



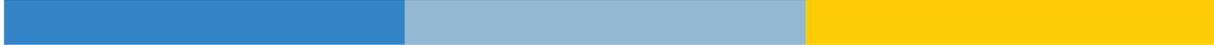
Schola Europaea

Office of the Secretary-General

General Secretariat

Ref.: 2020-12-D-6-en-1

Orig.: FR



Decisions of the Board of Governors concerning the guidelines for the 2022-2023 Policy on Enrolment in the Brussels European Schools

Brussels, 10 December 2021

DECISIONS OF THE BOARD OF GOVERNORS OF 8-10 DECEMBER 2021 CONCERNING THE GUIDELINES FOR THE 2022-2023 POLICY ON ENROLMENT IN THE BRUSSELS EUROPEAN SCHOOLS

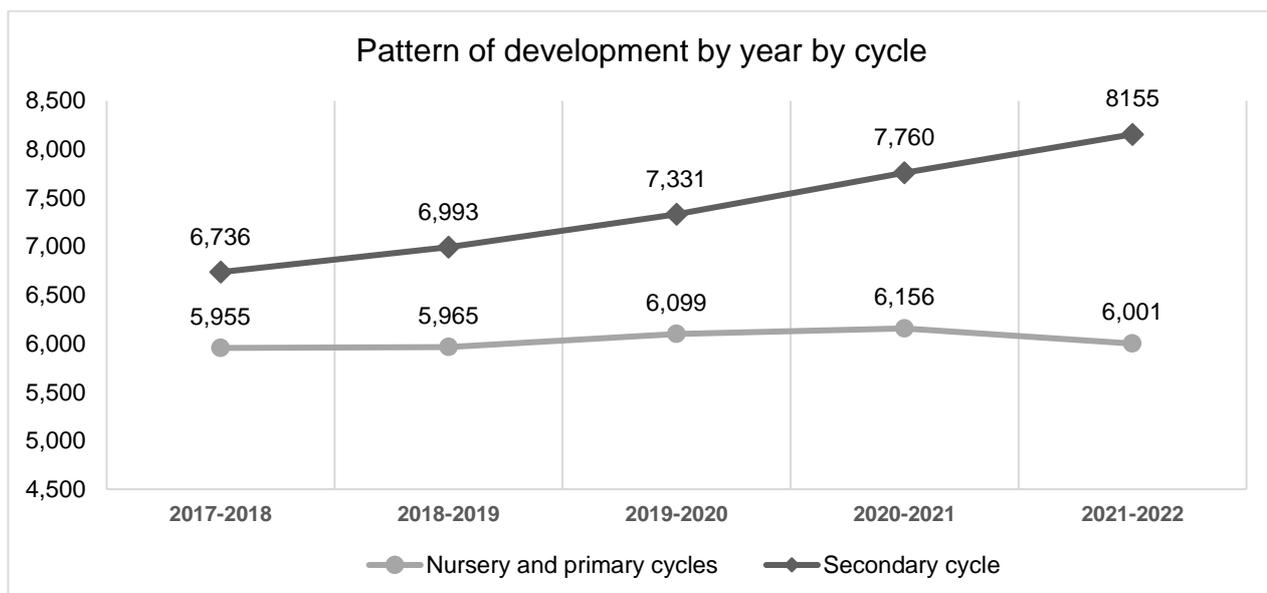
In view of:

1. Pupil population

On the basis of the statistics currently in the Central Enrolment Authority's possession, it is clearly apparent that the pupil population of the Brussels European Schools is constantly increasing, something which means an increasingly constraining impact in terms of resources and logistics.

Thus, growth in the total pupil population of the Brussels European Schools (240 additional new pupils on roll on 11 October 2021) is putting sustained pressure on the infrastructure.

However, it is to be observed that the growth pattern differs according to the teaching level and the schools/sites. Whilst pupil numbers are stabilising in the nursery and primary cycles, overcrowding is becoming more marked, year after year, at secondary cycle level (395 additional new pupils on roll in 2021-2022). Consequently, the number of rooms available to accommodate new secondary cycle classes is gradually decreasing.



2. Future extension of the infrastructure

In view of the growth of the pupil population (see 1 above), the Board of Governors' main priority remains an increase in the accommodation capacity in Brussels through the making available by the Belgian State of an additional school. On the basis of the projections of growth in the pupil population, the Board of Governors invited the Belgian Federal Government to take steps, at the meeting of 6 May 2010, to make available a new school with capacity for 2 500 pupils in September 2015.

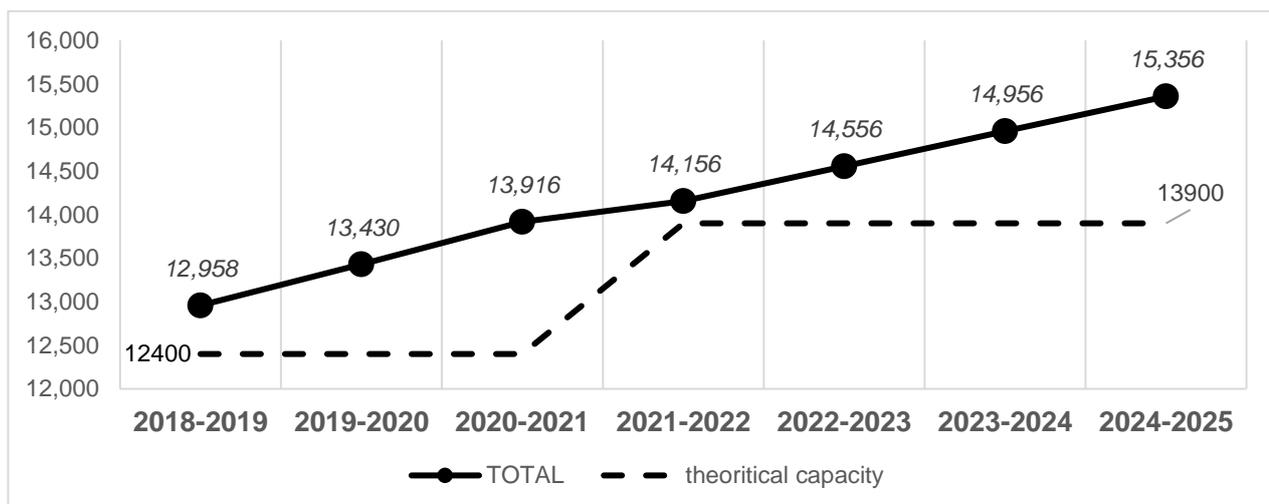
The current studies forecast, in the most optimistic of scenarios, a total pupil population for the 2024-2025 school year of approximately 15 400 pupils.

To date, and notwithstanding the negotiations regularly restarted by the Secretary-General, mandated by the Board of Governors, the Belgian State is not in a position to reach a decision with any certainty on the fifth school's opening date and its capacity. It has, however, been announced that it will be available by September 2028, and thus for the beginning of the 2028-2029 school year, at the latest.

Pending the creation of the fifth school in Brussels, the Belgian authorities are making temporarily available to the European Schools:

- since the beginning of the 2007-2008 school year, the Berkendael site, located at 1190 Brussels, rue de Berkendael 70-74, attached to the European School, Brussels I since September 2016, with theoretical capacity to accommodate 1,000 pupils;
- since the beginning of the 2021-2022 school year, the Evere site, located at 1130 Brussels, avenue du Bourget 30¹, attached to the European School, Brussels II, with theoretical capacity to accommodate 1,500 pupils.

| Cycles | N - P | | N - P | | EEB3 | EEB4 | TOTAL |
|--------------------------------|-----------|---------|----------|----------|-------|-------|---------------|
| | EEB1- UCC | EEB1-BK | EEB2-WOL | EEB2-EVE | | | |
| Theoretical capacity | 3,100 | 1,000 | 2,850 | 1,500 | 2,650 | 2,800 | 13,900 |
| Pupil numbers 2021-2022 | 3,396 | 840 | 3,246 | 278 | 3,294 | 3,102 | 14,156 |



Even though accommodation capacity in Brussels has been increased significantly through the making available by the Belgian authorities of two temporary sites, this expanded offer does not necessarily guarantee that a place will be offered to every category I pupil for whom an application is made, in view of the specificities of schooling in the European Schools and of the particular logistical characteristics of the temporary sites, which can only accommodate nursery and primary level classes. Nevertheless, the Central Enrolment Authority and the Directors are making every endeavour to optimise accommodation capacity, in order to fulfil the primary mission assigned to the European Schools.

¹ Although the site is considered administratively to be located on the territory of the *commune* (local authority) of Haren, it is known in the European Schools and by the general public as the Evere site and referred to as such.

3. Existing infrastructure

There are currently four European Schools in Brussels offering a complete, all age range education from the nursery school level up to the Bacculaureate.

The European School, Brussels I has two sites, at Uccle and at Berkendael, the latter's schooling offer being limited to the nursery and primary levels.

The European School, Brussels II has two sites, at Woluwé and at Evere, the latter's schooling offer being limited to the nursery and primary levels.

The European School, Brussels III has a single site at Ixelles and the European School, Brussels IV has a single site at Laeken.

Optimum use needs to be made of the logistical accommodation capacity of the Evere site of the European School, Brussels II to lessen the pressure on the nursery and primary levels of the other schools/sites and thus to allow rooms to be freed up to accommodate the growing pupil population in the secondary cycle. This optimisation of the accommodation capacity of the Evere site has to be envisaged, however, from the perspective of not jeopardising the viability of the nursery and primary level classes open on the other sites in the same language sections, with the aim of ultimately enabling there to be harmonious distribution of the pupil population at the secondary level.

Besides the increase in the total pupil population, it is to be observed on the six existing sites that a number of small groups occupy classrooms that could accommodate more pupils. This is a constraint resulting on the one hand, from the organisation of teaching in language sections and on the other, from the organisation specific to teaching in the European Schools.

It is therefore essential to adopt binding rules to expand initial core pupil numbers in the nursery and primary cycles on the Evere site, attached to the European School, Brussels II since the beginning of the 2021-2022 school year in September 2021, in order to make optimum use of its capacity and to ease the overcrowding of the other schools/sites.

Pupil numbers at the Berkendael site, attached to the European School, Brussels I, for its part, are nearing its theoretical capacity of 1 000 pupils. With the development of the EL, EN, ES and IT satellite classes² (for which an additional year group is opened each year), the sustainability of its filling is guaranteed.

Pupils on roll at the Berkendael and Evere temporary sites, which offer infrastructure only for the nursery and primary levels, benefit – like all pupils who have embarked upon their schooling in one of the European Schools – from a guarantee of being able to continue it up to the Bacculaureate³, which implies a transfer to another existing school/site at the end of primary year 5⁴.

In order to support integration of the Berkendael and Evere temporary sites into the respective structures of the European School, Brussels I and of the European School, Brussels II, the Board

² Satellite classes were opened at the European School, Brussels I – Berkendael Site in previous school years, with the objective of ensuring harmonious distribution of the pupil population, without, however, a corresponding language section being opened on the site. Pupils in those classes are regarded, for the purposes of application of all the texts in force in the European Schools as an organisation, as pupils of the language section corresponding to their Language 1.

³ And in that respect, from priority access in relation to newly enrolled pupils.

⁴ This applies to all P5 pupils on the Berkendael and Evere sites, all language sections or satellite classes taken together.

of Governors decided, at its meeting of 20 October 2020, to adopt the following measures for pupils on roll on those sites, which offer schooling only in the nursery and primary cycles.

Thus, all pupils in P5 in the FR language section and in the DE satellite class on roll on the Berkendael temporary site for the 2021-2022 school year:

- enrolled as from the 2021-2022 school year, will continue, as a result of the 'shift', their schooling in the secondary cycle at the European School, Brussels I – Uccle Site;
- enrolled before the 2021-2022 school year, will be able:
 - either to continue, as a result of the 'shift', their schooling in the secondary cycle at the European School, Brussels I – Uccle Site,
 - or to continue their schooling in the secondary cycle at the European School, Brussels II – Woluwé Site, Brussels III or Brussels IV. Such transfer applications will be dealt with before new enrolment applications.

Pupils in P5 in the LV and SK language sections on roll on the Berkendael temporary site for the 2021-2022 school year will continue, as a result of the 'shift', their schooling in the secondary cycle as SWALS, at the European School, Brussels II – Woluwé Site and at the European School, Brussels III respectively.

Arrangements have to be made for continuation of the schooling at secondary level of pupils on roll in P5 at the European School, Brussels I – Berkendael Site during the 2021-2022 school year at the other schools/sites, in compliance with the principle of protection of siblings. Thus, if the parents so request, it will be possible for brothers and sisters of pupils completing the primary cycle at the European School, Brussels I – Berkendael Site to be jointly enrolled or transferred in order to start the secondary cycle at the European Schools, Brussels II – Woluwé Site, Brussels III or Brussels IV. That option will not be offered for continuation of schooling in the secondary cycle at the European School, Brussels I – Uccle Site, younger siblings continuing their schooling on the Berkendael site.

According to the forecasts produced, 90 pupils will be completing the primary cycle at the European School, Brussels I – Berkendael Site in July 2022.

Pupils on roll in P5 FR on the Evere temporary site for the 2021-2022 school year will continue, as a result of the 'shift', their schooling in the secondary cycle at the European School, Brussels II – Woluwé Site.

Their younger siblings will continue their schooling on the Evere site.

According to the forecasts produced, 27 pupils will be completing the primary cycle at the European School, Brussels II – Evere Site in July 2022.

4. Language sections

The most striking phenomenon remains the preponderance of the FR language section

On 11 October 2021, pupils on roll in the FR section accounted for 36% of the total pupil population in Brussels. Their population is growing more quickly than that of the other language sections.

The multiculturalism specific to the European Schools has, however, been fostered by the development of multiple language sections (other than FR) and single ones, of the number of SWALS and of satellite classes, in the case of the Berkendael site, attached to the European School, Brussels I, only.

Increased attention continues to be paid, in all the teaching cycles, to rigorous application of Article 47(e) of the General Rules and its implementing arrangements, so as to maintain the fundamental principle of teaching of and instruction in mother tongue/dominant language in the corresponding language section.

5. Method

Careful analysis of the results of the previous school year's Enrolment Policy leads to the taking of targeted measures for each school group: school/site, language section, teaching level,

Different thresholds will be adopted at the nursery and primary levels in order to continue to build up pupil numbers on the new Evere site of the European School, Brussels II, whilst also taking steps to maintain the viability of the classes open in the same language sections on the other sites, with the ultimate aim of allowing there to be harmonious distribution of the pupil population at secondary level.

On the basis of the overall analysis of pupil numbers, the structure of classes is defined by the Central Enrolment Authority and may be adjusted during the enrolment session.

For the first time, applicants for enrolment and transfer will be invited to submit their application **exclusively on line**, on the Brussels European Schools enrolments portal, something which will rationalise the formulation of enrolment and transfer applications and, hence, will facilitate their handling.

Organisation of the enrolment session in a first mandatory phase, followed by a second phase restricted to limited scenarios, must be maintained.

The reason is that the obligation for the majority of enrolment applications to be submitted in the first mandatory phase allows better management of the session, by curtailing the organisational difficulties in the weeks immediately preceding the beginning of the school year (difficulty in creating new classes at the end of the enrolment session, too little time to recruit teachers, giving up of places awarded, in particular).

Consequently, as was the case in the previous school year, categories I and II* applicants for enrolment and transfer⁵ who are in post in the European Institutions⁶ on 31 December 2021 will be invited, as a **mandatory requirement**, to submit their application during the first phase. Except in duly substantiated cases of *force majeure*, the second phase will be restricted solely to applicants for enrolment taking up their posts in the European Institutions in Brussels⁶ (whatever the reason: new recruitment, transfer from another site, return to work, etc.) as from 1 January 2022 and to applicants for enrolment whose children were being educated outside Belgium during the 2021-2022 school year. As for categories II and III enrolment and transfer applicants, they will be invited to submit their applications during the second phase only.

In order to optimise their handling, there will be random ranking of applications in both phase I and phase II.

Appropriate information about the submission of online applications, the obligation to submit applications in the first phase (except for limited scenarios in the second phase) and the time periods and closing dates applicable will be circulated by the Schools (via their individual websites

⁵ Categories I and II*.

⁶ Or engaged in an occupational activity conferring entitlement for their children to be considered as pupils coming into category I or II*.

and the European Schools' website) so that applicants for enrolment or transfer are kept informed. Collaboration is required on the part of the Parents' Associations and of the European Commission's DG Human Resources.

In addition, the CEA's legitimate forecasts can be thwarted by the decisions of pupils' parents, particularly when they give up a place awarded that they had accepted⁷. Special information is thus circulated in the schools urging:

- the parents of pupils currently on roll in the European Schools to notify the latter as early as possible, and not later than 30 June 2022, of any plans to terminate the child's schooling in the system (to fine-tune the 'shift' figures);
- applicants for enrolment who have accepted a place to notify the CEA without delay should they be planning to give it up, thus allowing retrieval of places available or to be filled.

Dealing with groupings of siblings (first those including at least one secondary level pupil, then the others) before applications for the enrolment of single pupils worked well and enabled use of the reserve to be optimised. It was thus possible to award places to all groups of siblings without having to create new classes to cater for such applications.

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

- Applicants for enrolment should be required to express an order of preference for 6 schools/sites in the nursery and primary cycles and 4 schools in the secondary cycle.
- Submission of enrolment and transfer applications during the first phase should be made mandatory.
- The second phase will be restricted solely to the following limited scenarios: applicants for enrolment taking up their posts in the European Institutions⁸ as from 1 January 2022, applicants for enrolment whose children were being educated outside Belgium during the 2021-2022 school year and applicants who were prevented absolutely from submitting their application file during the first phase on account of a duly justified case of *force majeure* will be the only applicants allowed to do so during the second phase.
- An order for dealing with applications, for each phase, established once a random ranking has been produced, should be determined.
- The threshold of places available will be set at 30 pupils for the classes open on the new Evere site of the European School, Brussels II, at 12 pupils for all the other nursery and primary cycle classes and at 26 pupils for the secondary cycle classes.
- After the 'shift' of pupils on roll in P5 at the European School, Brussels I – Berkendael Site⁹ and at the European School, Brussels II – Evere Site, applications for a transfer to the Brussels II – Woluwé Site, Brussels III or Brussels IV Schools for pupils on roll in P5 at the European School, Brussels I – Berkendael Site will be dealt with first and foremost.
- Transfers from one school/site to another will be permitted, even if they are not based on particular circumstances, either to allow brothers and sisters to attend the same school, or to allow the transfer of Estonian SWALS attending the European School, Brussels II – Woluwé Site to the European School, Brussels IV, or to organise a transfer to the European School, Brussels II – Evere Site and to the European School, Brussels I – Berkendael Site.

⁷ In 2021-2022, 252 places given up, i.e. offers of places initially accepted then subsequently cancelled by the applicants, were recorded.

⁸ Or engaged in an occupational activity conferring entitlement for their children to be considered as pupils coming into category I or II*.

⁹ The 'shift' operates automatically for transfers of pupils in the FR section and the DE satellite classes to the European School, Brussels I – Uccle Site, of pupils in the LV section to the European School, Brussels II – Woluwé Site and of pupils in the SK section to the European School, Brussels III.

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- after places have been awarded to pupils with special priority criteria, the places available in each class will first be awarded to applicants who have submitted joint applications for enrolment (grouping of siblings), then to applicants who have submitted an application for the enrolment of a single pupil only, in so far as places are available, then those of the reserve.

6. In view of:

- the continuing availability of the Berkendael site of the European School, Brussels I and of the Evere site of the European School, Brussels II, pending provision of the infrastructure of the definitive site for the fifth school;
- the finding that the European Schools, Brussels I – Uccle Site, Brussels II – Woluwé Site, Brussels III and Brussels IV are approaching, or indeed have reached, the maximum limit of the number of classrooms available;
- the growth in the number of secondary level pupils, requiring the logistical resources of the European Schools, Brussels I – Uccle Site, Brussels II – Woluwé Site, Brussels III and Brussels IV to be allocated thereto;

the Board of Governors hereby mandates the Central Enrolment Authority to adopt a Policy on Enrolment in the Brussels European Schools and all measures designed to put it into practice and to make optimum arrangements for the conduct of the enrolment session for the beginning of the 2022-2023 school year.

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

- Use the resources available at the six existing schools/sites in general and at the new Evere site in particular, in order to lessen as far as possible the overcrowding of the schools as a whole and to guarantee their proper pedagogical operation.
- Step up the filling of the European School, Brussels II – Evere Site, by raising the threshold of places available for the language sections and year groups that are open there to 30 pupils per class, whilst maintaining the viability of the classes on the other sites by allowing a threshold of places available of 12 pupils.
- Maintain the principle of continuity of schooling by opening additional year groups at the European School, Brussels II – Evere Site during the enrolment session whenever that proves expedient.
- Distribute the pupil population across both the six sites and the language sections, in strict compliance with Article 47(e) of the General Rules.
- Enrol all category I pupils for whom an application is made to one of the Brussels European Schools, provided that they comply with the rules of the Enrolment Policy and that the schools/sites have the infrastructure required to accommodate them in compliance with the Host State's safety and security standards.
- Enrol category II pupils in accordance with the terms of the contracts already in force, as well as children of the international civilian staff of NATO and of UN employees (international civil servants) (in the conditions appearing in Annex I), provided that the schools/sites have the infrastructure required to accommodate them in compliance with the Host State's safety and security standards.
- Restrict the enrolment of category III pupils to the siblings of present pupils, abiding strictly

by the decisions of the Board of Governors concerning this category of pupils, bearing in mind the demographic pressure on the Brussels Schools.

- With the aim of preserving the benefit of previous enrolment policies, restrict transfers to cases justified by particular circumstances. However,
 - Arrange firstly,
 - after the 'shift' of pupils on roll in P5 at the European School, Brussels I – Berkendael Site¹⁰ and at the European School, Brussels II – Evere Site during the 2021-2022 school year,
 - the transfer of pupils on roll in P5 at the European School, Brussels I – Berkendael Site during the 2021-2022 school year (but enrolled before that school year) to the European Schools, Brussels II – Woluwé Site, III and IV according to the order of preference expressed and provided that there is a place to be filled (and members of their group of siblings, if a request to that effect is made at the time of their enrolment or transfer).
 - Arrange for there to be the possibility of transfer, without any particular justification:
 - during the two enrolment phases, for pupils of the European Schools, Brussels I – Uccle and Berkendael Sites, Brussels II – Woluwé Site, Brussels III and Brussels IV to the European School, Brussels II – Evere Site in the language sections and year groups that are open there and provided that there is a place to be filled;
 - during the two enrolment phases, for pupils of the European Schools, Brussels I – Uccle Site, Brussels II – Woluwé Site, Brussels III and Brussels IV to the European School, Brussels I – Berkendael Site in the language sections and year groups that are open there and provided that there is a place to be filled;
 - during the first enrolment phase only, for Estonian SWALS attending the European School, Brussels II – Woluwé Site, to the European School, Brussels IV;
 - during the first enrolment phase only, for a pupil enrolled up to S5 at a different school from a member of his or her group of siblings, so that the children will attend the same school (but not necessarily on the same site), provided that there is a place to be filled and that the class, the language section and the year group are open there;

abiding by the following principles:

- Guarantee schooling at the same school/site where the year groups of the language sections requested are open firstly, for category I or II pupils for whom a new enrolment application is submitted and secondly, for their siblings who attended that school during the 2021-2022 school year, provided that the applicants make a request to that effect during the first enrolment phase. In the second enrolment phase this guarantee will be given provided that there is a place to be filled.
- Provide schooling at the same school/site where the year groups of the language sections or classes requested are open, although not necessarily that of their choice, for children belonging to the same group of siblings who are enrolled simultaneously for the first time, provided that the applicants for enrolment make a request to that effect and that places are

¹⁰ The 'shift' operates automatically for transfers of pupils in the FR section and the DE satellite classes to the European School, Brussels I – Uccle Site, of pupils in the LV section to the European School, Brussels II – Woluwé Site and of pupils in the SK section to the European School, Brussels III.

available at the same school/site, in accordance with the thresholds defined below, for all the members of the group of siblings.

- Guarantee return to the school where the pupil had spent at least one full school year before the change in the place of employment in the interest of the service decided by the appointing authority provided for in Article 7(1) of the Staff Regulations of Officials of the EU¹¹, before the secondment authorised in the interest of the service within the meaning of Articles 37a and 38 of the said Staff Regulations or before travel authorised under programmes decided by the European Commission (for example, EU Fellowships)¹² and equivalent programmes established by other EU institutions, during the first enrolment phase. In the second enrolment phase this guarantee will be given provided that there is a place to be filled.
- Guarantee, for pedagogical reasons, return to the school that they attended prior to a period of study abroad for pupils applying for enrolment in secondary years 5 and 6, provided that:
 - the pupil attended the school at which enrolment is requested for at least one full school year before he or she left to study abroad;
 - the period of study outside Belgium was not longer than one school year;
 - the school expressly approves the pupil's return;
 - the application is submitted during the first enrolment phase.

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

- Guarantee the taking into consideration of particular circumstances characterising and differentiating the case of the pupil concerned, according to the definition of this concept given in the previous Enrolment Policies and the case law of the Complaints Board.
- Guarantee legal protection for enrolment and transfer applicants by retaining redress procedures allowing them to lodge appeals with the Complaints Board of the European Schools seeking annulment of a decision in the event of a procedural irregularity affecting the contested decision or the emergence of new facts, and also review applications submitted to the CEA, solely in the event of a new and relevant fact that emerged after the contested decision was taken.

adopting in particular the following provisions for the enrolment of pupils without a special priority criterion:

- In order to distribute the pupil population of the schools/site and to maintain balance amongst them, new pupils will be enrolled up to a maximum of 30 places for the classes open at the European School, Brussels II – Evere Site, 12 places available for the other classes in the nursery and primary cycles and 26 in the secondary cycle.

¹¹ Council Regulation (EEC, Euratom, ECSC) No 259/68, OJ L56, 4.3.1968, p. 1.

¹² For staff subject to the Staff Regulations of EU Officials, the relevant text is the Commission Decision of 27.9.2017 on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials (mission expenses) and on authorised travel – Guide to missions and authorised travel, point 3.

Places will be offered in accordance with the following table, where the infrastructure is designated as follows: EEB1-UCC (*Uccle Site*), EEB1-BK (*Berkendael Site*), EEB2-WOL (*Woluwé Site*), EEB2-EVE (*Evere Site*), EEB3 and EEB4:

| | | |
|----------------------|---|--|
| DE | Nursery cycle, P1, P2 | EEB1-UCC, EEB1-BK (classes), EEB2-WOL, EEB3, EEB4 up to 12 pupils and EEB2-EVE up to 30 pupils |
| | P3, P4, P5 | EEB1-UCC, EEB1-BK (classes), EEB2-WOL, EEB3, EEB4 |
| | Secondary cycle | EEB1-UCC, EEB2-WOL, EEB3, EEB4 |
| EN | Nursery cycle, P1, P2 | EEB1-UCC, EEB1-BK (classes), EEB2-WOL, EEB3, EEB4 up to 12 pupils and EEB2-EVE up to 30 pupils |
| | P3, P4 | EEB1-UCC, EEB1-BK (classes), EEB2-WOL, EEB3, EEB4 |
| | P5 Secondary cycle | EEB1-UCC, EEB2-WOL, EEB3, EEB4 |
| FR | Nursery cycle, Primary cycle | EEB1-UCC, EEB1-BK, EEB2-WOL, EEB3, EEB4 up to 12 pupils and EEB2-EVE up to 30 pupils |
| | Secondary cycle | EEB1-UCC, EEB2-WOL, EEB3, EEB4 |
| | | |
| IT | Nursery cycle, P1 | EEB1-UCC, EEB1-BK (classes), EEB2-WOL, EEB4 up to 12 pupils and EEB2-EVE up to 30 pupils |
| | P2, P3, P4 | EEB1-UCC, EEB1-BK (classes), EEB2-WOL, EEB4 |
| | P5 Secondary cycle | EEB1-UCC, EEB2-WOL, EEB4 |
| NL | Nursery cycle, Primary cycle, Secondary cycle | EEB2-WOL, EEB3, EEB4 |
| | | |
| | | |
| ES | Nursery cycle, P1, P2, P3 | EEB1-UCC, EEB1-BK (classes), EEB3 |
| | P4, P5 | EEB1-UCC, EEB3 |
| | Secondary cycle | EEB1-UCC, EEB3 |
| EL | Nursery cycle, P1, P2, P3, P4 | EEB1-BK (classes), EEB3 |
| | P5 | EEB3 |
| | Secondary cycle | EEB3 |
| DA HU PL | Nursery cycle, Primary cycle, Secondary cycle | EEB1-UCC |
| | | |
| | | |
| LV SK | Nursery cycle, Primary cycle | EEB1-BK |
| | | |
| FI LT PT SV | Nursery cycle, Primary cycle, Secondary cycle | EEB2-WOL |
| | | |
| | | |
| | | |

| | | |
|-----------|---|------|
| CS | Nursery cycle, Primary cycle, Secondary cycle | EEB3 |
| BG | Nursery cycle, Primary cycle, S1- S6 | EEB4 |
| ET | Nursery cycle, Primary cycle, S1 | EEB4 |
| RO | Nursery cycle, Primary cycle, S1- S5 | EEB4 |

- The Central Enrolment Authority has the right to adapt the structure and the distribution of the classes appearing in Annex II.

During the first mandatory phase, according to the order of the random ranking, the places available will be awarded in the following order:

1. transfer of pupils in P5 at the European School, Brussels I – Berkendael Site during the 2021-2022 school year (but enrolled before that school year) for the secondary cycle to the European Schools, Brussels II – Woluwé Site, Brussels III and IV, in accordance with the arrangements set out above,
2. categories I and II* pupils for whom an application has been submitted for a place in a single language section and SWALS,
3. categories I and II* pupils, including SWALS, who have a special priority criterion (regrouping of siblings, return from assignment, return from a period of study abroad, particular circumstances),
4. categories I and II* pupils for whom a duly justified voluntary or permitted transfer application has been submitted,
5. categories I and II* pupils for whom an application for enrolment in the nursery and primary cycles at the European School, Brussels II – Evere Site, as their first preference, has been submitted, in the language sections and the year groups that are open there,
6. categories I and II* pupils for whom joint applications for enrolment, including at least one in the secondary cycle, have been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites,
7. categories I and II* pupils for whom joint applications for enrolment in the nursery and primary cycles have been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites,
8. categories I and II* pupils for whom an application for enrolment in the secondary cycle for a single pupil has been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites,
9. categories I and II* pupils for whom an application for enrolment in the nursery and primary cycles for a single pupil has been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites.

Except in duly justified cases of *force majeure* and in accordance with the concept developed by the case law of the Complaints Board of the European Schools, only members of the staff of the

European Institutions¹³ conferring entitlement to category I and who will be taking up their posts in Brussels (whatever the reason: new recruitment, transfer from another site, return to work, etc.) as from 1 January 2022, and those whose children were being educated outside Belgium during the 2021-2022 school year, may submit their application during the second phase. According to the order of the random ranking, the places available will be awarded in all the schools/sites where the language section or satellite classes and the year group are already open or are likely to be opened, in the following order:

1. categories I and II* pupils for whom an application has been submitted for a place in a single language section and SWALS,
2. categories I and II* pupils who have a special priority criterion (particular circumstances only),
3. categories I and II* pupils for whom a duly justified voluntary or permitted transfer application has been submitted (on the basis of particular circumstances only),
4. categories I and II* pupils for whom an application for enrolment in the nursery and primary cycles at the European School, Brussels II – Evere Site, as their first preference, has been submitted, in the language sections and the year groups that are open there,
5. categories I and II* pupils for whom joint applications for enrolment, including at least one in the secondary cycle, have been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites,
6. categories I and II* pupils for whom joint applications for enrolment in the nursery and primary cycles have been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites,
7. categories I and II* pupils for whom an application for enrolment in the secondary cycle for a single pupil has been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites,
8. categories I and II* pupils for whom an application for enrolment in the nursery and primary cycles for a single pupil has been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites.
9. category II pupils, in compliance with the special agreements concluded with the European Schools, who have a special priority criterion, and according to the order for dealing with applications referred to above.
10. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants) who have a special priority criterion, and according to the order for dealing with applications referred to above.
11. category III pupils.

Except in duly justified exceptional situations affecting the pupil concerned, after the end of the second phase, only applications for the enrolment of categories I and II* and of category II⁺ children being educated outside Belgium and for whom admission is sought 15 working days at the earliest as from the date set by the CEA, one of whose legal representatives is taking up his or her post in Brussels in the European Institutions, Eurocontrol, NATO, the UN or with the employer with whom the category II agreement has been established, or is settling in Brussels on a long-term basis, will be admissible during the school year. Such in-year enrolments will be accepted only restrictively.

In-year transfer applications will also be accepted only restrictively, solely on the basis of particular circumstances occurring after the end of the second enrolment phase.

¹³ Or engaging in a professional activity conferring entitlement for their children to be regarded as pupils coming under category I and II*.

⁺ With an agreement already in force with one or more Brussels Schools.

ANNEX I

Children of civilian staff of NATO (international civilian staff) are pupils covered by an April 1987 decision of the Board of Governors involving particular rights (priority for admission purposes) and obligations (payment of specific school fees), so that they are akin to category II pupils. However, the Board of Governors clearly decided that unlike category II pupils, they would not be entitled to automatic admission but would simply have priority in relation to category III pupils.

Children of UN employees (international civil servants) will be admitted subject to the same conditions, in accordance with the decision taken by the Board of Governors at its meeting of 16-18 April 2013.

Abiding by the decisions of the Board of Governors,

1. the admission of children of civilian staff of NATO and of UN employees (international civil servants) cannot entail division of a class;
2. these applications are dealt with after the admission of category I pupils and of other category II pupils but before applications for the enrolment of category III pupils;
3. for the 2022-2023 school year, places in the Brussels schools/sites will be awarded in compliance with the general enrolment rules.

ANNEX II

Structure of the schools: distribution of classes for the 2022-2023 school year

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

| | DA | DE | EN | ES | FR | HU | IT | PL | Total |
|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Nursery (N1 + N2) | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 9 |
| P1 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 9 |
| P2 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 9 |
| P3 | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 10 |
| P4 | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 10 |
| P5 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 2 | 10 |
| <i>Subtotal</i> | 5 | 5 | 5 | 5 | 12 | 5 | 5 | 6 | 48 |
| S1 | 1 | 1 | 2 | 1 | 5 | 1 | 1 | 2 | 14 |
| S2 | 1 | 1 | 2 | 1 | 5 | 1 | 1 | 2 | 14 |
| S3 | 1 | 1 | 1 | 1 | 5 | 1 | 1 | 2 | 13 |
| S4 | 1 | 1 | 2 | 1 | 5 | 1 | 1 | 2 | 14 |
| S5 | 1 | 1 | 1 | 1 | 4 | 1 | 1 | 2 | 12 |
| S6 | 1 | 1 | 2 | 1 | 4 | 1 | 1 | 2 | 13 |
| S7 | 1 | 1 | 1 | 1 | 4 | 1 | 1 | 1 | 11 |
| <i>Subtotal</i> | 7 | 7 | 11 | 7 | 32 | 7 | 7 | 13 | 91 |
| Total | 13 | 13 | 17 | 13 | 46 | 13 | 13 | 20 | 148 |

EEB1 - BK: European School, Brussels I – Berkendael Site

| | FR | LV | SK | Total | Satellite classes | | | | | Total | Total |
|--------------------------|-----------|----------|----------|-----------|-------------------|----------|----------|----------|----------|-----------|-----------|
| | | | | | DE | EL | EN | ES | IT | | |
| Nursery (N1 + N2) | 2 | 1 | 1 | 4 | 1 | 2 | 1 | 1 | 1 | 6 | 10 |
| P1 | 2 | 1 | 1 | 4 | 1 | 1 | 1 | 1 | 1 | 5 | 9 |
| P2 | 3 | 1 | 1 | 5 | 1 | 1 | 1 | 1 | 1 | 5 | 10 |
| P3 | 3 | 1 | 1 | 5 | 1 | 1 | 1 | 1 | 1 | 5 | 10 |
| P4 | 3 | 1 | 1 | 5 | 1 | 1 | 1 | | 1 | 4 | 9 |
| P5 | 4 | 1 | 1 | 6 | 1 | | | | | 1 | 7 |
| <i>Subtotal</i> | 15 | 5 | 5 | 25 | 5 | 4 | 4 | 3 | 4 | 20 | 45 |
| Total | 17 | 6 | 6 | 29 | 6 | 6 | 5 | 4 | 5 | 26 | 55 |

In view of the finding that the European Schools, Brussels I – Uccle and Berkendael Sites, Brussels II – Woluwé Site and Brussels III 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 for the nursery and primary cycles and at the European School, Brussels IV for the secondary cycle, 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.

EEB2 – WOL: European School, Brussels II – Woluwé Site

| | DE | EN | FI | FR | IT | LT | NL | PT | SV | Total |
|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Nursery (N1 + N2) | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 9 |
| P1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 9 |
| 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 | 2 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 11 |
| <i>Subtotal</i> | 5 | 6 | 5 | 9 | 5 | 5 | 5 | 5 | 5 | 50 |
| S1 | 1 | 1 | 1 | 4 | 1 | 1 | 1 | 1 | 1 | 12 |
| S2 | 1 | 1 | 1 | 5 | 1 | 1 | 1 | 1 | 1 | 13 |
| S3 | 1 | 1 | 1 | 5 | 1 | 1 | 1 | 1 | 1 | 13 |
| S4 | 1 | 1 | 1 | 4 | 1 | 1 | 1 | 1 | 1 | 12 |
| S5 | 1 | 1 | 1 | 4 | 1 | 1 | 1 | 1 | 2 | 13 |
| S6 | 1 | 2 | 1 | 4 | 1 | 1 | 1 | 1 | 1 | 13 |
| S7 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 2 | 12 |
| <i>Subtotal</i> | 7 | 8 | 7 | 29 | 7 | 7 | 7 | 7 | 9 | 88 |
| Total | 13 | 15 | 13 | 39 | 13 | 13 | 13 | 13 | 15 | 147 |

EEB2 – EVE: European School, Brussels II – Evere Site

| | DE | EN | FR | IT | Total |
|------------------------------|----------|----------|-----------|----------|-----------|
| Nursery (N1 + N2) | 1 | 1 | 6 | 1 | 9 |
| P1 | 1 | 1 | 4 | 1 | 7 |
| P2 | 1 | 1 | 2 | | 4 |
| P3 | | | 2 | | 2 |
| P4 | | | 2 | | 2 |
| P5 | | | 2 | | 2 |
| <i>Subtotal</i> | 2 | 2 | 12 | 1 | 17 |
| Total | 3 | 3 | 18 | 2 | 26 |

In view of the finding that the European Schools, Brussels I – Uccle and Berkendael Sites, Brussels II – Woluwé Site and Brussels III 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 for the nursery and primary cycles and at the European School, Brussels IV for the secondary cycle, 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.

EEB3: European School, Brussels III

| | CS | DE | EL | EN | ES | FR | NL | Total |
|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Nursery (N1 + N2) | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 7 |
| P1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 7 |
| P2 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 8 |
| P3 | 2 | 1 | 1 | 1 | 1 | 2 | 1 | 9 |
| P4 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 8 |
| P5 | 2 | 1 | 2 | 1 | 2 | 3 | 1 | 12 |
| <i>Subtotal</i> | 7 | 5 | 6 | 5 | 6 | 10 | 5 | 44 |
| S1 | 1 | 1 | 2 | 1 | 2 | 3 | 1 | 11 |
| S2 | 2 | 1 | 2 | 1 | 2 | 4 | 1 | 13 |
| S3 | 1 | 1 | 2 | 1 | 1 | 3 | 1 | 10 |
| S4 | 1 | 1 | 2 | 1 | 2 | 4 | 1 | 12 |
| S5 | 1 | 1 | 3 | 2 | 2 | 4 | 1 | 14 |
| S6 | 1 | 1 | 3 | 1 | 2 | 4 | 1 | 13 |
| S7 | 1 | 1 | 2 | 2 | 2 | 4 | 1 | 13 |
| <i>Subtotal</i> | 8 | 7 | 16 | 9 | 13 | 26 | 7 | 86 |
| Total | 16 | 13 | 23 | 15 | 20 | 37 | 13 | 137 |

EEB4: European School, Brussels IV

| | BG | DE | EN | ET | FR | IT | NL | RO | Total |
|------------------------------|-----------|-----------|-----------|----------|-----------|-----------|-----------|-----------|------------|
| Nursery (N1 + N2) | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 10 |
| 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 | 1 | 1 | 4 | 1 | 1 | 1 | 11 |
| P5 | 1 | 1 | 2 | 1 | 3 | 1 | 1 | 1 | 11 |
| <i>Subtotal</i> | 5 | 5 | 6 | 5 | 16 | 5 | 5 | 5 | 52 |
| S1 | 1 | 1 | 2 | 1 | 5 | 1 | 1 | 1 | 13 |
| S2 | 1 | 1 | 2 | | 5 | 1 | 1 | 1 | 12 |
| S3 | 1 | 1 | 3 | | 5 | 1 | 2 | 1 | 14 |
| S4 | 1 | 1 | 2 | | 5 | 1 | 2 | 1 | 13 |
| S5 | 1 | 1 | 2 | | 5 | 1 | 2 | 1 | 13 |
| S6 | 1 | 1 | 2 | | 5 | 1 | 1 | | 11 |
| S7 | | 1 | 2 | | 4 | 1 | 1 | | 9 |
| <i>Subtotal</i> | 6 | 7 | 15 | 1 | 34 | 7 | 10 | 5 | 85 |
| Total | 12 | 13 | 22 | 7 | 53 | 13 | 16 | 11 | 147 |

In view of the finding that the European Schools, Brussels I – Uccle and Berkendael Sites, Brussels II – Woluwé Site and Brussels III 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 for the nursery and primary cycles and at the European School, Brussels IV for the secondary cycle, 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.