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Decisions of the Board of Governors concerning the guidelines for the 2024-2025 Policy on Enrolment in the Brussels European Schools

Brussels, 11 December 2023

**DECISIONS OF THE BOARD OF GOVERNORS OF 5-7 DECEMBER 2023 CONCERNING
THE GUIDELINES FOR THE 2024-2025 POLICY ON ENROLMENT IN THE BRUSSELS
EUROPEAN SCHOOLS**

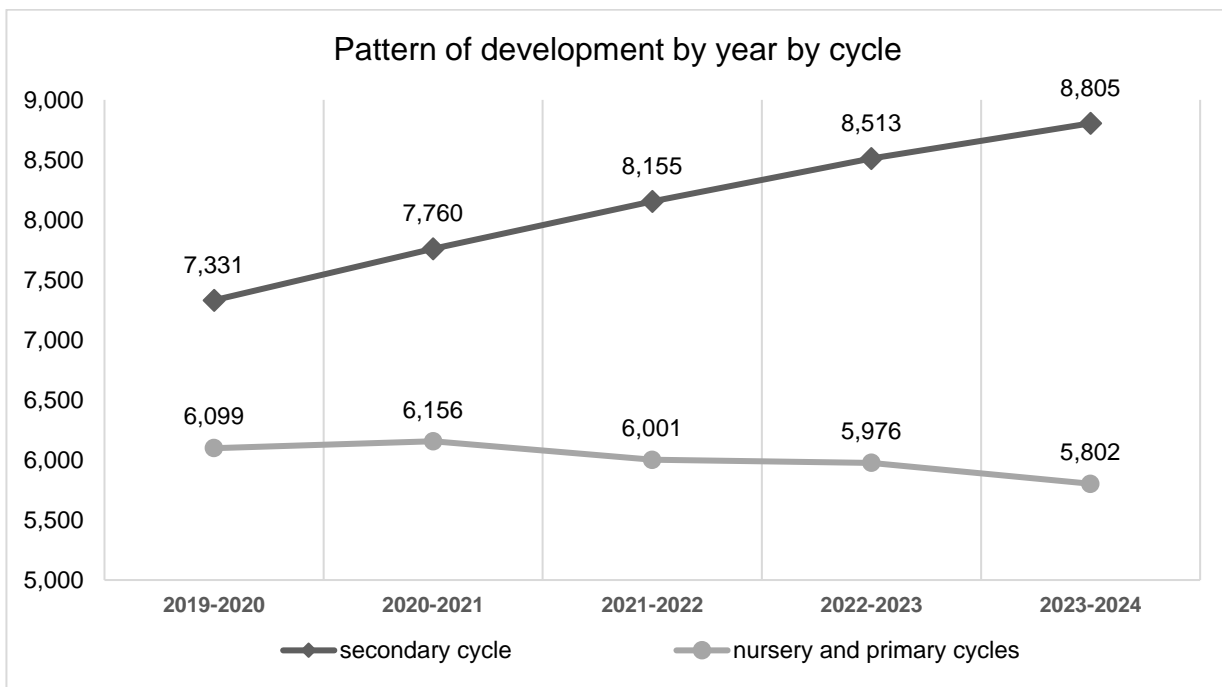
In view of:

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 Brussels¹ 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 (118 additional new pupils on roll, on 16 October 2023) is putting sustained pressure on the infrastructure.

However, it is to be observed that the growth pattern differs according to the teaching cycle and the schools/sites. As shown in the graph below, while pupil numbers are decreasing slightly in the nursery and primary cycles, overcrowding in the secondary cycle increases year after year (compared to 2022-2023, 292 additional pupils in secondary in 2023-2024). The development of the Berkendael and Evere Sites of the Brussels I and II European Schools has, admittedly, reduced numbers in the nursery and primary cycles at the other schools/sites, but it has not alleviated the sites confronted with constant growth in the secondary cycle. Consequently, the number of rooms available to accommodate the new secondary cycle classes is drastically reduced.



¹ The pupil population of 14 489 pupils in 2022-2023 has increased to 14 607 pupils in 2023-2024.

2. Future extension of the infrastructure

In view of the growth of the pupil population (see 1 above), the Board of Governor's 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 a capacity of 2 500 pupils in September 2015.

The current studies forecast, in the most optimistic of scenarios, a total pupil population of approximately 16 900 pupils for the 2028-2029 school year.

On 13 May 2022, the Belgian Council of Ministers took the decision:

- to make available to the international organisation a fifth Brussels European School with a capacity of 3 000 pupils at the Neder-Over-Heembeek Site, offering a full education from the nursery cycle up to until secondary 7², from the 2028-2029 school year onwards;
- to allocate the Berkendael and Evere Sites, until now made available on a temporary basis, definitively to the Brussels I European School and the Brussels II European School respectively.

As regards the extension of the planned infrastructures, the following considerations have drawn the attention of the Steering Committee of the Brussels European Schools:

- The finding that the theoretical capacity of the existing Schools has been exceeded, across all sites except the Berkendael Site of the Brussels I European School and the Evere Site of the Brussels II European School.

| | Pupils number 2023 | Theoretical capacity |
|-----------------|--------------------|----------------------|
| EEB1-UCC | 3,402 | 3,100 |
| EEB1-BRK | 962 | 1,000 |
| EEB2-WOL | 3,172 | 2,850 |
| EEB2-EVE | 652 | 1,500 |
| EEB3 | 3,237 | 2,650 |
| EEB4 | 3,182 | 2,800 |
| Total | 14,607 | 13,900 |

The accommodation capacity at the existing Schools, as evaluated by the Price Waterhouse Cooper (PwC) audit³, is very largely exceeded at the Brussels II European School - Woluwe Site, EEB2-WOL (28.8%) and at the Brussels III European School, EEB3 (26.9%), and to a lesser extent at the Brussels I European School - Uccle Site, EEB1-UCC (9.7%) and at the

² The "campus" approach consisting in creating the fifth School to accommodate only secondary pupils was ruled out to the extent that it would have been necessary for the Belgian State to invest massively in the infrastructure of the other existing schools to be adapted, with the consequence of delaying delivery of the fifth school.

³ The PwC audit is based on the ten following parameters: normal and special classrooms, sports facilities, canteen, recreational areas, libraries, study rooms and polyvalent rooms, sanitary rooms, teacher's rooms, event halls, administrative offices.

Brussels IV European School, EEB4 (8.1%), whereas - at the same time - this accommodation capacity has almost been reached at the Brussels I European School - Berkendael Site (EEB1-BRK) and has not yet been reached at the Brussels II European School - Evere Site (EEB2-EVE).

| | Pupils number | PwC | Difference | % |
|-----------------|---------------|---------------|--------------|---------------|
| EEB1-UCC | 3,402 | 3,102 | 300 | +9,7% |
| EEB1-BRK | 962 | 977 | -15 | -1,5% |
| EEB2-WOL | 3,172 | 2,462 | 710 | +28,8% |
| EEB2-EVE | 652 | 1,500 | -848 | -56,5% |
| EEB3 | 3,237 | 2,551 | 686 | +26,9% |
| EEB4 | 3,182 | 2,943 | 239 | +8,1% |
| TOTAL | 14,607 | 13,535 | 1,072 | +7,9% |

Key:

Pupil numbers: on 16 October 2023

PwC: capacity of the PwC audit, except for Evere

Difference: difference between PwC and Pupil numbers; data preceded by a '+' indicates the level of overcrowding

This overcrowding can be observed more in the secondary cycle than in the nursery and primary cycles at the four sites receiving the secondary cycle, but is particularly marked at the Woluwe Site of the Brussels II European School.

| | Nursery and primary cycles | | | | Secondary cycle | | | |
|------------------|----------------------------|--------------|---------------|---------------|-----------------|--------------|--------------|---------------|
| | Pupils number | PwC | Difference | % | Pupils number | PwC | Difference | % |
| EEB1-UCC | 1,076 | 1,061 | 15 | +1,4% | 2,326 | 2,041 | 285 | +14.0% |
| EEB1-BRK | 962 | 977 | -15 | -1.5% | | | | |
| EEB2-WOL* | 1,008 | 1,362 | -354 | -26.0% | 2,164 | 1,100 | 1,064 | +96.7% |
| EEB2-EVE | 652 | 1,500 | -848 | -56.5% | | | | |
| EEB3 | 1,055 | 737 | 318 | +43.1% | 2,182 | 1,814 | 368 | +20.3% |
| EEB4 | 1,049 | 1,245 | -196 | -15.7% | 2,133 | 1,698 | 435 | +25.6% |
| TOTAL | 5,802 | 6,882 | -1,080 | -15.7% | 8,805 | 6,653 | 2,152 | +32.3% |

Key:

Pupil numbers: on 16 October 2023

PwC: capacity of the PwC audit, except for Evere

Difference: difference between PwC and Pupil numbers; data preceded by a '+' indicates the level of overcrowding

*In accordance with the application of the 2023-2024 Policy, 6 primary classrooms were able to be made available for the secondary cycle at Woluwe.

- The buildings at the Berkendael and Evere Sites are only suited to accommodate pupils in the nursery and primary cycles. Their availability therefore reduces pressure on these teaching cycles, but not on the secondary cycle. This means that it is necessary to split the distribution of new enrolments in the lower cycles between these two schools to optimise the accommodation capacities of these two sites. There is also a need to gradually phase out classes in the nursery and primary cycles at the other European

schools, where possible, to enable them to accommodate more of the pupil population in the secondary cycle.

- A more efficient way to use pedagogical resources must be found in order to limit the cost in terms of hiring staff. This begins, above all, with intelligent distribution of the language sections between the various sites/schools.

The Board of Governors invited the Central Enrolment Authority to gradually adapt the enrolment policies with a view to achieving the following objectives:

- For the Brussels I and II European Schools, which now definitively have two sites: not to maintain the nursery and primary cycles of an existing language section at two sites, thereby putting an end to parallel structures, and to progressively consolidate and migrate these cycles to the Berkendael and Evere Sites respectively.

For the Brussels I European School, an exception to this principle is maintained for the FR section, which would continue, given its size, to be distributed between the two sites of Uccle and Berkendael. This exception also applies to the ES section in order to maintain its balanced distribution between the two sites. As for the DE section, the progressive consolidation and migration of the nursery and primary cycles would be from the Berkendael to the Uccle Site, with the same objective. The degree of filling of the Berkendael Site means that it is not in fact able to accommodate all of the language sections in the nursery and primary cycles.

- The principle of pedagogical continuity, combined with the increased integration of the additional sites (Berkendael and Evere) into the Brussels I and II Schools, means that a pupil enrolled at the Berkendael Site will in principle continue their secondary education at the Uccle Site⁴, while a pupil enrolled at the Evere Site will continue their secondary education at the Woluwe Site, as long as the language section is open there.
- These principles also mean that new joint enrolments at the Brussels I European School and at the Brussels II European School involve enrolling siblings at the same school but not necessarily at the same site if they are enrolled in different cycles for nursery and primary, on the one hand, and secondary on the other. Thus, in the case of siblings requesting joint enrolment, where one sibling begins their education in the secondary cycle and one sibling begins their education in the nursery or primary cycle, while for the second child(ren) the language section and level are open at Berkendael or at Evere, the children will be educated at the same school but not on the same site⁵, except in the case of particular circumstances.
- Similarly, the younger brothers and sisters of children in the secondary at the Uccle and Woluwe Sites, to be enrolled in the nursery and primary cycles (regrouping of siblings), will be accommodated at the Berkendael and Evere Sites, provided that the language section and level are open there⁶, except in the case of particular circumstances.

⁴ For pupils enrolled at the Brussels I European School - Berkendael Site prior to the 2021-2022 school year, transfer to the Brussels II - Woluwe Site, Brussels III or Brussels IV Schools is permitted, provided that the application is submitted during the first enrolment phase;

⁵ This principle does not apply to the DE, ES and FR language sections of the Brussels I European School.

⁶ This principle does not apply to the DE, ES and FR language sections of the Brussels I European School.

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- Only at the Brussels I and II European Schools, flexibility concerning the protection of siblings by cycle - nursery and primary cycles on the one hand and secondary cycles on the other - is essential in order to be able to fill the Evere Site⁷ and stabilise the Berkendael Site to, correlatively, free up the necessary space at the main Sites of Uccle and Woluwe in order to be able to accommodate more secondary pupils.
 - Maintaining multiple language sections at multiple sites must meet objective criteria, namely a minimum number of pupils to justify maintaining the language section at a given school.
 - Each school must offer a minimum of four different language sections to maintain its multicultural identity, including at least one of the three vehicular language sections (DE, EN and FR).
 - The reduction or even suppression of the number of pupils with SWALS status, notably by extending the language sections into the secondary cycle, according to the Gaignage criteria, where they currently only exist in the nursery and primary cycles.

By decision of the Board of Governors of 12, 13 and 14 April 2023 (2023-01-D-66-en-3), the LV and SK language sections will be continued in the secondary cycle of the Brussels I European School - Uccle Site.

The creation of the SL language section, open in the nursery cycle only, is subject to the decision of the Board of Governors of 5, 6 and 7 December 2023. If approved, it will be accommodated at the Brussels I European School - Uccle Site until the primary cycle is established, then both the nursery and primary cycles will be transferred together for the school year 2028-2029 to the Brussels I European School - Berkendael Site, as part of the reorganisation of the structure in anticipation of the opening of the Brussels V European School.

- When the fifth school opens in September 2028, existing language sections at other sites will be transferred there, which means that it is necessary, as of now, to inform pupils' legal representatives and prepare deployment of the sections concerned. The principle of pedagogical continuity will be observed by cycle, as phasing out or transferring a language section might involve moving a cycle of a given language section to another school or another site.

⁷ Incidentally, a condition imposed by the Belgian authorities.

3. Method

In order to achieve the aforementioned objectives, it has been decided to continue the process put in place from school year 2023-2024 and to deploy the additional mechanisms:

1. As from the 2023-2024 school year, the progressive migration of the nursery and primary cycles of the EN and IT language sections away from the Uccle Site and their concentration at the Berkendael Site of the Brussels I European School is organised. Consequently, no new enrolment applications will be accepted for the nursery and primary cycles of the EN⁸ and IT language sections at the Uccle Site, except in the case of particular circumstances or regrouping of siblings within a given cycle. Joint applications submitted for siblings distributed across different cycles of these language sections will be accommodated at the Brussels I European School at the corresponding sites. Younger brothers and sisters of children already enrolled at the Uccle Site in the secondary cycle, who are to be educated in the nursery or primary cycles, will be accommodated at the Berkendael Site. The voluntary transfer of pupils in the nursery and primary cycles of these language sections from the Uccle Site to the Berkendael Site is permitted.
2. As from the 2023-2024 school year, the progressive migration of the nursery and primary cycles of the DE language section away from the Berkendael Site and its concentration at the Uccle Site is organised. Consequently, no new enrolment applications will be accepted for the nursery and primary cycles of the DE language section at the Berkendael Site, except in the case of particular circumstances or regrouping of siblings within a given cycle. Joint applications submitted for siblings distributed across different cycles will be accommodated at the Brussels I European School, solely at the Uccle Site. The voluntary transfer of pupils in the nursery and primary cycles of the DE language section from the Berkendael Site to the Uccle Site is permitted.
3. As from the 2023–2024 school year, the progressive migration of the nursery and primary cycles of the DE, EN, FR and IT language sections away from the Woluwe Site and their concentration at the Evere Site of the Brussels II European School, provided that the levels are open there, will be organised. Consequently, no new enrolment applications will be accepted for the nursery and primary cycles of the DE, EN, FR and IT language sections at the Woluwe Site, except in the case of particular circumstances or regrouping of siblings within the same cycle. Joint applications submitted for siblings distributed across different cycles of these language sections will be accommodated at the Brussels II European School at the corresponding sites, except in the case of particular circumstances. Younger brothers and sisters of children already enrolled at the Woluwe Site in secondary level, who are to be enrolled in the nursery and primary cycles, will be accommodated at the Evere Site. The voluntary transfer of pupils in the nursery and primary cycles of these language sections from the Woluwe Site to the Evere Site, to the levels that are open there, is permitted.
4. As from 2024-2025, the secondary cycle of the LV and SK language sections will be accommodated at the Brussels I European School - Uccle Site, starting with levels S1 and S2. P5 pupils from these sections enrolled at the Brussels I European School - Berkendael Site will be able to continue their education at the Brussels I European

⁸ as well as Maltese pupils.

School - Uccle Site without having to submit an application for transfer. Furthermore, from September 2024, LV and SK SWALS pupils will be accommodated at the Brussels I European School - Uccle Site from S3 onwards in classes that are not yet open in the language sections concerned.

5. As from 2024-2025, the SL language section will be temporarily accommodated at the Brussels I European School - Uccle Site, starting with the nursery cycle, until September 2028, when the nursery and primary cycles of the section will be transferred to the Brussels I European School - Berkendael Site.
6. In 2028-2029, the Brussels V European School will offer the following language sections: EL, FR, IT, NL and possibly EN, depending on the number of applications to be accommodated. Parents of pupils are informed that the EL satellite classes at the Brussels I European School - Berkendael Site, as well as the IT and NL language sections of the Brussels IV European School will be transferred there.

The children in the EL satellite classes, who will enter the nursery cycle as from the 2023-2024 school year or will enter the nursery cycle or P1 in 2024-2025, will be transferred to the Brussels V European School when it opens.

However, siblings of pupils enrolled in an EL satellite class at EEB1- BRK before the 2023-2024 school year will not be transferred to the European School Brussels V but will continue their schooling at EEB3.

Children educated in the IT and NL language sections of the Brussels IV European School in the nursery and primary cycles or in S1 in 2024-2025 will be transferred to the Brussels V European School when it opens.

7. Given the growing difficulties in recruiting teaching and administrative staff, the attractiveness of positions at the European Schools should be increased by accepting that concluding a full-time employment contract for a minimum of one school year in a teaching (seconded or locally-recruited) or administrative and ancillary member of staff (excluding AAS of the OSG) should be considered to constitute a particular circumstance permitting the children of this member of staff to be enrolled at the school at which the latter carries out his/her professional activities, as long as there are places available.
8. The favourable measures for reception of Ukrainian pupils remain in place, in accordance with the decisions of the Board of Governors of 6, 7 and 8 December 2022. Their applications will be handled following the award of places to category I and II* applicants⁹.

Integrating the two sites of the Brussels I and II European Schools and planning the structure of the future Brussels V European School leads to the taking of targeted measures for each school group: school/site, language section, teaching level.

Different thresholds could be adopted by the Central Enrolment Authority, both in the editing of the Policy on Enrolment and during the enrolment sessions, according to the language sections and the cycles.

⁹ Hereinafter, category II pupils from P1 onwards whose parents are members of staff of Eurocontrol are referred to as "category II* pupils".

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.

Applicants for enrolment and transfer will be invited to submit their application exclusively online, on the Brussels European Schools enrolment 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, category I and II* applicants for enrolment and transfer, who are in post in the European Institutions¹⁰ on 31 December 2023, for a minimum period of one year, 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 Institutions¹⁰ in Brussels after 31 December 2023 (whatever the reason: new recruitment, transfer from another site, return to work, etc.), and to applicants for enrolment whose children were being educated outside Belgium during the 2023-2024 school year. As for category 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 a random ranking of applications in both phase I and phase II. In phase II, this ranking will be organised for each period of submission of applications.

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 and the European Schools' website) so that applicants for enrolment or transfer are kept informed. Information will also be provided concerning the populating of the future fifth school and the associated transfer of the language sections. 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 that they have been awarded and have accepted¹¹. Special information is thus circulated in the schools urging:

- parents of pupils currently on roll in the European Schools to notify the latter as early as possible, and not later than 30 June 2024 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 permitting available places to be recovered or filled.

¹⁰ Or engaging in a professional activity conferring entitlement for their children to be considered as category I and II* pupils.

¹¹ In 2023-2024, 250 withdrawals were recorded, i.e. offers of places initially accepted and then subsequently cancelled by the applicants.

After handling applications with a special priority criterion and applications for enrolment for single language sections, dealing with joint applications - 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. Applicants for enrolment are informed that, at the Brussels I and II European Schools, joint applications for children distributed across different teaching cycles, nursery and primary on the one hand and secondary on the other, can lead to them being schooled at two different sites.

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

- Applicants should be required to express an order of preference for the 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:
 - o applicants for enrolment taking up their posts in the European Institutions¹² after 31 December 2023,
 - o applicants for enrolment whose children were being educated outside Belgium during the 2023-2024 school year,
 - o 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;
- An order for dealing with applications, for each phase, established once a random ranking has been produced, should be determined;
- The threshold for places available will be set at 20 pupils for classes in the nursery and primary cycles and at 25 pupils for classes in the secondary cycle;
- Following the 'shift' of pupils on roll in P5 at EEB1-BRK¹³ and at EEB2-EVE, applications for the transfer of pupils on roll at EEB1-BRK and enrolled before the 2021-2022 school year to EEB2-WOL, EEB3 or EEB4 will be dealt with first and foremost;
- Transfers from one school/site to another school/site are permitted, even if they are not based on particular circumstances, for certain specific school groups:
 - to allow the transfer of pupils in the EN and IT language sections of EEB1-UCC to EEB1-BRK to the levels that are open there,
 - or to allow the transfer of pupils in the DE language section of EEB1-BRK to EEB1-UCC,
 - or to allow the transfer of pupils in the DE, EN, FR and IT language sections of EEB1-UCC, EEB1-BRK, EEB2-WOL and EEB3 to EEB2-EVE to the levels that are open there;
 - or to allow the transfer of Estonian SWALS pupils attending EEB2-WOL to EEB4,
 - or to allow the transfer of Latvian SWALS pupils attending EEB2- WOL to EEB1,
 - or to allow the transfer of Slovakian SWALS pupils attending EEB3 to EEB1,
 - or to allow brothers and sisters to attend the same school (but not necessarily at the same site),
- 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, then to applicants who have submitted an application for the

¹² Or engaging in a professional activity conferring entitlement for their children to be considered as category I and II* pupils.

¹³ The shift will be performed automatically in S1:

- for pupils in the DE, EN, FR, IT, LV and SK sections to EEB1-UCC,
- for pupils in the EL section to EEB3

enrolment of a single pupil only, in so far as places are available, then those of the reserve.

4. In view of:

- The definitive nature of the availability of the Berkendael Site of the Brussels I European School and the Evere Site of the Brussels II European School, pending provision of the definitive infrastructure of the fifth school;
- The finding that the Brussels I - Uccle and Berkendael Sites, Brussels II - Woluwe Site, Brussels III and Brussels IV European Schools are approaching, or indeed have reached, the maximum limit of the number of classrooms available, particularly in the secondary cycle;
- The growth in the number of secondary cycle pupils, which requires the logistical resources of the Brussels I - Uccle Site, Brussels II - Woluwe Site, Brussels III and Brussels IV European Schools, to be allocated thereto;
- The need to make the concept of sibling group protection more flexible;
- The planning of the future Brussels V European School;

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 2024-2025 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 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 EEB2-EVE by accepting no more enrolments in the nursery and primary cycles of the DE, EN, FR and IT language sections at EEB2-WOL, except in the case of particular circumstances or regrouping of siblings within a given cycle.
- Stabilise the population of EEB1-BRK by accepting no more enrolments in the nursery and primary cycles of the EN¹⁴ and IT language sections at EEB1-UCC, for the levels open at EEB1-BRK, except in the case of particular circumstances or regrouping of siblings within a given cycle.
- Ensure the consolidation of the DE language section at EEB1-UCC by accepting no more enrolments in the nursery and primary cycles of this language section at EEB1-BRK, except in the case of particular circumstances or regrouping of siblings within a given cycle.
- Accommodate the secondary cycle of the LV and SK language sections, starting with levels S1 and S2, at EEB1-UCC and accommodate LV and SK SWALS pupils there from S3 onwards.

¹⁴ as well as Maltese pupils.

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- Accommodate the SL language section, starting with the nursery cycle, temporarily at EEB1-UCC until September 2028, when the section's nursery and primary cycles will be transferred to EEB1-BRK.
 - 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.
 - Maintain the favourable measures of reception for Ukrainian pupils in place, in accordance with the decisions of the Board of Governors of 6, 7 and 8 December 2022. Their applications will be handled following the award of places to category I and II* applicants.
 - 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 UN employees (international civil servants) (in the conditions appearing in Annex A), 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 EEB1-BRK¹⁵ and EEB2-EVE in the 2023-2024 school year,
 - the transfer of pupils on roll in P5 at EEB1-BRK during the 2023-2024 school year (but enrolled prior to the 2021-2022 school year) to EEB2-WOL, EEB3 and EEB4, 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 and provided that there is a place to be filled:
 - from the EN and IT language sections of EEB1-UCC to EEB1-BRK to the levels that are open there,
 - from the DE language section of EEB1-BRK to EEB1-UCC,
 - from the DE, EN, FR and IT language sections of EEB1-UCC, EEB1-BRK, EEB2-WOL and EEB3 to EEB2-EVE, to the levels that are open there,
 - during the first enrolment phase only, for Estonian SWALS pupils attending EEB2-WOL to EEB4;
 - during the first enrolment phase only, for Latvian SWALS pupils attending

¹⁵ The shift will be performed automatically in S1:

- for pupils in the DE, EN, FR, LV, IT and SK sections to EEB1-UCC,
- for pupils in the EL section to EEB3.

EEB2-WOL to EEB1;

- during the first enrolment phase only, for Slovakian SWALS pupils attending EEB3 to EEB1;
- 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 the schooling at the same school - although not necessarily the same site, in the case of the Brussels I and II European Schools¹⁶ - 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 2023-2024 school year, provided that the applicants submit their application during the first enrolment phase. During the second enrolment phase, this guarantee will be given provided that there is a place to be filled.
- Provide schooling at the same school where the year groups of the language sections or classes requested are open, although not necessarily that of their choice - nor at the same site, in the case of the Brussels I and II European Schools - for children belonging to the same group of siblings who are enrolled simultaneously for the first time, provided that the applicants for enrolment make a request to that effect and that places are available 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 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 EU¹⁷, 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*")¹⁸ 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 they 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;

¹⁶ In accordance with the objectives set out above, regrouping of siblings at the Brussels I and II European Schools takes place within the same teaching cycle.

¹⁷ Council Regulation (EEC, Euratom, ECSC) No 259/68, OJ L 56, 4.3.1968, p. 1.

¹⁸ 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.

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- 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, with the notion of particular circumstances being extended to include the education of a child of a member of staff of the Brussels European Schools employed full-time for a period of at least one year, provided that there is a place to be filled.
- 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 for multiple language sections:

- In order to distribute the pupil population of the schools/sites and to maintain balance among them, new pupils will be enrolled up to a maximum of 20 places available for classes in the nursery and primary cycles and 25 in the secondary cycle.

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

| | | |
|-----------|---|--|
| DE | Nursery cycle, P1 to P4 | EEB1-UCC, EEB2-EVE, EEB3, EEB4 |
| | P5 | EEB1-UCC, EEB3, EEB4 |
| | Secondary cycle | EEB1-UCC, EEB2-WOL, EEB3, EEB4 |
| EN | Nursery cycle, P1 to P4 | EEB1-BRK, EEB2-EVE, EEB3, EEB4 |
| | P5 | EEB1-BRK, EEB3, EEB4 |
| | Secondary cycle | EEB1-UCC, EEB2-WOL, EEB3, EEB4 |
| FR | Nursery cycle, Primary cycle | EEB1-UCC, EEB1-BRK, EEB2-EVE, EEB3, EEB4 |
| | Secondary cycle | EEB1-UCC, EEB2-WOL, EEB3, EEB4 |
| | | |
| IT | Nursery cycle, P1 to P3 | EEB1-BRK, EEB2-EVE, EEB4 |
| | P4 and P5 | EEB1-BRK, EEB4 |
| | Secondary cycle | EEB1-UCC, EEB2-WOL, EEB4 |
| NL | Nursery cycle, Primary cycle, Secondary cycle | EEB2-WOL, EEB3, EEB4 |
| | | EEB2-WOL, EEB3, EEB4 |
| | | |
| ES | Nursery cycle, Primary cycle, | EEB1-UCC, EEB1-BRK, EEB3 |
| | Secondary cycle | EEB1-UCC, EEB3 |
| | | |
| EL | Nursery cycle, Primary cycle, | EEB1-BRK (classes), EEB3 |
| | Secondary cycle | EEB3 |
| | | |

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 EEB1-BRK during the 2023-2024 school year (but enrolled before the 2021-2022 school year) for the secondary cycle to EEB2-WOL, EEB3 and EEB4, in accordance with the arrangements set out above,
2. category I and II* pupils applying for a place in a single language section and SWALS pupils,
3. category I and II* pupils who have a special priority criterion (regrouping of siblings, return from assignment, return from a period of study abroad, particular circumstances),
4. category I and II* pupils for whom a duly justified voluntary or permitted transfer application has been submitted,
5. category 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 in the first

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- preference school, then at the subsequent schools - but not necessarily at the same site, in the case of the Brussels I and II European Schools,
 6. category I and II* pupils for whom joint applications for enrolment in the nursery and primary cycles have been submitted, for which places are available in the first preference school/site, then at the subsequent schools/sites,
 7. category 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, then at the subsequent schools,
 8. category 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. Ukrainian pupils.

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 Institutions¹⁹ 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.) after 31 December 2023, and those whose children were being educated outside Belgium during the 2023-2024 school year, may submit their application during the second phase. According to the order of the random ranking, the places available will be awarded at all of the schools/sites at which the language section or satellite classes and the year group are already open or are likely to be opened, in the following order:

1. category I and II* pupils for whom an application has been submitted for a place in a single language section and SWALS pupils,
2. category I and II* pupils who have a special priority criterion (particular circumstances only),
3. category I and II* pupils for whom a duly justified voluntary (particular circumstances only) or permitted transfer application has been submitted,
4. category 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, then at the subsequent schools - but not necessarily at the same site, in the case of the Brussels I and II European Schools,
5. category I and II* pupils for whom joint applications in the nursery and primary cycles have been submitted, for which places are available at the first preference school/site, then at subsequent schools/sites,
6. category 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, then at the subsequent schools,
7. category 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,
8. Ukrainian pupils,
9. category II pupils, in compliance with the special arrangements concluded with the European Schools, who have special priority criterion, and according to the order for dealing with applications referred to above,

¹⁹ Or engaging in a professional activity conferring entitlement for their children to be considered as category I and II* pupils.

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10. pupils whose parents are members of NATO's civilian staff or are UN employees 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 category I and II* and category II+ children being educated outside Belgium 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.

* 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 with international civil servant status 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 the children of civilian staff of NATO and 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 2024-2025 school year, places at the Brussels schools/sites will be awarded in compliance with the general enrolment rules.

ANNEX II

Structure of the schools/sites: distribution of classes for the 2024-2025 school year

EEB1-UCC: Brussels I European School – Uccle Site

| | DA | DE | EN | ES | FR | HU | IT | LV | PL | SK | SL | Total |
|--------------------------|----|----|----|----|----|----|----|-----|----|-----|----|-------|
| Nursery (N1 + N2) | 1 | 1 | 1 | 1 | 2 | 1 | 1 | BRK | 1 | BRK | 1 | 10 |
| P1 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | BRK | 1 | BRK | | 9 |
| P2 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | | 1 | | | 9 |
| P3 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | | 1 | | | 9 |
| P4 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | | 1 | | | 9 |
| P5 | 1 | 1 | 1 | 1 | 3 | 1 | 1 | | 1 | | | 10 |
| Subtotal | 5 | 5 | 5 | 5 | 11 | 5 | 5 | | 5 | | | 46 |
| S1 | 1 | 2 | 2 | 1 | 6 | 1 | 1 | 1 | 1 | 1 | | 17 |
| S2 | 1 | 1 | 1 | 1 | 6 | 1 | 1 | 1 | 2 | 1 | | 16 |
| S3 | 1 | 2 | 2 | 1 | 5 | 1 | 1 | | 2 | | | 15 |
| S4 | 1 | 1 | 2 | 1 | 5 | 1 | 1 | | 2 | | | 14 |
| S5 | 1 | 1 | 2 | 2 | 5 | 1 | 1 | | 2 | | | 15 |
| S6 | 1 | 1 | 2 | 1 | 5 | 1 | 1 | | 2 | | | 14 |
| S7 | 1 | 1 | 1 | 1 | 4 | 1 | 2 | | 2 | | | 13 |
| Subtotal | 7 | 9 | 12 | 8 | 36 | 7 | 8 | 2 | 13 | 2 | | 104 |
| Total | 13 | 15 | 18 | 14 | 49 | 13 | 14 | 2 | 19 | 2 | 1 | 160 |

EEB1-BRK: Brussels I European School – Berkendael Site

| | DE | EN | ES | FR | IT | LV | SK | Total | EL * | Total |
|--------------------------|----|----|----|----|----|----|----|-------|------|-------|
| Nursery (N1 + N2) | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 8 | 2 | 10 |
| P1 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 8 | 1 | 9 |
| P2 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 8 | 1 | 9 |
| P3 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 8 | 2 | 10 |
| P4 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 9 | 1 | 10 |
| P5 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 9 | 1 | 10 |
| Subtotal | 5 | 5 | 5 | 12 | 5 | 5 | 5 | 42 | 6 | 48 |
| Total | 6 | 6 | 6 | 14 | 6 | 6 | 6 | 50 | 8 | 58 |

*satellite class

In grey: for the 2024-2025 school year, new pupils enrolled in the nursery cycle and P1 of the EL satellite class will be affected by the transfer to EEB5 scheduled for 2028. However, siblings of students enrolled in an EL satellite class at the EEB1-BRK Site prior to the 2023-2024 school year will not be transferred to the European School Brussels V but will continue their education at EEB3.

Given the overcrowding at the Schools, the Central Enrolment Authority has the right to adapt this structure to make optimal use of the sites at its disposal. The rules on grouping of classes decided by the Board of Governors¹ apply.

¹ Document 2019-04-D-13-fr available at www.eursec.eu

EEB2-WOL: Brussels II European School – Woluwe 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 | 1 | 1 | 1 | 1 | 1 | 1 | 9 |
| P3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 9 |
| 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 | 7 | 5 | 5 | 5 | 5 | 5 | 47 |
| S1 | 1 | 1 | 1 | 5 | 1 | 1 | 1 | 1 | 1 | 13 |
| S2 | 1 | 2 | 1 | 6 | 1 | 1 | 1 | 1 | 1 | 15 |
| S3 | 1 | 2 | 1 | 4 | 1 | 1 | 1 | 1 | 1 | 13 |
| S4 | 1 | 1 | 1 | 5 | 1 | 1 | 1 | 1 | 1 | 13 |
| S5 | 1 | 1 | 1 | 5 | 1 | 1 | 2 | 1 | 1 | 14 |
| S6 | 1 | 1 | 1 | 4 | 1 | 1 | 1 | 1 | 1 | 12 |
| S7 | 1 | 1 | 1 | 4 | 1 | 1 | 1 | 1 | 1 | 12 |
| <i>Subtotal</i> | 7 | 9 | 7 | 33 | 7 | 7 | 8 | 7 | 7 | 92 |
| Total | 13 | 15 | 13 | 41 | 13 | 13 | 14 | 13 | 13 | 148 |

EEB2-EVE: Brussels II European School – Evere Site

| | DE | EN | FR | IT | Total |
|------------------------------|----------|----------|-----------|----------|-----------|
| Nursery (N1 + N2) | 1 | 1 | 4 | 1 | 7 |
| P1 | 1 | 1 | 4 | 1 | 7 |
| P2 | 1 | 1 | 4 | 1 | 7 |
| P3 | 1 | 1 | 3 | 1 | 6 |
| P4 | 1 | 1 | 3 | | 5 |
| P5 | | | 3 | | 3 |
| <i>Subtotal</i> | 4 | 4 | 17 | 3 | 28 |
| Total | 5 | 5 | 21 | 4 | 35 |

Given the overcrowding at the Schools, the Central Enrolment Authority has the right to adapt this structure to make optimal use of the sites at its disposal. The rules on grouping of classes decided by the Board of Governors¹ apply.

¹ Document 2019-04-D-13-fr available at www.eursec.eu

EEB3: Brussels III European School

| | CS | DE | EL | EN | ES | FR | NL | Total |
|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Nursery (N1 + N2) | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 8 |
| P1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 8 |
| P2 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 8 |
| P3 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 8 |
| P4 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 8 |
| P5 | 1 | 1 | 2 | 1 | 1 | 2 | 1 | 9 |
| <i>Subtotal</i> | 5 | 5 | 6 | 5 | 5 | 10 | 5 | 41 |
| S1 | 1 | 1 | 2 | 1 | 1 | 3 | 1 | 10 |
| S2 | 2 | 1 | 3 | 1 | 2 | 3 | 1 | 13 |
| S3 | 1 | 1 | 3 | 1 | 2 | 3 | 1 | 12 |
| S4 | 2 | 1 | 2 | 1 | 2 | 4 | 1 | 13 |
| S5 | 1 | 1 | 3 | 2 | 2 | 3 | 1 | 13 |
| S6 | 1 | 1 | 3 | 1 | 2 | 4 | 1 | 13 |
| S7 | 1 | 1 | 3 | 2 | 2 | 4 | 1 | 14 |
| <i>Subtotal</i> | 9 | 7 | 19 | 9 | 13 | 24 | 7 | 88 |
| Total | 15 | 13 | 26 | 15 | 19 | 36 | 13 | 137 |

EEB4: Brussels IV European School

| | 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 | 3 | 1 | 1 | 1 | 10 |
| P5 | 1 | 1 | 1 | 1 | 4 | 1 | 1 | 1 | 11 |
| <i>Subtotal</i> | 5 | 5 | 5 | 5 | 16 | 5 | 5 | 5 | 51 |
| S1 | 1 | 1 | 2 | 1 | 5 | 1 | 1 | 1 | 13 |
| S2 | 1 | 1 | 2 | 1 | 5 | 1 | 2 | 1 | 14 |
| S3 | 1 | 1 | 3 | 1 | 6 | 1 | 1 | 1 | 15 |
| S4 | 1 | 1 | 3 | | 6 | 1 | 2 | 2 | 16 |
| S5 | 1 | 1 | 3 | | 6 | 1 | 2 | 1 | 15 |
| S6 | 1 | 1 | 3 | | 5 | 1 | 2 | 1 | 14 |
| S7 | 1 | 1 | 2 | | 5 | 1 | 2 | 1 | 13 |
| <i>Subtotal</i> | 7 | 7 | 18 | 3 | 38 | 7 | 12 | 8 | 100 |
| Total | 13 | 13 | 24 | 9 | 57 | 13 | 18 | 14 | 161 |

In grey: pupils enrolled in the IT and NL language sections will be affected by the transfer to EEB5 scheduled for 2028. This now only applies to pupils enrolled in the nursery and primary cycles and S1 during the 2024-2025 school year, except those repeating a year.

Given the overcrowding at the Schools, the Central Enrolment Authority has the right to adapt this structure to make optimal use of the sites at its disposal. The rules on grouping of classes decided by the Board of Governors¹ apply.

¹ Document 2019-04-D-13-fr available at www.eursec.eu