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Policy on Enrolment in the Brussels European Schools for the 2021-2022 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:

- classes¹ 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
EL	Greek language section (for the nursery cycle, P1, P2 and P3)
EN	English language section
ES	Spanish language section
FI	Finnish language section (for the nursery and primary cycles)
FR	French language section
IT	Italian language section
LT	Lithuanian language section (for the nursery and primary cycles)
NL	Dutch language section
PT	Portuguese language section (for the nursery and primary cycles)
SV	Swedish language section (for the nursery and primary cycles)

- **single language sections**

BG	Bulgarian language section, open up to S5
CS	Czech language section
DA	Danish language section
EL	Greek language section, as from P4
ET	Estonian language section, open up to P5
FI	Finnish language section, as from S1
HU	Hungarian language section
LT	Lithuanian language section, as from S1
LV	Latvian language section, open up to P5
PL	Polish language section, as from S1
PT	Portuguese language section, as from S1

¹ Including satellite classes

RO	Romanian language section, open up to S4
SK	Slovakian language section, open up to P5
SV	Swedish language section, as from S1

In view of the constraints weighing on the structure of the European Schools in Brussels, **satellite classes** were placed, in previous school years, 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 (L1 DE), open up to P5,
- Greek (L1 EL), open up to P3,
- English (L1 EN), open up to P3,
- Spanish (L1 ES), open up to P2,
- Italian (L1 IT), open up to P3.

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 are attached to the DE, EN or FR language sections.

The following pupils are concerned:

Bulgarian pupils (BG) as from S6

Croatian pupils (HR)

Estonian pupils (ET) as from S1

Latvian pupils (LV) as from S1

Romanian pupils (RO) as from S5

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**, which has two sites:

- **EEB2 – WOL Site** for the Woluwé site, located at 1200 Brussels, avenue Oscar Jespers, 75;
- **EEB2 – EVE Site** for the Evere site, located at 1110 Brussels, boulevard Léopold III, 1, with effect from September 2021.

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.

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 pupils²).

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: 13 916 pupils were on roll in the Brussels European Schools on 15 October 2020, as compared with 13 430 pupils on 15 October 2019, i.e. an increase of 486 pupils, or 3.62%.
- The number of classrooms available on each site is a constraining factor, whilst the maximum number of classrooms has been reached (or is being reached) at EEB1 – UCC Site, EEB2 and EEB3.
- 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 (for example, science courses in the secondary cycle cannot be taught to classes of more than 25 pupils³, etc.).
- 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.

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.eursec.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

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- The site of the European School, Brussels I – Berkendael offers capacity to accommodate the nursery and primary teaching levels only. At present, FR, LV and SK language sections and DE, EL, EN, ES and IT satellite classes are accommodated there.
 - The site of the European School, Brussels II – Evere will open its doors in September 2021 and its capacity will also be restricted to accommodating the nursery and primary teaching levels only. DE, EN, FI, FR, IT, LT, NL, PT and SV language sections will be located there, provided that the number of pupils per class is sufficiently large and without prejudice to the grouping by year group rules.

The Policy's priority objective lies in building up the new Evere site's core pupil numbers, so as to lessen the overcrowding of the other schools/sites and to re-assign classes previously allocated to the nursery and primary cycles to secondary classes. Thus, for the year groups and language sections open at the EEB2-Evere Site, all enrolment applications will be referred there (unless a priority criterion is claimed).

At the meeting of 20 October 2020, the Board of Governors decided to optimise integration of the respective Berkendael and Evere sites into EEB1 and EEB2. Consequently, the pupils on roll on those sites, which offer an education restricted to the nursery and primary cycles, are destined to continue their schooling at secondary level at EEB1 – Uccle Site and at EEB2 – Woluwé Site respectively.

III. GUIDELINES FOR THE 2021-2022 POLICY

At its meeting of 1, 2 and 3 December 2020, the Board of Governors adopted the guidelines, which can be consulted on the European Schools' website www.eursc.eu under *Enrolments*. They are held to be reproduced in full here.

The CEA endeavoured to devise the Enrolment Policy for the 2021-2022 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, in particular by making full use of the new accommodation capacity offered by the Evere site of the European School, Brussels II.

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 show 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,
- with a view to 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 complete application file.

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.

The CEA will organise two enrolment phases, described below, for enrolments for the 2021-2022 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 2020-2021 school year and who wishes to be admitted for the 2021-2022 school year.
- 1.2. A **transfer application**⁴ is made for the enrolment of a pupil who has been attending one of the schools/sites located in Brussels and who wishes to or must continue his/her schooling at another school/site in Brussels for the 2021-2022 school year.
- 1.3. A transfer is **voluntary** when the applicants wish the pupil to continue his/her schooling at another school/site in Brussels. A transfer is **required** when a P5 pupil at a site that does not offer all-through schooling is obliged to go on to secondary education at another school/site in Brussels.
- 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 or to review decisions.
- 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 appropriate year group and language section (in compliance in particular with the Regulations for the European Baccalaureates and with the directives relating to provision for special educational needs pupils). 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 or by copying all his/her communications with the school or the CEA to the other legal representative) 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 exercise of 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.

⁴ To make the text easier to understand, it should be noted that whenever reference is made to an 'application' or to an 'enrolment application', these terms should be taken to mean both enrolment applications and transfer applications, unless expressly stated otherwise.

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- 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. The school or the CEA may copy all its communications to the other legal representative whose contact details are known. 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, of his/her married spouse or legal cohabiting partner, 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 them.
- 1.10. A dependent child means children for whom the applicant, his/her married spouse, his/her legal cohabitant 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 pupils⁵, 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) refusal expressed or failure expressly to accept the place by the relevant deadline, in accordance with the arrangements referred to in Articles 10.8. and 11.7.,
 - b) cancellation of a place accepted by the applicant;
 - 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 12 and 13) or failure to ensure that the pupil continues to attend the school regularly under the conditions laid down in Article 30.3. of the General Rules of the European Schools.
- 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. Without prejudice to the decisions to be taken by the CEA or the Director, it will determine the order in which applications are dealt with by the CEA.
- 1.13. The enrolment phases calendar described in Articles 10 and 11 of the Policy may be altered by the CEA without this affecting the validity of its decisions. Should the calendar be altered, the CEA will notify applicants thereof by means of a communiqué published on the European Schools' website www.eursec.eu.

⁵ Including the organisations appearing in the list that can be consulted on the European Schools' website www.eursec.eu, under 'Terms and conditions of admission'.

2. Enrolment or transfer applications

A. Form

- 2.1. The applicant will submit 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, submit a copy of the form to the school/site attended previously.
- 2.2. Submission of the enrolment or transfer application means the physical handing in of the enrolment application file to the enrolments secretariat of the school/site⁶, its receipt by post or by hand delivery, or its receipt by email at the following addresses:

EEB1 – UCC Site: ucc-enrolments@eursc.eu
EEB1 – BK Site: brk-enrolments@eursc.eu
EEB2 – WOL Site: wol-enrolments@eursc.eu
EEB2 – EVE Site⁷: eve-enrolments@eursc.eu
EEB3: ixl-enrolments@eursc.eu
EEB4: lae-enrolments@eursc.eu
- 2.3. **Should the file be submitted by email, all the documents must be scanned into a single PDF file. Photos, fax and other formats for transmission of files are prohibited.**
- 2.4. Only a complete file will be deemed to have been submitted. It is the applicant's responsibility to ensure that all the relevant documents have been compiled and that the file has actually been sent.
- 2.5. 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, My CoR, EEAS Intranet, etc.).
- 2.6. All mandatory particulars required must be provided by the applicant when completing the form and all documents produced. Should the file be incomplete, the school/site 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 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.

⁶ Before envisaging physical handing in of the enrolment application file to the enrolments secretariat, the applicant is invited to consult the first preference school's website to find out about the conditions of access to the School.

⁷ As the Evere site will only open in September 2021, applications handed in physically or sent by post or by hand delivery should temporarily be addressed to EEB2 – WOL Site until the date of opening of the Evere site.

B. Time periods for submission of applications

- 2.7. Whatever the method used, 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 (or is deemed by the CEA to have been properly completed) and that all the original supporting documents have been duly produced and attached to the application.
- 2.8. Except for applications based on Article 8.4.2.(k), applications for categories I and II*⁸ pupils **MUST be submitted during the first phase**, from 11 to 29 January 2021, failing which applications will be inadmissible and will automatically and as of right be rejected.
- 2.9. Only applicants for the enrolment of categories I and II* pupils who will be taking up a post⁹ with the European Union Institutions¹⁰ as from 1 January 2021 for a minimum period of one year will be allowed to submit their application during the second phase, i.e.
- either from 17 May to 11 June 2021,
 - or from 5 July to 16 July 2021¹¹,
 - or from 16 August to 20 August 2021¹¹.
- 2.10. By way of derogation from Articles 2.8. and 2.9, applicants whose post with the European Union Institutions¹⁰ terminates before the beginning of the school year will be allowed to submit their application for enrolment during the second phase, on condition that proof of renewal/extension of their post is communicated not later than the day on which the new school year begins (or at a later date communicated by the CEA).
- 2.11. By way of derogation from Articles 2.8. and 2.9., applicants for enrolment will be allowed to submit their applications during the second phase either when the child concerned is being educated outside Belgium during at least half of the 2020-2021 school year (i.e. five months) or when the applicants are able to establish a **case of force majeure**¹² on the basis of documentary evidence produced – otherwise it will be disregarded – when their application is submitted. A case of *force majeure* consists of the reality of events that are purely objective and beyond the applicant's control, of such a nature as to unquestionably impede submission of their application during the first phase.

⁸ For the purposes of this policy, category II pupils, from P1 onwards, whose parents are members of the staff of Eurocontrol are hereinafter referred to as 'category II*' pupils.

⁹ Whatever the reason may be: new recruitment, transfer from another site, return to work after parental leave or leave on personal grounds, etc.

¹⁰ Including the organisations appearing in the list that can be consulted on the European Schools' website www.eursec.eu, under 'Terms and conditions of admission'

¹¹ The enrolments secretariats of the schools/sites will be closed from 19 July to 15 August 2021.

¹² The concept of a case of *force majeure* referred to in Article 2.11. concerns an application's admissibility in terms of its submission during the second enrolment phase. It is unrelated to the concept of particular circumstances referred to in Article 8.4., which concerns the handling of admissible applications.

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- 2.12. Except for required transfers, applications for enrolment concerning category II pupils, pupils whose parents are members of the civilian staff of NATO (international civilian staff) or are UN employees (international civil servants) and also category III pupils *MUST* be submitted during the second phase.
- 2.13. Applications for enrolment after the beginning of the school year will be submitted between 6 September 2021 and 25 March 2022. The application must be submitted six weeks at the earliest before the planned start of the child's schooling, failing which the application's handling will be suspended until that date. For pedagogical reasons, any application submitted after 25 March 2022 will be inadmissible.
- 2.14. Applications submitted outside the time periods specified in Articles 2.8. to 2.13. will be inadmissible.
- 2.15. Except where Articles 12 and 13 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.
- 2.16. However, in view of the time periods necessary for the handling of applications, in particular for the organisation of language and year group tests, which require the pupil's presence in Brussels, or for the examination of pedagogical choices, the CEA and the schools are unable to guarantee that all applications will be dealt with before the beginning of the school year. In that case, the pupil's schooling will start after notification of the CEA's decision and, where applicable, that of the School's Director.

C. Expression of preferences for school/site

- 2.17. **For all applications for the enrolment of categories I, II* and II pupils, and whatever the year group and the language section chosen, the applicant will be required to express an order of preference of the schools/sites, numbered from 1 to 6 (for the nursery/primary cycles) / from 1 to 4 (for the secondary cycle),** even if the application is for a language section and a year group that are not open in all the schools/sites when the enrolment session opens. This order of preference is taken into account by the CEA, 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 2.6.
- 2.18. For all required transfer applications, the applicant must indicate the schools/sites to which the transfer is sought, expressing an order of preference in accordance with Article 2.17. whenever the pupil's transfer to one or more schools/sites is possible. The same will apply to voluntary transfer applications based on a particular circumstance justifying the pupil's possible transfer to several schools/sites.

D. Year group and language section

- 2.19. 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.
- 2.20. 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 equivalences¹³, or that particular cases, such as undergoing training outside a general education system, application of the Regulations for the Baccalaureate or the pupil's special educational needs, 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 Rules¹⁴.

¹³ Annex II to the General Rules of the European Schools.

¹⁴ "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 **W**ithout **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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- c) assess the School's ability to admit a pupil against whom disciplinary measures have been taken previously.
- 2.21. Where the Director makes use of the possibility referred to in Article 2.20. and his/her decision is likely to affect the decision taken previously by the CEA, the latter may review its initial decision, in accordance with Article 14.2. of the Policy.
- 2.22. Once the language section has been determined on the basis of the enrolment application and, where applicable, following the Director's intervention referred to in Article 2.20., it may only subsequently be changed in accordance with Article 2.29.
- 2.23. Refusal by the pupil or by his/her legal representatives to participate in standard of attainment assessment tests or comparative language tests means acquiescence to the Director's decision on the pupil's admission to the language section or year group concerned.
- 2.24. In accordance with Article 49 of the General Rules of the European Schools, admission to the nursery school takes place at the beginning of the school year in September of the calendar year in which the child reaches four years of age and admission to primary year 1 takes place at the beginning of the school year in September of the calendar year in which the child reaches six years of age.

E. Handling of applications

- 2.25. **Except where Article 13 applies, only one enrolment or transfer application per pupil may be submitted for the 2021-2022 school year.**
- 2.26. Each application will be allotted a reference number¹⁵, 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.
- 2.27. In the first enrolment phase a random computerised ranking¹⁶ 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

A change of Language 1 may only be authorised by the Director for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members.

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

¹⁵ The file number indicates the phase of submission of the application (Ph1 or Ph2), the first preference school (B1, BK, B2, EV, B3 or B4) and the file's administrative number, using the following structure: Ph.-B.-.....

¹⁶ Using the 'Diogène' anonymous random ranking program, organised under the control of *Etude des Huissiers de Justice* (Bailiff's Office) *Lambert et Pauwels* in Brussels.

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 submission of the complete application file within the meaning of Article 2.6.

- 2.28. Where the applicant seeks the enrolment of several children belonging to the same group of siblings, he/she may express his/her wish that the children be enrolled at the same school/site, i.e. that there be grouping of siblings. In that event, applications for enrolment must be submitted simultaneously and 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.
- 2.29. 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 of schools/sites expressed, to the choice of the language section designated, to its joint, or otherwise, nature – or make his/her application dependent on the outcome of another application.
- 2.30. 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 request for a change of language section or of year group¹⁷ made within six months of the CEA's decision on the initial application will be regarded as an application for review of that decision, within the meaning of Articles 14.2. *et seq.* A change of language section or of year group does not grant any priority criterion for admission to a given school/site.
- 2.31. 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 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.
- 2.32. 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.
- 2.33. 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.

¹⁷ 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 2021-2022 school year.
- 3.2. If it deems it necessary, the CEA may decide, in mid-session, to eliminate a class when the number of pupils is not sufficiently large or to create a class or to group classes¹⁸ 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 (particularly of EEB2 – EVE Site).
- 3.3. For the purposes of creation of a class at the nursery and primary levels, priority consideration will be given to EEB2-EVE Site and to EEB1-BK Site, in the language sections that are open there.¹⁹
- 3.4. 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.

¹⁸ In accordance with the decision of the Board of Governors adopted by written procedure 2014/13 on 14 May 2014.

¹⁹ Or when satellite classes of the Language 1 concerned are open.

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 2020-2021 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 or whenever pupil numbers do not tally with the reasonable forecasts made by the CEA.
- 4.2. **The threshold for classes in all the language sections** is set at:
- 30 pupils in the nursery cycle (N1+N2), at the EEB2-EVE Site and 20 pupils at the other schools/sites
 - 30 pupils per year group in the primary cycle, at the EEB2-EVE Site and 20 pupils at the other schools/sites
 - 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 the existing infrastructure, and particularly that of the new Evere site of EEB2, to the need to take measures suited to each school group, 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.
- 4.4. When, during the enrolment session, the CEA finds that the number of applications exceeds the number of places available in all the schools/sites, if need be after adaptation of the structure in accordance with Article 3.2., it can raise the threshold to a higher number of pupils.

5. Grouping of siblings

- 5.1. A joint enrolment application or a grouping request may be made for categories I, II*²⁰ and II children belonging to a group of siblings, none of whom attended one of the Brussels European Schools in the 2020-2021 school year.
- 5.2. A joint transfer application may be made for categories I, II* and II children who attended one of the Brussels European Schools during the 2020-2021 school year.
- 5.3. Where the grouping of siblings is requested in accordance with the arrangements referred to in Article 2.28, the children will be enrolled at the same school/site, although not necessarily the first preference one, and provided that at one of the six 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. The application for his/her enrolment will then 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 Articles 14.2. *et seq.*

²⁰ From P1 onwards

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.
- 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 six 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. 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 (*satellite classes up to P5*), EL (*satellite classes up to P3*), EN (*satellite classes up to P3*), ES (*satellite classes up to P2*) and IT (*satellite classes up to P3*).

EEB2 – WOL Site: DE, EN, FI, FR, IT, LT, NL, PT, SV

EEB2 – EVE Site (*up to P5*): DE, EN, FI, FR, IT, LT, NL, PT, SV

EEB3: CS, DE, EL, EN, ES, FR, NL

EEB4: BG (*up to S5*), DE, EN, ET (*up to P5*), FR, IT, NL, RO (*up to S4*).

A. Single language sections

- 6.4. Pupils for whom an application for enrolment in a single language section has been submitted will be enrolled at that school/site provided that there are places to be filled. Beyond that, the CEA may make use of the possibility of creating a new class in the conditions provided for in Article 3.2.
- 6.5. All applications for enrolment in the DA, HU and PL sections will be referred to EEB1 – UCC Site.
- 6.6. All applications for enrolment in the nursery and primary cycles of the LV section will be referred to EEB1 – BK Site.
- 6.7. By way of derogation from Articles 2.20., 6.6. and 8.2.1.(c), applications for enrolment in the nursery and primary cycles of the LV section may be referred to EEB2 – WOL Site, 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. or the conditions for the grouping of siblings of Article 5, when a member of the group necessarily has to be admitted there.
- 6.8. All applications for enrolment in the nursery and primary cycles of the SK section will be referred to EEB1 – BK Site.
- 6.9. By way of derogation from Articles 2.20., 6.8. and 8.2.1.(c), applications for enrolment in the nursery and primary cycles of the SK section may be referred to EEB3, where the pupil will be enrolled as a SWALS, if a request to that effect is made for him/her and if he/she meets the conditions for the regrouping of siblings of Article 8.2. or the conditions for the grouping of siblings of Article 5, when a member of the group necessarily has to be admitted there.
- 6.10. All applications for enrolment as from S1 in the FI, LT, PT and SV sections will be referred to EEB2 – WOL Site.
- 6.11. All applications for enrolment as from P4 in the EL section will be referred to EEB3.
- 6.12. All applications for enrolment in the CS section will be referred to EEB3.
- 6.13. All applications for enrolment up to S5 in the BG section will be referred to EEB4.
- 6.14. All applications for enrolment up to P5 in the ET section will be referred to EEB4.
- 6.15. By way of derogation from Articles 2.20., 6.14. and 8.2.1.(c), applications for enrolment in the ET section may be referred to EEB2 – WOL Site, 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.
- 6.16. All applications for enrolment up to S4 in the RO section will be referred to EEB4.

B. Multiple language sections

- 6.17. Pupils for whom an application for enrolment in a multiple language section has been submitted are entitled to attend one of those schools/sites in so far as places are available, then as there are places to be filled, but not necessarily their first preference one, unless a special priority criterion, within the meaning of Article 8, can be claimed.
- 6.18. Applications for enrolment in a multiple language section will be dealt with in the following order:
- a) Firstly, **the CEA will refer all enrolment applications to EEB2-EVE Site in the language sections and the year groups that are open there, provided that there is a place to be filled.**
 - b) Secondly, the CEA will award, in the order determined by the random ranking, in the first enrolment phase and according to the date of submission 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 of places available has been reached.
 - c) Thirdly, the CEA will refer applications, in the order of subsequent preferences expressed by applicants, to the classes of the schools/sites and the satellite classes that are already open, where places remain available, until the threshold has been reached at all the schools/sites.
 - d) Fourthly, once the thresholds have been reached in all the classes of the schools/sites and in the satellite classes, the CEA will award the reserve places either in the least full class in the year group concerned or in the least full school/site, whilst taking care to ensure balanced distribution of the pupil population across the schools, until the maximum number of places to be filled has been reached.
- 6.19. Enrolment applications will be dealt with as follows: (see Annex III).
- 6.19.1. **Firstly, with the aim of optimising the new site's accommodation capacity, all applications for enrolment in the nursery and primary cycles of the DE, EN, FI, FR, IT, LT, NL, PT and SV sections will be referred to EEB2 – EVE Site.**
- 6.19.2. Secondly, should the language sections and year groups concerned not have been opened at EEB2 – EVE Site or should there be no more places to be filled, enrolment applications will be dealt with as follows:
- a) All applications for enrolment in the nursery and primary cycles of the DE section will be referred to EEB1 – UCC Site, EEB1 – BK Site, EEB2 – WOL Site, EEB3 and EEB4.
 - b) All applications for enrolment in the nursery cycle, P1, P2 and P3 of the EN section will be referred to EEB1 – UCC Site, EEB1 – BK Site, EEB2 – WOL Site, EEB3 and EEB4.

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- c) All applications for enrolment in P4 and P5 of the EN section will be referred to EEB1 – UCC Site, EEB2 – WOL Site, EEB3 and EEB4.
 - d) All applications for enrolment the nursery and primary cycles of the FR section will be referred to EEB1 – UCC Site, EEB1 – BK Site, EEB2 – WOL Site, EEB3 and EEB4.
 - e) All applications for enrolment in the nursery cycle, P1, P2 and P3 of the IT section will be referred to EEB1 – UCC Site, EEB1 – BK Site, EEB2 – WOL Site and EEB4.
 - f) All applications for enrolment in P4 and P5 of the IT section will be referred to EEB1 – UCC Site, EEB2 – WOL Site and EEB4.
 - g) All applications for enrolment in the nursery and primary cycles of the NL section will be referred to EEB2 – WOL Site, EEB3 and EEB4.
 - h) All applications for enrolment in the nursery cycle, P1 and P2 of the ES section will be referred to EEB1 – UCC Site, EEB1 – BK Site and EEB3.
 - i) All applications for enrolment in P3 to P5 of the primary cycle of the ES section will be referred to EEB1 – UCC Site and EEB3.
 - j) All applications for enrolment in the nursery cycle, P1, P2 and P3 of the EL section will be referred to EEB1 – BK Site and EEB3.
 - k) All applications for enrolment in the nursery and primary cycles of the FI, LT, PT and SV sections will be referred to EEB2 – WOL Site.
 - l) All applications for enrolment in the secondary of the DE, EN and FR sections will be referred to EEB1 – UCC Site, EEB2 – WOL Site, EEB3 and EEB4.
 - m) All applications for enrolment in the secondary of the IT section will be referred to EEB1 – UCC Site, EEB2 – WOL Site and EEB4.
 - n) All applications for enrolment in the secondary of the NL section will be referred to EEB2 – WOL Site, EEB3 and EEB4.
 - o) All applications for enrolment in the secondary of the ES section will be referred to EEB1 – UCC Site and EEB3.

C. SWALS

- 6.20. Pupils for whom there is no language section corresponding to their mother tongue/dominant language (SWALS) in the required year group will be enrolled at the schools/sites specified below, provided that there are places to be filled.
- 6.21. All applications for enrolment of Slovenian and Maltese SWALS will be referred to EEB1 – UCC Site.
- 6.22. All applications for enrolment of Latvian SWALS (from S1 onwards) will be referred to EEB2 – WOL Site.
- 6.23. All applications for enrolment of Slovakian SWALS (from S1 onwards) will be referred to EEB3.
- 6.24. All applications for enrolment of Estonian SWALS (from S1 onwards) will be referred to EEB4.
- 6.25. All applications for enrolment of Bulgarian SWALS (from S6 onwards) will be referred to EEB4.
- 6.26. All applications for enrolment of Romanian SWALS (from S5 onwards) will be referred to EEB4.
- 6.27. 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 6.3. to 6.27.
- 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 6.3. to 6.27.
- 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 2020-2021 school year and will continue to do so during the 2021-2022 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 pupils²¹.
 - These applications will be considered during the second enrolment phase, from 25 June 2021 to 20 August 2021.

²¹ 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 during the 2020-2021 school year and will continue to do so during the 2021-2022 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 is or 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 and be deemed admissible, 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 will be enrolled at the original school/site where they spent at least one full school year immediately before the assignment.

8.3.2. 'Return from assignment' means the situation of a member of the staff of the European Union institutions returning to the original place of assignment further to a decision of the appointing authority adopted in the interest of the

service²², further to a secondment in the interest of the service²³ or further to authorised travel in the context of the programmes organised by the European Commission²⁴ or equivalent programmes set up by other European institutions.

- 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 and be deemed admissible, 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 one school year or 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 and be deemed admissible, 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 CEA has discretionary power to award the place according to the order of preference expressed by the applicant and to pupil numbers in the classes in which enrolment is possible.

²²In accordance with Article 7(1) of the Staff Regulations of Officials of the EU, for staff who are subject to it.

²³ In accordance with Articles 37a and 38 of the Staff Regulations of Officials of the EU, for staff who are subject to it.

²⁴ In particular, EU fellowships in accordance with the Commission Decision of 27 September 2017 on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials and on authorised travel, for members who are subject to it.

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) new opening, conversion under way, moving of the site of one of the European Schools or temporary location of a 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 or the constraints resulting from the performance of the professional activities 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, other members of the family or other social relations of the child 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, except for pupils seeking enrolment or a transfer in S6 of a multiple language section, who may claim during the second enrolment phase the choice of an option (but not complementary courses), with a view to the European Baccalaureate²⁵,
- l) attendance, past or sought in the future, 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 or subsequent school year or in a specific language section,

²⁵ 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.

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- m) a pupil's special educational needs when they can be catered for similarly by all the schools/sites,
 - n) what happens to one or more enrolment or transfer applications, or a change to the structure of classes,
 - o) a pupil's difficult or conflictual relations with the members of the school group or the teachers at the school attended, unless it is established that the child's mental wellbeing is in jeopardy,
 - p) 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.

- 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. Required transfers

- 9.1. All categories of pupils on roll in P5 at EEB1 – BK Site must continue their schooling in the secondary cycle at EEB1 – UCC Site, EEB2 – WOL Site, EEB3 or EEB4.
- 9.2. These pupils, who have already embarked upon their schooling in the European Schools, have priority over new pupils to be enrolled. Continuation of their schooling will be dealt with before enrolment applications and voluntary transfer applications.
- 9.3. Without needing to submit a transfer application, P5 pupils at EEB1 – BK Site will automatically be included in the S1 'shift' of:
 - EEB1 – UCC Site, for the FR language section and the DE satellite class;
 - EEB2- WOL Site, where they will take on the status of SWALS, for the LV language section;
 - EEB3, where they will take on the status of SWALS, for the SK language section.

This automatic transition to the S1 'shift' does not involve the other members of the group of siblings, those pupils continuing their schooling at EEB1 – UCC Site.
- 9.4. By way of derogation from Article 9.3., the legal representatives of pupils on roll in P5 at EEB1 – BK Site may, if they so wish, submit an application for a transfer to EEB2 – WOL Site, EEB3 or EEB4 during the first phase, expressing an order of preference in accordance with Article 2.17.
- 9.5. The pupils referred to in Article 9.4. 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 special priority criterion within the meaning of Article 8.4. is claimed.
- 9.6. Required transfers can be sought for a pupil referred to in Article 9.4. with a view to enrolment at the school attended by another member of his/her group of siblings during the 2020-2021 school year and continuing his/her schooling there during the 2021-2022 school year. In that event, the provisions of Article 8.2. referring to the regrouping of siblings will be applicable.
- 9.7. Required transfers, as referred to in Article 9.4., may be applied for jointly for a pupil, as referred to in Article 9.4., and the other members of his/her group of siblings, with a view to the latter's enrolment at or transfer to EEB2 – WOL Site, EEB3 or EEB4 that they do not yet attend, 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 referring to the grouping of siblings will be applicable.
- 9.8. Required transfers, as referred to in Article 9.4., will be dealt with on the basis of the random ranking and in the following order:

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- a) required transfer applications for pupils in multiple language sections claiming particular circumstances within the meaning of Article 8.4.;
 - b) required transfer applications for pupils in multiple language sections seeking the regrouping of siblings within the meaning of Article 9.6.;
 - c) required transfer applications for pupils in multiple language sections seeking joint handling of their application with another transfer application or a new enrolment application on the basis of the grouping of siblings within the meaning of Article 9.7., provided that there is a place to be filled for each of the members of the group of siblings, first at their first preference school, then at the subsequent preference schools;
 - d) other required transfer applications for pupils in multiple language sections, first at their first preference school, provided that there is a place to be filled, then at the subsequent preference schools.

B. Voluntary transfers

- 9.9. During the two enrolment phases, **transfer applications** will be allowed **for pupils of EEB1 – UCC Site, EEB1 – BK Site, EEB2 – WOL Site, EEB3 and EEB4 to EEB2 – EVE Site** in the language sections and year groups that are already open there, provided that there is a place to be filled.
- 9.10. Provided that they are submitted solely during the first enrolment phase and that there is a place to be filled, transfer applications will be allowed for categories I and II* pupils, without any particular justification, in the case of:
 - a) **Estonian SWALS from EEB2 to EEB4** as pupils of the ET language section in the nursery and primary cycles and as SWALS as from S1,
 - b) **pupils up to S5** who, during the **2020-2021** 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 actually attend the same school (but not necessarily the same site) for the 2021-2022 school year, provided that the classes, satellite classes, the language section and the year group are already open there.
- 9.11. In order to sustain the benefits gained from the enrolment policies in force in the previous years, transfers of categories I and II* pupils from one Brussels school/site to another Brussels school/site, in cases other than those referred to in Articles 9.9. and 9.10., 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 applications **MUST** be submitted during the first phase, unless the occurrence of the particular circumstances invoked constitutes a case of *force majeure* within the meaning of Article 2.11.

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- 9.12. 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. In that event, the provisions of Article 5 will be applicable.
- 9.13. In order to assess a voluntary 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.
- 9.14. Should the transfer application referred to in Article 9.11. be rejected, the pupil will continue to be enrolled at the school/site which he/she attended throughout the 2020-2021 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.
- 9.15. 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 9.11. and will then turn its attention to regrouping of the siblings, if it is requested, in accordance with Article 8.2. Should the transfer application be rejected, Article 9.14. will be applicable.
- 9.16. 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.

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 2021 school year in September 2020 will be dealt with in two enrolment phases in compliance with Articles 2.8. and 2.9. Required transfer applications will be dealt with during the first enrolment phase for all categories of pupils. Enrolment and voluntary 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 2021 at the earliest and 29 January 2021 at the latest will be considered during the first enrolment phase.
- 10.3. Between 15 and 19 February 2021, 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. As from 22 February 2021, a random computerised ranking will be produced of the applications submitted during the first enrolment phase for categories I and II* pupils, under the supervision of *Etude de l’Huissier de Justice* (Bailliff’s Office) *Lambert et Pauwels*.
- 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 2021.** 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 14.2. *et seq*, the Central Enrolment Authority will award the places dealt with during the first phase in the following order:
 - a) P5 pupils on roll at EEB1 – BK Site, who will be automatically included in the 'shift' of the S1 classes of EEB1 – UCC Site, EEB2 – WOL Site or EEB3, in accordance with Article 9.3.
 - b) Pupils for whom a required transfer application has been submitted, according to the procedure referred to in Article 9.8.,
 - c) Pupils for whom a joint application for enrolment in a single language section has been submitted.
 - d) Pupils for whom an enrolment application for a single pupil in a single language section has been submitted.
 - e) SWALS in the secondary cycle, including, where applicable, their siblings.
 - f) Croatian and Slovenian SWALS and Maltese pupils.

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- g) Pupils with a special priority criterion within the meaning of Article 8.
- h) Pupils for whom a transfer application has been submitted as provided for in Articles 9.9. and 9.10.
- i) Pupils for whom a transfer application deemed justified within the meaning of Article 9.11. has been submitted.
- j) Pupils for whom an enrolment application has been submitted indicating EEB2 – EVE Site as the first preference, in the language sections and year groups that are open there.
- k) 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 **EEB2 – EVE 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 **first preference** school/site for each of the members of the group of siblings,
 - v. 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,
 - vi. pupils for whom an **application** for the enrolment of a **single pupil**²⁶ in the secondary cycle of a multiple language section has been submitted, for whom a place is available at the **first preference** school/site,
 - vii. pupils for whom an **application** for the enrolment of a **single pupil**²⁶ in the secondary cycle of a multiple language section has been submitted, for whom a place is available at the **subsequent preference** schools/sites,
 - viii. pupils for whom an **application** for the enrolment of a **single pupil**²⁶ in the **nursery and primary cycles** of a multiple language section has been submitted, for whom a place is available at **EEB2 – EVE Site**,
 - ix. pupils for whom an **application** for the enrolment of a **single pupil**²⁶ in the **nursery and primary cycles** of a multiple language section has

²⁶ And also pupils for whom the request for grouping of siblings cannot be met.

been submitted, for whom a place is available at the **first preference** school/site,

- x. pupils for whom an **application** for the enrolment of a **single pupil**²⁷ 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.
- xi. 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 30 April 2021, the Central Enrolment Authority will notify applicants of its decision.** The list of places awarded will be published on the European Schools' website on 30 April 2021.

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, without prejudice to the possibility of lodging an appeal in accordance with Article 14.
- 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 2.20. 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 -²⁸).
- 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.**
- 10.11. Acceptance of a place awarded during the first enrolment phase will be definitive and rules out the possibility of claiming a place which might become free after this acceptance. In the absence of acceptance, and in the circumstances referred to in Article 1.11., the place is refused.
- 10.12. **The closing date of the first enrolment phase will be 17 May 2020.** 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 18 May 2021.

²⁷ And also pupils for whom the request for grouping of siblings cannot be met

²⁸ Document 2012-05-D-14-en

11. Second enrolment phase

A. Submission of applications and ranking

11.1. Enrolment and transfer applications submitted:

- either from 17 May to 11 June 2021,
- or from 5 July to 16 July 2021²⁹,
- or from 16 August to 20 August 2021²⁹,

will be considered during the second enrolment phase.

11.2. 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.

B. Decisions of the Central Enrolment Authority

11.3. Without prejudice to the decisions taken on the basis of Article 14.2. *et seq.*, **on 7 July 2021** the Central Enrolment will award places in the order laid down in Articles 11.3.1. to 11.3.4.:

11.3.1. **Categories I and II* pupils** for whom an enrolment application was submitted as from **17 May and up to 11 June 2021**:

- a) Pupils for whom a joint application for enrolment in a single language section has been submitted.
- b) Pupils for whom an enrolment application for a single pupil in a single language section has been submitted.
- c) SWALS in the secondary cycle, including, where applicable, their siblings.
- 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 to EEB2 – EVE Site is requested, in accordance with the provisions laid down in Article 9.9.
- g) Pupils for whom an enrolment application has been submitted indicating EEB2 – EVE Site as first preference, in the language sections and year groups that are open there.
- h) According to the date of submission 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,

²⁹ The enrolments secretariats of the schools/sites will be closed from 19 July to 15 August 2021.

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- 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 **EEB2 – Evere 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** in a multiple language section has been submitted, for whom a place is available at the **first preference** school/site for each of the members of the group of siblings,
 - v. 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 for each of the members of the group of siblings,
 - vi. pupils for whom an **application** for the enrolment of a **single pupil**³⁰ in the **secondary cycle** of a multiple language section has been submitted, for whom a place is available at the **first preference** school/site,
 - vii. pupils for whom an **application** for the enrolment of a **single pupil**³⁰ in the **secondary cycle** of a multiple language section has been submitted, for whom a place is available at the **subsequent preference** schools/sites,
 - viii. pupils for whom an **application** for the enrolment of a **single pupil**³⁰ in the **nursery and primary cycles** of a multiple language section has been submitted, for whom a place is available at **EEB2 – EVE Site**;
 - ix. pupils for whom an **application** for the enrolment of a **single pupil**³⁰ 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,
 - x. pupils for whom an application for the enrolment of a single pupil³⁰ 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,
 - xi. 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.

³⁰ And also pupils for whom the request for grouping of siblings cannot be met.

11.3.2. 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, according to the order for dealing with them referred to above).

11.3.3. 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, according to the order for dealing with them referred to above).

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

11.3.5. Notification of decisions will be given as from 16 July 2021.

C. Acceptance of places

11.4. **Applicants will be required to confirm, within eight calendar days as from notification of the Central Enrolment Authority's decision, that they wish to accept the place available offered to them.** They will indicate their acceptance of the place offered by clicking on the link sent by email by the CEA, without prejudice to the possibility of lodging an appeal in accordance with Article 14.

11.5. Enrolment will be definitive only when firstly, applicants accept the place offered to them and secondly, the Director of the school/site agrees to the pupil's admission from the pedagogical and linguistic viewpoints, these conditions as a whole being without prejudice to Article 2.20. 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 ⁻³¹).

11.6. Should a place awarded not be accepted by the deadline set or should it be relinquished, the place will be deemed to have been refused. It will be available again and will be offered for award when applications submitted subsequently come to be considered.

11.7. Acceptance of a place awarded during the second enrolment phase will be definitive and rules out the possibility of claiming a place which might become free after this acceptance. In the absence of acceptance, and in the circumstances referred to in Article 1.11., the place is refused.

11.8. **Enrolment or transfer applications submitted from 5 July to 16 July 2021 and from 16 August to 20 August 2021** will be dealt with as from 30 August 2021, in the order of award of places appearing in Article 11.3., it being understood that places will subsequently be awarded to category III pupils in compliance with Article 7.4.

11.9. **The closing date of the second enrolment phase will be 10 September 2021.**

³¹ Document 2012-05-D-14-en

12. Enrolments after the beginning of the school year

- 12.1 **As from 6 September 2021**, the following enrolment applications will be allowed, restrictively and on the strict condition that at the time of their submission within the meaning of Articles 2.6. and 2.7., the following three cumulative conditions are fulfilled, save in exceptional cases affecting the pupil concerned that are duly justified at the time of submission of the application:
- a) they involve categories I, II* and II⁺ pupils for whom no other enrolment application for the 2021-2022 school year has been submitted,
 - b) the pupil concerned is being educated outside Belgium when the application is submitted,
 - c) one of the following two cases arises three months at the earliest before the start of the child's actual schooling.
 - one of the pupil's legal representatives will be taking up his/her post³² with one of the European Union institutions³³,
 - one of the legal representatives residing outside Belgium will be settling in Brussels on a long-term basis in the context of a change to the family situation.
- 12.2. The application must be submitted six weeks at the earliest before the start of the planned schooling. After handling of the application and acceptance of the place by the applicant, the pupil must start his/her actual schooling within 15 working days of the date of the start of schooling mentioned in the CEA's decision, otherwise the place will be deemed to have been refused within the meaning of Article 1.11.(c).
- 12.3. A request for the taking into account of particular circumstances, within the meaning of Article 8.4., does not allow application of Article 12.1. to be waived. On the other hand, if the conditions of Article 12.1. 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.
- 12.4 The rules governing acceptance and refusal of places referred to in Articles 11.4. to 11.7. will remain applicable.
- 12.5 For pedagogical reasons, the CEA has set 25 March 2022 as the date after which no further enrolment applications may be submitted during the school year, no pupil being allowed to commence his/her schooling at a Brussels European School after 25 April 2022.
- 12.6 Applications will be dealt with in accordance with the rules applicable to the second enrolment phase.

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

³² Whatever the reason may be: new recruitment, transfer from another site, return to work after parental leave or leave on personal grounds, etc.

³³ Including the organisations appearing in the list that can be consulted on the European Schools' website www.eursec.eu, under 'Terms and conditions of admission', and also with Eurocontrol, NATO, the UN or the employer with whom the category II agreement has been concluded.

13. Voluntary transfers after the beginning of the school year

- 13.1. As from 6 September 2021, transfer applications for categories I and II* pupils may be submitted only on the basis of particular circumstances within the meaning of Article 8.4. arising after the end of the second enrolment phase.
- 13.2. The rules on the acceptance and refusal of places referred to in Articles 11.4. to 11.7. will remain applicable.
- 13.3. Article 2.25. will be applicable unless it can be established that the particular circumstances invoked postdate the decision taken by the CEA for the 2021-2022 school year and expiry of the time periods for the lodging of appeals referred to in Article 14.

14. Appeals

- 14.1. 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 individual decision contested, in accordance with the provisions of the General Rules of the European Schools (www.schola-europaea.eu/cree).
- 14.2. Decisions of the CEA may be reviewed at the instigation of the CEA itself whenever a new fact, such as, inter alia, a change to the structure of classes or a change to determination of the language section, comes to light after the first decision has been taken and it has a decisive impact on the application's handling.
- 14.3. As the place(s) awarded by the contested decision will remain reserved for the applicant for enrolment until the outcome of the appeal lodged is known, they must be accepted, something that does result in any acknowledgment prejudicial to the European Schools' interests in terms of settlement of the appeal lodged.
- 14.4. An application for review of decisions of the CEA may be made by applicants when a new fact, beyond their control, of which neither the applicants for enrolment nor the CEA itself were aware, comes to light after the first decision has been taken. This new fact must have a decisive impact on the application's handling and be regarded as a particular circumstance within the meaning of Article 8.4. of the Enrolment Policy.
- 14.5. The review application must be submitted within two weeks of discovery of the new fact.
- 14.6. Submission of a review application will not have suspensory effect on the time period referred to in Article 14.1. for the lodging of a contentious appeal with the Complaints Board of the European Schools.
- 14.7. 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. The rules on the acceptance and refusal of places referred to in Articles 11.4. to 11.7. will be applicable.
- 14.8. Appeals seeking annulment or review lodged before or after the time periods referred to in Articles 14.1. and 14.5. will be inadmissible.

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 2021-2022 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 2021-2022 school year

EEB1: European School, Brussels I – Uccle Site

	DA	DE	EN	ES	FR	HU	IT	PL	Total
Nursery (N1 + N2)	1	1	1	1	3	1	1	1	10
P1	1	1	1	1	2	1	1	1	9
P2	1	1	1	1	3	1	1	1	10
P3	1	1	1	1	3	1	1	1	10
P4	1	1	1	1	2	1	1	2	10
P5	1	1	1	1	3	1	1	2	11
<i>Subtotal</i>	5	5	5	5	13	5	5	7	50
S1	1	1	2	1	5	1	1	2	14
S2	1	1	1	1	5	1	1	2	13
S3	1	1	2	1	5	1	1	2	14
S4	1	1	1	1	4	2	1	2	13
S5	1	1	2	1	4	1	1	2	13
S6	1	1	1	1	4	1	1	1	11
S7	1	1	2	2	4	1	1	1	13
<i>Subtotal</i>	7	7	11	8	31	8	7	12	91
Total	13	13	17	14	47	14	13	20	151

EEB1: European School, Brussels I – Berkendael Site

	FR	LV	SK	Total	Satellite classes					Total	
					DE	EL	EN	ES	IT		Total
Nursery (N1 + N2)	3	1	1	5	1	1	1	1	1	5	10
P1	3	1	1	5	1	1	1	1	1	5	10
P2	3	1	1	5	1	1	1	1	1	5	10
P3	3	1	1	5	1	1	1		1	4	9
P4	4	1	1	6	1					1	7
P5	3	1	1	5	1					1	6
<i>Subtotal</i>	16	5	5	26	5	3	3	2	3	16	42
Total	19	6	6	31	6	4	4	3	4	21	52

EEB2: European School, Brussels II – Woluwé Site

	DE	EN	FI	FR	IT	LT	NL	PT	SV	Total
Nursery (N1 + N2)	1	1	1	2	1	1	1	1	1	10
P1	1	1	1	2	1	1	1	1	1	10
P2	1	1	1	2	1	1	1	1	1	10
P3	1	1	1	2	1	1	1	1	1	10
P4	1	2	1	2	1	1	1	1	1	11
P5	1	1	1	2	1	1	1	2	1	11
<i>Subtotal</i>	5	6	5	10	5	5	5	6	5	52
S1	1	1	1	5	1	1	1	1	1	13
S2	1	1	1	5	1	1	1	1	1	13
S3	1	1	1	4	1	1	1	1	1	12
S4	1	1	1	4	1	1	1	1	2	13
S5	1	2	1	4	1	1	1	1	1	13
S6	1	1	1	3	1	1	1	1	2	12
S7	1	1	1	2	1	1	1	1	1	10
<i>Subtotal</i>	7	8	7	27	7	7	7	7	9	86
Total	13	15	13	39	13	13	13	14	15	148

EEB2: European School, Brussels II – Evere Site

	DE	EN	FI	FR	IT	LT	NL	PT	SV	Total
Nursery (N1 + N2)	1	1	1	5	1	1	1	1	1	13
P1	1	1	1	3	1	1	1	1	1	11
P2	1	1	1	2	1	1	1	1	1	10
P3	1	1	1	2	1	1	1	1	1	10
P4	1	1	1	2	1	1	1	1	1	10
P5	1	1	1	2	1	1	1	1	1	10
<i>Subtotal</i>	5	5	5	11	5	5	5	5	5	51
Total	6	6	6	16	6	6	6	6	6	64

EEB3: European School, Brussels III

	CS	DE	EL	EN	ES	FR	NL	Total
Nursery (N1 + N2)	1	1	2	1	1	2	1	9
P1	1	1	1	1	1	2	1	8
P2	2	1	1	1	1	2	1	9
P3	1	1	1	1	1	2	1	8
P4	2	1	2	1	2	2	1	11
P5	2	1	2	1	2	2	1	11
<i>Subtotal</i>	8	5	7	5	7	10	5	47
S1	2	1	2	1	2	3	1	12
S2	1	1	2	1	1	3	1	10
S3	1	1	2	1	2	4	1	12
S4	1	1	2	2	1	4	1	12
S5	1	1	2	1	2	4	1	12
S6	1	1	2	2	2	4	1	13
S7	1	1	3	1	1	3	1	11
<i>Subtotal</i>	8	7	15	9	11	25	7	82
Total	17	13	24	15	19	37	13	138

EEB4: European School, Brussels IV

	BG	DE	EN	ET	FR	IT	NL	RO	Total
Nursery (N1 + N2)	1	1	2	1	3	1	1	1	11
P1	1	1	1	1	3	1	1	1	10
P2	1	1	1	1	3	1	1	1	10
P3	1	1	1	1	3	1	1	1	10
P4	1	1	2	1	3	1	1	1	11
P5	1	1	2	1	4	1	1	1	12
<i>Subtotal</i>	5	5	7	5	16	5	5	5	53
S1	1	1	2		4	1	1	1	11
S2	1	1	3		5	1	1	1	13
S3	1	1	2		6	1	2	1	14
S4	1	1	2		5	1	2	1	13
S5	1	1	2		5	1	1		11
S6		1	2		4	1	1		9
S7		1	2		4	1	1		9
<i>Subtotal</i>	5	7	15		33	7	9	4	80
Total	11	13	24	6	52	13	15	10	144

In view of the finding that the Brussels I – Uccle and Berkendael Sites, II and III European Schools have reached the maximum limit of the number of classrooms available, the Central Enrolment Authority has the right to adapt this structure, including by means of the creation of new classes, primarily at the European School, Brussels II – Evere Site and at the European School, Brussels IV, in the language sections and year groups that are open there. 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.

ANNEX III

DE	Nursery cycle,	EEB2-EVE up to 30 pupils and then EEB1-UCC, EEB1-BK (classes), EEB2-WOL, EEB3, EEB4 up to 20 pupils	
	Primary cycle		
	Secondary cycle		EEB1-UCC, EEB2-WOL, EEB3, EEB4
EN	Nursery cycle, P1, P2, P3	EEB2-EVE up to 30 pupils and then EEB1-UCC, EEB1-BK (classes), EEB2-WOL, EEB3, EEB4 up to 20 pupils	
	P4, P5		EEB2-EVE up to 30 pupils and then EEB1-UCC, EEB2-WOL, EEB3, EEB4 up to 20 pupils
	Secondary cycle		EEB1-UCC, EEB2-WOL, EEB3, EEB4
FR	Nursery cycle, Primary cycle	EEB2-EVE up to 30 pupils and then EEB1-UCC, EEB1-BK, EEB2-WOL, EEB3, EEB4 up to 20 pupils	
	Secondary cycle		EEB1-UCC, EEB2-WOL, EEB3, EEB4
IT	Nursery cycle, P1, P2, P3	EEB2-EVE up to 30 pupils and then EEB1-UCC, EEB1-BK (classes), EEB2-WOL, EEB4 up to 20 pupils	
	P4, P5		EEB2-EVE up to 30 pupils and then EEB1-UCC, EEB2-WOL, EEB4 up to 20 pupils
	Secondary cycle		EEB1-UCC, EEB2-WOL, EEB4
NL	Nursery cycle, Primary cycle	EEB2-EVE up to 30 pupils and then EEB2-WOL, EEB3, EEB4 up to 20 pupils	
	Secondary cycle		EEB2-WOL, EEB3, EEB4
ES	Nursery cycle, P1, P2	EEB1-UCC, EEB1-BK (classes), EEB3	
	P3, P4, P5		EEB1-UCC, EEB3
	Secondary cycle		
EL	Nursery cycle, P1, P2, P3	EEB1-BK (classes), EEB3	
	P4, P5		EEB3
	Secondary cycle		
DA	Nursery cycle,	EEB1-UCC	
HU	Primary cycle		
PL	Secondary cycle		
LV SK	Nursery cycle,	EEB1-BK	
	Primary cycle		
FI LT PT SV	Nursery cycle,	EEB2-EVE up to 30 pupils and then EEB2-WOL up to 20 pupils	
	Primary cycle,		
	Secondary cycle		EEB2-WOL
CS	Nursery cycle,	EEB3	
	Primary cycle,		
	Secondary cycle		
BG	Nursery cycle,	EEB4	
	Primary cycle, S1- S5		
ET	Nursery cycle,	EEB4	
	Primary cycle		
RO	Nursery cycle,	EEB4	
	Primary cycle, S1- S4		

ANNEX IV

DISTRIBUTION OF LANGUAGE SECTIONS AND OF SWALS BY SCHOOL/SITE

LANGUAGE SECTIONS

EEB1 - UCC

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

EEB1 - BK

		Classes							
Nursery	FR	LV	SK		DE	EL	EN	ES	IT
Primary	FR	LV	SK		DE	EL P1→P3	EN P1→P3	ES P1→P2	IT P1→P3

EEB2 - WOL

Nursery	DE	EN	FI	FR	IT	LT	NL	PT	SV
Primary	DE	EN	FI	FR	IT	LT	NL	PT	SV
Secondary	DE	EN	FI	FR	IT	LT	NL	PT	SV

EEB2 - EVE

Maternel	DE	EN	FI	FR	IT	LT	NL	PT	SV
Primaire	DE	EN	FI	FR	IT	LT	NL	PT	SV

EEB3

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

EEB4

Nursery	BG	DE	EN	ET	FR	IT	NL	RO
Primary	BG	DE	EN	ET	FR	IT	NL	RO
Secondary	BG S1→S5	DE	EN	-	FR	IT	NL	RO S1→S4

Key: BG = Bulgarian
FI = Finnish
NL = Dutch

CS = Czech
FR = French
PL = Polish

DA = Danish
HR = Croat
PT = Portuguese

DE = German
HU = Hungarian
RO = Romanian

EL = Greek
IT = Italian
SL = Slovene

SWALS

EEB1 - UCC

Nursery	SL	MT
Primary	SL	MT
Secondary	SL	MT

EEB2 - WOL

Nursery	ET #	LV #
Primary	ET #	LV #
Secondary	ET #	LV

EEB3

Nursery	SK #
Primary	SK #
Secondary	SK

EEB4

Nursery	-	-	HR	-
Primary	-	-	HR	-
Secondary	BG S6 - S7	ET	HR	RO S5→S7

on the basis of regrouping of siblings only

EN = English
LT = Lithuanian
SK = Slovak

ES = Spanish
LV = Latvian
SV = Swedish

ET = Estonian
MT = Maltese

2021-2022 school year