-18 April 2013
- 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, which is currently under-occupied, 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 2018-2019 POLICY

At its meeting of 5-7 December 2017, the Board of Governors adopted the guidelines, which can be consulted on the European Schools’ website www.eursc.eu under Enrolments.

The CEA endeavoured to devise the Enrolment Policy for the 2018-2019 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 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 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.

For the handling of cross-transfer applications, referred to in 9.13. et seq., a specific random ranking will be organised in a similar way.

The CEA will organise two enrolment phases, described below, for enrolments for the 2018-2019 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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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 2017-2018 school year and who wishes to be admitted to one of those schools/sites for the 2018-2019 school year.

1.2. **A transfer application** is made for the enrolment of a pupil who attended for a full school year one of the schools/sites located in Brussels in the 2017-2018 school year and who wishes to or must continue his/her schooling at another school/site in Brussels for the 2018-2019 school year.

1.3. A transfer application is **voluntary** when the applicants wish the pupil to continue his/her schooling at another school/site in Brussels. A transfer application is **compulsory** when the pupil, who was in P5 at EEB1 – BK Site during the 2017-2018 school year, is obliged to continue his/her schooling at another school/site in Brussels, the provision of schooling at the site attended being restricted to the nursery and primary cycles.

1.4. 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, in accordance with the arrangements referred to in Articles 15.2. et seq.

1.5. 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.

1.6. 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.

1.7. Where a child is recognised as being a dependant, within the meaning of Article 1.10., 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.
1.8. 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.

1.9. Children recognised as being dependants of the applicant or of the person referred to in Article 1.7. will be considered to belong to the same group of siblings even if they are not related to him/her.

1.10. A dependent child means children for whom the applicant or the person referred to in Article 1.7. receives family and/or education allowances, either from a European Union institution, in the case of category I pupils\(^4\), or from the national social security organisation to which he/she belongs, in the case of categories II and III pupils.

1.11. **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 12.4.,

   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, adopted on the basis of Articles 13 and 14) or failure to ensure that the pupil continues to attend the school regularly.

   Refusal of a place will be definitive.

   It rules out the possibility of claiming a place again for the school year in question or of invoking a right to precedence for the future.

1.12. 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.

1.13. The enrolment phases calendar described in Articles 10 to 12 of the Policy may be altered by the CEA without this affecting the validity of its decisions.

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\(^4\) In accordance with the list appearing in Chapter XII of the Digest of Decisions of the Board of Governors of the European Schools.
2. Enrolment or transfer applications

A. Form

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. 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, EESC Intranet, myCoR, EEAS Intranet, etc.). A special online form will be available on the European Schools’ website for the cross-transfer applications referred to in Articles 9.13. et seq.

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.

B. Time periods for submission of applications

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.

2.5. All enrolment and transfer applications (with the exception of the applications referred to in Article 9.9.) for categories I and II\textsuperscript{5} pupils MUST be submitted during the first phase, from 11 to 30 January 2018, failing which applications will be inadmissible and will automatically be rejected.

2.6. Except in duly justified cases of force majeure, with substantiating evidence attesting to the fact that it was materially impossible for the applicants to submit their application during the first phase, and without prejudice to Article 8.4.2.(k), only applicants for the enrolment or transfer of categories I and II\textsuperscript{*} pupils who will be taking up their post as from 1 January 2018 will be allowed to submit their application during the second phase, i.e. either from 19 February to 15 June 2018 or from 2 July to 24 August 2018.

\textsuperscript{5} 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
2.7. Applications for the enrolment and transfer of category II pupils, of pupils whose parents are members of the civilian staff of NATO (international civilian staff) or are UN employees (international civil servants) and of category III pupils MUST be submitted during the second phase.

2.8. Applications for enrolment after the beginning of the school year will be submitted between 6 September 2018 at the earliest and 22 March 2019 at the latest, and within a period of one month at the earliest before the planned start of the child’s schooling. The handling of applications submitted more than one month before the start of the child’s schooling will be suspended until that date.

2.9. Applications submitted outside the time periods specified in Articles 2.5. to 2.8. will be inadmissible.

2.10. Except where Articles 13 and 14 apply, the CEA’s decisions on enrolment and transfer applications submitted during the first and second enrolment phases will take effect at the beginning of the school year, on 5 September 2018.

C. Expression of preferences for school/site

2.11. For all enrolment applications (except those for category III pupils) and for compulsory transfer applications, and whatever the year group and the language section chosen, 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.

2.12. For all voluntary 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.

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6 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 parameters by the Director in compliance with Articles 2.13. to 2.15. 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 and of the creation of satellite classes by the CEA during the enrolment session.
D. Year group and language section

2.13. The applicant will be required to indicate on the form the year group requested and one language section only, corresponding to the pupil’s mother tongue/dominant language, 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.

2.14. 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/site may, at any time during the enrolment procedure:

a) change the year group to which the pupil will be admitted, where the information in the application file 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 equivalences7, 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 in the application file 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 Rules8.

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

8“A fundamental principle of the European Schools is the teaching of mother tongue/dominant language as first language (L1). This principle implies the pupil’s enrolment in the section of his/her mother tongue/ dominant language where such a section exists. This principle may be waived only where the child has been educated in a language other than his/her mother tongue/dominant language for a minimum of two years at primary or secondary level. The European Schools will presume in that case that the child will be capable of continuing his/her schooling in the language in question. In schools where the section corresponding to a pupil’s mother tongue/dominant language does not exist, he/she will generally be enrolled in one of the vehicular language sections. He/She will attend the classes in his/her mother tongue/ dominant language organised for so-called SWALS (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.

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Once the language section has been determined on the basis of the enrolment application and, where applicable, following the Director’s intervention referred to above, it may only subsequently be changed in accordance with Article 2.22.

2.15. 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.

E. Handling of applications

2.16. Without prejudice to Article 9.9., only one enrolment or transfer application per pupil may be submitted throughout the enrolment procedure for the 2018-2019 school year.

2.17. Each application will be allotted a reference number９, which will be communicated by email to the applicant. 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 within seven calendar days. Failing validation, handling of the application file will be suspended.

2.18. In the first enrolment phase a random computerised ranking will be produced and each category I and II* application will be allotted a ranking number. In the event of minor irregularities in the number of applications entered to produce the random ranking, the CEA may randomly insert the missing application or applications which might not have been ranked, in order to determine the order in which applications will be dealt with. For the second enrolment phase, the number will be determined sequentially, on the basis of the date and time of receipt of the application.

2.19. A specific random ranking will be produced, with similar operating arrangements, to determine the order of handling of cross-transfer applications submitted in accordance with Articles 9.13. to 9.22.

2.20. 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

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9 The file number indicates the phase of submission of the application (Ph1 or Ph2), the first preference school (B1, BK, B2, B3 or B4) and the file’s administrative number, using the following structure: Ph.-B.-.....
event, applications for enrolment must be submitted simultaneously and indicate an identical order of preference for all the children concerned. A single number for the siblings will be allotted in the random computerised ranking. If the applicant for enrolment does not apply for joint enrolment, each of the enrolment applications will be dealt with individually.

2.21. 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.

2.22. 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 occurring within six months of the CEA’s decision on the initial application will be regarded as an application for review, within the meaning of Articles 15.2. et seq. 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.

2.23. 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.

2.24. 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.

2.25. 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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10 Notably on the basis of (non-)promotion decisions taken at the end of the school year.
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 2018-2019 school year.

3.2. If it deems it necessary, the CEA may decide, in mid-session, to close or open a 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.

3.3. If this involves creating new classes, in mid-session, in the nursery and primary cycles, in view of the under-occupation of EEB1 – BK Site and of the logistical constraints weighing on the other schools/sites, the CEA may create classes and satellite classes\(^\text{11}\), giving priority consideration to locating them at EEB1 – BK Site.

3.4. Once there are a minimum of 7 pupils in the nursery cycle (N1+N2) and seven pupils per year group in the primary cycle, the CEA can open a satellite class at EEB1 – BK Site, except for pupils belonging to single language sections which are in the process of being set up (BG, ET and RO), Croatian and Slovenian SWALS and Maltese pupils.

3.5. Should the creation of satellite classes involve a Language 1 which had classes at only one of the other four schools/sites (single language section), the language section will then be treated as a multiple section.

3.6. The CEA will inform applicants about the creation of satellite classes by means of a communiqué published on the European Schools’ website.

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 a derogation to that effect is expressly mentioned by the CEA in the information communiqué.

\(^{11}\) In so far as the language section might not yet have been opened there.
4. Formation of classes

4.1. For all classes and satellite classes 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 2017-2018 school year. Above this threshold, and up to the maximum number 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 all the language sections** is set at:
   - 20 pupils in the nursery cycle (N1+N2),
   - 20 pupils per year group in the primary cycle,
   - 26 pupils per year group in the secondary cycle.

4.3. The thresholds referred to in Article 4.2. were adopted by the Board of Governors in the guidelines, having regard to the lessons learned from the results of the previous enrolment session, to the need to exploit the capacity of EEB1 – BK Site in order to curtail the growth in pupil numbers in the nursery and primary cycles on the other four sites, 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 2017-2018 school year.

5.2. A joint transfer application may be made for categories and I, II* and II children who attended a European School in the 2017-2018 school year, with the exception of cross-transfer applications.

5.3. Where the grouping of siblings is requested in accordance with the arrangements referred to in Article 2.20, 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.

5.4. Dealing jointly with applications for 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 a single pupil.

5.5. A joint application for 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.

5.6. Where an application for a member of a group of siblings is cancelled or the place offered is refused and a sole 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. In that case, only the CEA will have the possibility of changing the way in which the application file is handled, where appropriate through the initiation of a review procedure, as referred to in Articles15.2. et seq.
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 a special priority criterion, within the meaning of Article 8, can be claimed.

6.3. Subject to the provisions of Articles 3.2 to 3.4., the placing of the language sections in the Brussels Schools is as follows:

- **EEB1 – UCC Site**: DA, DE, EN, ES, FR, HU, IT, PL
- **EEB1 – BK Site**: FR (up to P5), LV (up to P5), SK (up to P5), DE (classes up to P3).
- **EEB2**: DE, EN, FI, FR, IT, LT (up to S4), NL, PT, SV
- **EEB3**: CS, DE, EL, EN, ES, FR, NL
- **EEB4**: BG (up to S2), DE, EN, ET (nursery cycle, P1 and P2), FR, IT, NL, RO (up to S1).

6.4. With the exception of the BG, ET and RO language sections, of Croatian and Slovenian SWALS and of Maltese pupils, all applications for enrolment in the nursery and primary cycles expressing a preference for EEB1 – BK Site as their first choice will be referred to that site, provided that the language section, the year group or the satellite class are already open or can be opened there, in accordance with Articles 3.3. and 3.4.
A. Single language sections

6.5. Pupils for whom an application for enrolment in a single language section has been submitted will be enrolled at that school/site provided that places are available.

6.6. All applications for enrolment in the DA, HU and PL sections will be referred to EEB1 – UCC Site.

6.7. All applications for enrolment in the nursery and primary cycles of the LV section will be referred to EEB1 – BK Site.

6.8. By way of derogation from Articles 2.14., 6.7. 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 of Article 8.2.

6.9. All applications for enrolment in the nursery and primary cycles of the SK section will be referred to EEB1 – BK Site.

6.10. By way of derogation from Articles 2.14., 6.9. 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 effect is made for him/her and if he/she meets the conditions for the regrouping of siblings of Article 8.2.

6.11. All applications for enrolment in the FI, PT and SV sections will be referred to EEB2.

6.12. All applications for enrolment up to S4 in the LT section will be referred to EEB2.

6.13. All applications for enrolment in the EL and CS sections will be referred to EEB3.

6.14. All applications for enrolment up to S2 in the BG section will be referred to EEB4.

6.15. All applications for enrolment in the nursery cycle and in P1 and P2 of the ET section will be referred to EEB4.

6.16. By way of derogation from Articles 2.14., 6.15. and 8.2.1.(c), applications for enrolment in the nursery cycle, in P1 and in P2 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 of Article 8.2.

6.17. All applications for enrolment up to S1 in the RO section will be referred to EEB4.
B. Multiple language sections

6.18. 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 a special priority criterion, within the meaning of Article 8, can be claimed.

6.19. 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, if need be, after adaptation of the structure in accordance with Articles 3.2. to 3.4., 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 classes of the schools/sites and the satellite classes which are already open or can be opened where places remain available until the threshold has been reached at all the schools/sites.

c) Once the thresholds have been reached in all the classes at all the schools/sites and in the satellite classes, 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.

6.20. Without prejudice to Articles 3.2. to 3.4., enrolment applications will be dealt with as follows (see Annex III).

a) All applications for enrolment in the nursery cycle (N1 + N2), P1, P2 and P3 of the DE section will be referred to EEB1 – UCC Site, EEB1 – BK Site, EEB2, EEB3 and EEB4.

b) All applications for enrolment in P4 to P5 of the DE section will be referred to EEB1 – UCC Site, EEB2, EEB3 and EEB4.

c) All applications for enrolment in the nursery and primary cycles of the EN section will be referred to EEB1 – UCC Site, EEB2, EEB3 and EEB4.

d) All applications for enrolment in the nursery and primary cycles of the FR section will be referred to EEB1 – UCC Site, EEB1 – BK Site, EEB2, EEB3 and EEB4.
e) All applications for enrolment in the nursery and primary cycles of the IT section will be referred to EEB1 – UCC Site, EEB2 and EEB4.

f) All applications for enrolment in the nursery and primary cycles of the NL section will be referred to EEB2, EEB3 and EEB4.

g) All applications for enrolment in the nursery and primary cycles of the ES section will be referred to EEB1 – UCC Site and EEB3.

h) All applications for enrolment in the secondary of the DE, EN and FR sections will be referred to EEB1 – UCC Site, EEB2, EEB3 and EEB4.

i) All applications for enrolment in the secondary of the IT section will be referred to EEB1 – UCC Site, EEB2 and EEB4.

j) All applications for enrolment in the secondary of the NL section will be referred to EEB2, EEB3 and EEB4.

k) All applications for enrolment in the secondary of the ES section will be referred to EEB1 – UCC Site and EEB3.
C. SWALS

6.21. 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.

6.21.1. All applications for enrolment of Slovenian and Maltese SWALS will be referred to EEB1 – UCC Site.

6.21.2. All applications for enrolment of Lithuanian SWALS (from S5 onwards) will be referred to EEB2.

6.21.3. All applications for enrolment of Latvian SWALS (from S1 onwards) will be referred to EEB2.

6.21.4. All applications for enrolment of Estonian SWALS (from P3 onwards) will be referred to EEB4.

6.21.5. All applications for enrolment of Slovakian SWALS (from S1 onwards) will be referred to EEB3.

6.21.6. All applications for enrolment of Bulgarian SWALS (from S3 onwards) will be referred to EEB4.

6.21.7. All applications for enrolment of Romanian SWALS (from S2 onwards) will be referred to EEB4.

6.21.8. 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 a special priority criterion, within the meaning of Article 8, can be claimed 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 6.21.

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 a special priority criterion, within the meaning of Article 8, can be claimed, 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 6.21.

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:

- The children concerned are siblings of pupils already enrolled at one of the Brussels schools/sites who attended that school/site throughout the 2017-2018 school year and will continue to do so during the 2018-2019 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.\(^{12}\)

- These applications will be considered during the second enrolment phase, from 29 June 2018 to 24 August 2018.

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\(^{12}\) Decision of the Board of Governors adopted by written procedure 2007/12 initiated on 8 May 2007 and completed on 29 May 2007
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 2017-2018 school year and will continue to do so during the 2018-2019 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 1.9.,

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,

8.2.2. This special priority criterion will be applicable only if the application is submitted during the first phase, with the exception of applications for category II pupils, which MUST be submitted during the second enrolment phase.

8.2.3. Should a request for the regrouping of siblings be submitted during the second enrolment phase, it will be accepted at the school/site attended by the other member(s) of the group of siblings only provided that there is a place to be filled.

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 the school approves the pupil’s return and that they make an application to that effect during the first enrolment phase, with the exception of applications for category II pupils, which MUST be submitted during the second enrolment phase.

8.3.7. Should an enrolment application on grounds of return from a period of study abroad be submitted during the second enrolment phase, it will be accepted at the school/site previously attended 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.

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, the breakdown of the legal representatives’ relationship or their divorce,

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 during the second enrolment phase the choice of an option with a view to the European Baccalauréate13 (but not complementary courses), present in one or more schools,

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 European schools/sites, for a previous school year or in a specific language section,

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

n) cumulative inconveniences, if they do not singularly consist of a relevant particular circumstance within the meaning of Articles 8.4.1. and 8.4.2.

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13 This particular circumstance may be invoked only in the second enrolment phase, in so far as the choices of options are not available during the first enrolment phase.
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 from the applicants, from the members of the school community and from third parties to whom the applicants refer in their application, 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

A. Compulsory transfers

9.1. The legal representatives of pupils in P5 at EEB1 – BK Site will be required to submit, during the first phase, a transfer application to continue their schooling in the secondary cycle at EEB1 – UCC Site, EEB2, EEB3 or EEB4.

9.2. Pupils for whom a compulsory transfer application is made are entitled to attend their first preference school/site, then their subsequent preference schools/sites, provided that there is a place to be filled, unless a priority criterion within the meaning of Article 8 of the Policy can be claimed or the conditions for bringing together the group of siblings, as referred to in Article 9.10.(b), are fulfilled.

9.3. Compulsory transfers can be applied for jointly for a pupil, as referred to in Article 9.1., and the other members of his/her group of siblings, provided that there is a place to be filled, to be awarded to each of the children. In that event, the provisions of Article 5 will be applicable.

9.4. As pupils who have already embarked upon their schooling in the European Schools have priority over newly enrolled pupils, compulsory transfer applications will be dealt with before enrolment applications and voluntary transfer applications.

B. Voluntary transfers

9.5. 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.

9.6. Voluntary transfers may be applied for jointly for a group of siblings only provided that a particular circumstance, within the meaning of Article 8.4, applies to one of its members and that there is a place to be filled, to be awarded to each of the children. In that event, the provisions of Article 5 will be applicable.

9.7. 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.

9.8. Should the transfer application referred to in Article 9.5. be rejected, the pupil will continue to be enrolled at the school/site which he/she attended throughout the 2017-2018 school year and, where applicable, his/her sibling(s) for whom regrouping or joint transfer is requested will also be enrolled or attend school there.
9.9. By way of derogation from Article 9.5., transfer applications will be allowed for all pupils, without having to justify particular circumstances, during the two enrolment phases, provided that there is a place to be filled, to EEB1 – BK Site in the satellite classes, language sections and year groups which are already open or can be opened there.

9.10. By way of derogation from Article 9.5. transfer applications will be allowed for categories I and II* pupils, without having to justify particular circumstances, provided that they are submitted solely during the first enrolment phase and that there is a place to be filled, in the case of:

a) Estonian SWALS from EEB2 to EEB4 as pupils of the ET language section in the nursery cycle and in P1 and in P2 and as SWALS as from P3,

b) pupils up to S5 who, during the 2017-2018 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, satellite classes, the language section and the year group are already open there.

9.11. 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 9.5. and will then turn its attention to regrouping of the siblings, if it is requested. Should the transfer application be rejected, Article 9.8. will be applicable.

9.12. 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 involved.
C. Cross-transfers

9.13. Between 1 February 2018 and 14 February 2018, the legal representatives of children attending one of the Brussels schools/sites may submit a cross-transfer application, in order to offer to exchange the place held by their child for a place held by another child at a specific school/site, in anticipation of the beginning of the 2018-2019 school year in September 2018.

9.14. Cross-transfer applications will be submitted on the basis of a special online form, whereby the applicants will offer to exchange the place held by their child for a place at a single other specific school/site.

9.15. Cross-transfer applications will be assigned a file number, which will be communicated to the applicant by email. He/She will be invited to acknowledge receipt of the number within seven calendar days.

9.16. There will be a specific random ranking for cross-transfer applications to determine the order in which they will be dealt with.

9.17. The application will be accepted if there is a corresponding cross-transfer application for a pupil in the same year group of the same language section for whom a transfer is sought to the school/site currently attended by the child of the transfer applicant whose application is being dealt with (‘perfect transfer’).

9.18. Cross-transfer applications will be allowed only if the options, including religion/non-confessional ethics, Languages 2 and 3 can be taught at the two schools/sites concerned.

9.19. Cross-transfer applications will be allowed solely for pupils who were on roll in the nursery classes and in classes up to and including S4 during the 2017-2018 school year.

9.20. Cross-transfer applications will constitute an exception to the general handling of enrolment and transfer applications by the CEA. Consequently, cross-transfer applicants will forfeit the right to invoke any priority criterion whatsoever for the pupil concerned and for members of his/her group of siblings (if any).

9.21. Cross-transfer applications will be irrevocable, the two pupils being automatically transferred by dint of the CEA’s decision, without its being possible for the applicants to refuse the place offered.

9.22. The fact that one of the pupils involved in the cross-transfer has to repeat the year will not entail its cancellation.
10. First enrolment phase

A. Submission of applications and ranking

10.1. Enrolment and transfer applications for categories I and II* pupils for the beginning of the 2018-2019 school year in September 2018 will be dealt with in two enrolment phases in compliance with Articles 2.5. and 2.6. Enrolment and transfer applications for categories II and III will be dealt with only during the second enrolment phase.

10.2. Enrolment and transfer applications submitted between 11 January 2018 at the earliest and 30 January 2018 at the latest will be considered during the first enrolment phase.

10.3. Between 15 and 21 February 2018, the reference number allotted to each enrolment application will be communicated to the applicant for enrolment by email and validated by him/her within seven calendar days.

10.4. During the week of 22 February 2018, 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 Étude 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 1 March 2018. This publication exempts the Central Enrolment Authority from the obligation to notify applicants individually.

B. Decisions of the Central Enrolment Authority

10.6. Without prejudice to the decisions taken on the basis of Article 15.2. et seq, the Central Enrolment Authority will award the places dealt with during the first phase in the following order:

a) Pupils for whom a compulsory transfer application has been submitted.

b) Pupils for whom an application for enrolment in a single language section has been submitted.

c) SWALS in the secondary cycle.

d) Croatian and Slovenian SWALS and Maltese pupils.

e) Pupils with a special priority criterion within the meaning of Article 8.

f) Pupils for whom a transfer application has been submitted as provided for in Articles 9.9. and 9.10..

g) Pupils for whom a transfer application deemed justified within the meaning of Article 9.5. has been submitted.
h) Pupils for whom an enrolment application has been submitted, giving EEB1 – BK Site as their first preference.

i) In the order determined by the random ranking:

i. pupils for whom a joint application for enrolment in a multiple language section, including at least one in the secondary cycle, 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, including at least one in the secondary cycle, 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 a joint application for enrolment in the nursery and primary cycles of 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,

iv. pupils for whom a joint application for enrolment in the nursery and primary cycles of 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,

v. pupils for whom an application for the enrolment of a single pupil in a multiple language section has been submitted, for whom a place is available at the first preference school/site,

vi. pupils for whom an application for the enrolment of a single pupil in a multiple language section has been submitted, for whom a place is available at the subsequent preference schools/sites,

vii. pupils for whom an application for enrolment in a multiple language section has been submitted, to whom a reserve place, as referred to in Article 4.1., should be awarded.

10.7. As from 27 April 2018, the Central Enrolment Authority will notify applicants of its decision. The list of places awarded will be published on the European Schools’ website on 27 April 2018.
C. 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 2.14. 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 -15).

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, except where Article 9.9. applies. In the absence of acceptance, and in the circumstances referred to in Article 1.11, the place is refused.

10.12. The closing date of the first enrolment phase will be 15 May 2018. At the end of the first enrolment phase, a table summarising the number of places awarded and accepted will be published on the European Schools’ website on 17 May 2018.

15 Document 2012-05-D-14-en
11. Handling of cross-transfer applications

11.1. Cross-transfer applications submitted in accordance with Article 9.13. will be dealt with between 1 February 2018 and 14 February 2018.

11.2. From 26 February 2018 to 2 March 2018, the file number assigned to each application will be communicated to the applicant by email and validated by him/her within seven calendar days.

11.3. As from 5 March 2018, a random computerised ranking of the applications will be produced, under the supervision of *Etude de l’Huissier de Justice* (Bailiff’s Office) Jacques Lambert.

11.4. The complete list of the ranking of applications and their respective numbers will appear in an affidavit published on the European Schools’ website on 12 March 2018. This publication exempts the Central Enrolment Authority from the obligation to notify applicants individually.

11.5. The Central Enrolment Authority will award the cross-transfer places.

11.6. As from 18 May 2018, the Central Enrolment Authority will notify applicants of its decision. The list of places awarded will be published on the European Schools’ website on 18 May 2018.
12. Second enrolment phase

12.1. Enrolment and transfer applications submitted:
- either from 19 February to 15 June 2018,
- or from 2 July to 24 August 2018,
will be considered during the second enrolment phase.

12.2. A number will be given to each application according to the date and time of receipt of the complete file by the secretariat of the school/site. It will be communicated to the applicant by email and validated by him/her within seven calendar days.

12.3. Without prejudice to the decisions taken on the basis of Article 15.2. et seq., on 11 July 2018 the Central Enrolment will award places in the order laid down in Articles 12.3.1. to 12.3.4.:

12.3.1. Categories I and II* pupils for whom an enrolment application was submitted as from 19 February and up to 15 June 2018:

a) Pupils for whom an application for enrolment in a single language section has been submitted.

b) SWALS in the secondary cycle.

c) Croatian and Slovenian SWALS and Maltese pupils.

d) Pupils with a special priority criterion within the meaning of Article 8.

e) Pupils for whom a transfer to EEB1 – BK Site is requested, in all year groups, classes and satellite classes which are already open or can be opened there.

f) Pupils for whom an enrolment application has been submitted, giving EEB1 – BK Site as their first preference.

g) According to the date and time of receipt of the complete file:

i. pupils for whom a joint application for enrolment in a multiple language section, including at least one in the secondary cycle, 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, including at least one in the secondary cycle, 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 a joint application for enrolment in the nursery and primary cycles in a multiple language section has been submitted, for whom a place is available at the first preference school/site,
iv. pupils for whom a joint application for enrolment in the nursery and primary cycles in a multiple language section has been submitted, for whom a place is available at the subsequent preference schools/sites,

v. pupils for whom an application for the enrolment of a single pupil\textsuperscript{16} in a multiple language section has been submitted, for whom a place is available at the first preference school/site,

vi. pupils for whom an application for the enrolment of a single pupil\textsuperscript{16} in a multiple language section has been submitted, for whom a place is available at the subsequent preference schools/sites,

vii. pupils for whom an application for enrolment in a multiple language section has been submitted, to whom a reserve place, as referred to in Article 4.1., should be awarded.

12.3.2. The category II pupils referred to in Article 7.1. with a special priority criterion within the meaning of Article 8, then other pupils (firstly joint enrolment applications, then enrolment applications for a single pupil).

12.3.3. 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, then other pupils (firstly joint enrolment applications, then enrolment applications for a single pupil).

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

12.3.5. Notification of decisions will be given as from 18 July 2018.

12.4. 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.

12.5. 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 2.14. 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 \textsuperscript{17}).

12.6. 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

\footnotesize\textsuperscript{16} And also pupils for whom the request for grouping of siblings cannot be met.

\footnotesize\textsuperscript{17} Document 2012-05-D-14-en
subsequently come to be considered, except in the case of an applicant who has lodged an appeal.

12.7. 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 1.11., the place is refused.

12.8. **Enrolment or transfer applications submitted from 2 July 2018 onwards** will be dealt with as from 29 August 2018, in the order of award of places appearing in Article 12.3., it being understood that places will subsequently be awarded to category III pupils in compliance with Article 7.4.

12.9. **The closing date of the second enrolment phase will be 4 September 2018.**
13. Enrolments after the beginning of the school year

13.1. As from 6 September 2018, only the following enrolment applications will be allowed to be submitted:

   a) They involve categories I, II* and II† pupils for whom no other enrolment application for the 2018-2019 school year was submitted.
   
   b) The pupil concerned was being educated outside Belgium when the application was submitted.
   
   c) One of the pupil’s legal representatives 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.

13.2. A request for the taking into account of particular circumstances, within the meaning of Article 8.4., does not allow application of Article 13.1 to be waived. On the other hand, if the conditions of Article 13.1. are fulfilled, 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 can be claimed.

13.3. The rules governing acceptance and refusal of places referred to in Articles 12.4. to 12.7. will remain applicable.

13.4. For pedagogical reasons, the CEA has set 22 March 2019 as the date after which no further enrolment applications may be submitted during the school year.

14. Transfers after the beginning of the school year

14.1. As from 6 September 2018, transfer applications may be submitted only on the basis of Article 8.4.

14.2. The rules on the acceptance and refusal of places referred to in Articles 12.4. to 12.7. will remain applicable.

14.3. Article 2.16. will be applicable unless it can be established that the particular circumstances invoked postdate the decision taken by the CEA for the 2018-2019 school year and expiry of the time periods for the lodging of appeals referred to in Article 15.

† With an agreement already in force with one or more Brussels schools/sites.
15. Appeals

15.1. 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).

15.2. 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.

15.3. An application for review of decisions of the CEA may be made by applicants, provided that they have not lodged a contentious appeal, 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.

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

15.5. Submission of a review application will not have suspensory effect on the time period referred to in Article 15.1. for the lodging of a contentious appeal with the Complaints Board of the European Schools.

15.6. The CEA will deal with the review application expeditiously. Once the CEA has reached a decision on the application, the decision will take effect immediately and the new place will be awarded. The rules on the acceptance and refusal of places referred to in Articles 12.4. to 12.7. will be applicable.
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 2018-2019 school year, places in the Brussels Schools/Sites will be awarded in compliance with the general enrolment rules, unless a special priority criterion can be claimed.
ANNEX II

Structure of the schools/sites: distribution of classes for the 2018-2019 school year

EEB1: European School, Brussels I – Uccle Site

<table>
<thead>
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<th>DA</th>
<th>DE</th>
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<th>FR</th>
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EEB1: European School, Brussels I – Berkendael Site

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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 in principle only at the European School, Brussels I – Berkendael Site. The rules for grouping of classes decided by the Board of Governors¹ are applicable.

¹ Decisions of the Board of Governors adopted by written procedure 2014/13 on 14 May 2014
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 in principle only at the European School, Brussels I – Berkendael Site. The rules for grouping of classes decided by the Board of Governors\(^1\) are applicable.

\(^1\) Decisions of the Board of Governors adopted by written procedure 2014/13 on 14 May 2014
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¹ Decisions of the Board of Governors adopted by written procedure 2014/13 on 14 May 2014
**ANNEX III**

<table>
<thead>
<tr>
<th>DE</th>
<th>N1+N2, P1, P2, P3</th>
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<th>EEB1-UCC, EEB1-BK (classes to be created*), EEB2, EEB3</th>
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<td>EEB1-UCC, EEB2, EEB3, EEB4</td>
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<td>EEB2, EEB3, EEB4</td>
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</tbody>
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<td>EEB1-UCC, EEB3</td>
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* Classes to be created in accordance with the provisions of Article 3. (Structure of classes, page 15)

2018-2019 school year
### ANNEX IV

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

<table>
<thead>
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<th>LANGUAGE SECTIONS</th>
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<th>EEB2</th>
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<td>Primary</td>
<td>ET * - LT S1 → S4 NL PT SV</td>
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<td>DE</td>
<td>Secondary</td>
<td>ET * LT S1 → S7 SV</td>
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**Key:**
- BG = Bulgarian
- CS = Czech
- DA = Danish
- DE = German
- EL = Greek
- EN = English
- FI = Finnish
- FR = French
- HR = Croat
- HU = Hungarian
- IT = Italian
- LT = Lithuanian
- LV = Latvian
- MT = Maltese
- NL = Dutch
- PL = Polish
- PT = Portuguese
- RO = Romanian
- SK = Slovak
- SL = Slovene
- SV = Swedish

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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 in principle only at the European School, Brussels I – Berkendael Site. The rules for grouping of classes decided by the Board of Governors’ are applicable.

---

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

2017-12-D-5-en-3

2018-2019 school year