



**Schola Europaea**

Office of the Secretary-General

Secretariat General

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## **Policy on Enrolment in the Brussels European Schools for the 2024–2025 school year**

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**Central Enrolment Authority**

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## I. PRELIMINARY REMARKS

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

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

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

Language sections have:

- classes<sup>1</sup> at several schools/sites, in which case they are said to be multiple,
- classes at only one school/site, in which case they are said to be single.

The following initials are used to refer to:

### - multiple language sections

DE	German language section
EL	Greek language section (for the nursery and primary cycles)
EN	English language section
ES	Spanish language section
FR	French language section
IT	Italian language section
NL	Dutch language section

### - single language sections

BG	Bulgarian language section
CS	Czech language section
DA	Danish language section
EL	Greek language section from S1 onwards
ET	Estonian language section, open up to S3
FI	Finnish language section
HU	Hungarian language section
LT	Lithuanian language section
LV	Latvian language section, open up to S2
PL	Polish language section
PT	Portuguese language section
RO	Romanian language section
SK	Slovakian language section, open up to S2
SL	Slovenian language section, open for the nursery cycle
SV	Swedish language section

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<sup>1</sup> Including satellite classes

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In view of the constraints weighing on the structure of the European Schools in Brussels, **satellite classes** were placed, in previous school years, at the Brussels I European School – Berkendael Site, although these do not have a corresponding language section. At present, the classes in question are Greek (L1 EL), open up to P5.

Pupils in those classes will be regarded, for the purposes of application of all the texts in force within the European Schools as an organisation, as pupils of the language section corresponding to their Language 1.

**SWALS pupils**, for whom there is no language section corresponding to their mother tongue/dominant language in the Brussels European Schools for the cycle and year group sought, are attached to the DE, EN or FR language sections.

The following pupils are concerned:

Croatian pupils (HR)

Estonian pupils (ET) from S4 onwards

Latvian pupils (LV) from S3 onwards

Slovakian pupils (SK) from S3 onwards

Slovenian pupils (SL) from P1 onwards

**Maltese pupils (MT).**

**The schools/sites** are referred to as follows:

**EEB1 for the European School, Brussels I**, which has two sites:

- **EEB1 – UCC Site** for the Uccle Site, located at 1180 Brussels, avenue du Vert Chasseur, 46;
- **EEB1 – BRK Site**<sup>2</sup> for the Berkendael Site, located at 1190 Brussels, rue Berkendael, 70-74.

**EEB2 for the European School, Brussels II**, which has two sites:

- **EEB2 – WOL Site** for the Woluwe Site, located at 1200 Brussels, avenue Oscar Jespers, 75;
- **EEB2 – EVE Site**<sup>2</sup> for the Evere Site, located at 1130 Brussels, avenue du Bourget 30<sup>3</sup>.

**EEB3 for the European School, Brussels III**, located at 1050 Brussels, boulevard du Triomphe, 135.

**EEB4 for the European School, Brussels IV**, located at 1020 Brussels, drève Sainte-Anne, 86.

**EEB5 for the European School, Brussels V**, located at 1120 Neder-over-Heembeek, rue Bruyn 1, which is programmed to open its doors **for the 2028–2029 school year**.

The Central Enrolment Authority is referred to as the CEA.

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<sup>2</sup> The Berkendael and Evere sites only accommodate the nursery and primary cycles.

<sup>3</sup> 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 public as the Evere Site and referred to as such.

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## II. PREAMBLE

At its meeting of 25 and 26 April 2006 in The Hague, the Board of Governors decided to create a Central Enrolment Authority (hereinafter referred to as the CEA) charged with deciding on enrolments in the Brussels European Schools. The details of the procedures governing its operation and its tasks are the subject of a set of Rules of Procedure, adopted by the Board of Governors at its meeting of 7, 8 and 9 December 2016.

The basis of the Enrolment Policy devised by the Central Enrolment Authority is to be found in the public service mission assigned to the European Schools by the parties to the Convention defining the Statute of the European Schools, i.e. first and foremost, the education together of children of the staff of the European Communities (hereinafter referred to as category I pupils<sup>4</sup>).

At its meeting of 25 and 26 October 2005, the Board of Governors confirmed, however, that no guarantee of schooling in the European School *of their choice* could be given to parents applying for their category I child's enrolment in one of the Brussels Schools. This statement of fact is all the more true given the development of the situation of the European Schools since then.

The Brussels European Schools as a whole face considerable difficulties in terms of accommodation capacity. The following points in particular illustrate these accommodation difficulties:

- On the basis of the statistics currently in the CEA's possession, the total pupil population of the four schools is constantly increasing: 14 607 pupils were on roll at the Brussels European Schools on 16 October 2023, as compared with 14 489 pupils on 14 October 2022, i.e. an increase of 118 pupils, or 0.81%;
- The theoretical pupil accommodation capacity has been exceeded across all sites except the EEB1 – BRK Site and the EEB2 – EVE Site;
- The number of classrooms available at each site is a constraining factor, whilst the maximum limit for the number of classrooms has been reached (or is being reached) at EEB1 – UCC and BRK Sites, EEB2 – WOL Site, EEB3 and EEB4, especially in the secondary cycle;
- Forming classes with pupil numbers approaching or even reaching the maximum limit of 30 leads to organisational difficulties, such as:
  - The admission of a single pupil with a special priority criterion during the enrolment campaign means division of the group.
  - There is automatic division of the group for certain courses (for example, science courses in the secondary cycle cannot be taught to classes of more than 25 pupils<sup>5</sup>, etc.).
- Independently of the formation of classes, the communal facilities (playground, school canteen, gymnasium, science laboratories, etc.) have to be able to accommodate all the pupils on roll in a school, whilst also meeting safety and security criteria.

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<sup>4</sup> Category I pupils are the children of staff in the service of the Community institutions and of the organisations listed on the European Schools' website [www.eursec.eu](http://www.eursec.eu), in 'Terms and conditions of admission', employed directly and continuously for a minimum period of one year.

<sup>5</sup> Decisions of the Board of Governors of 16–18 April 2013

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- The site of the EEB1 – BRK offers capacity to accommodate the nursery and primary teaching levels only. At present, DE, EN, FR, ES, IT, LV, SK and EL satellite classes are accommodated there.
  - The site of the EEB2 – EVE offers capacity to accommodate the nursery and primary teaching levels only. At present, DE, EN, FR and IT language sections are accommodated there<sup>6</sup>.
  - In accordance with the decision of the Board of Governors of 5 - 6- 7 December 2023<sup>7</sup> establishing the guidelines, the aim of the Policy is to:
    - firstly, in the pursuit of improved integration of the BRK Site within EEB1 and of the EVE Site within EEB2 in order to progressively implement the migration of the nursery and primary cycles of certain language sections from the UCC and WOL Sites to the BRK and EVE Sites;
    - secondly, to provide for progressive adaptation of the structure of the Brussels European Schools in anticipation of the opening of EEB5 for the 2028–2029 school year.

Optimisation of the use of the BRK and EVE Sites will be organised according to the following approach:

- **As of the 2023–2024 school year:**
  - 1) At EEB1, progressive migration of the nursery and primary cycles:
    - of the EN and IT language sections from the UCC site to the BRK site;
    - of the DE language section from the BRK site to the UCC site;
    - with the FR and ES sections being maintained at the UCC and BRK sites.
  - 2) At EEB2, progressive migration of the nursery and primary cycles of the DE, EN, FR and IT language sections from the WOL site to the EVE site.
- **In September 2028:** total transfer of the FI, LT, NL, PT and SV language sections of the nursery and primary cycles from the WOL Site to the EVE Site.

The future structure of EEB5 will progressively be composed as follows:

- a) For the EL satellite classes at EEB1 – BRK Site, transfer of new pupils enrolled in the nursery cycle as from the 2023–2024 school year as well as pupils schooled in the nursery cycle and P1 as from the 2024–2025 school year to EEB5 **in September 2028**, with the exception of brothers and sisters of pupils enrolled at EEB1 before the 2023–2024 school year;
- b) for the IT and NL language sections at EEB4, transfer **in September 2028** of pupils in the nursery cycle to S6 included to EEB5.

Furthermore, **in September 2028**, the FR language section will be created at EEB5, as well as the EN language section (according to the number of applications to be accommodated for the latter).

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<sup>6</sup> See Annex III “Distribution of language sections and of SWALS by school/site”

<sup>7</sup> In the prolongation of the decisions adopted on 27 October 2022 and the guidelines for the 2023–2024 school year adopted on 9 December 2022.

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### **III. GUIDELINES FOR THE 2024–2025 POLICY**

At its meeting of 5, 6 and 7 December 2023, the Board of Governors adopted the guidelines, which can be consulted on the European Schools' website [www.eursec.eu](http://www.eursec.eu) under *Enrolments*. They are held to be reproduced in full here.

The CEA endeavoured to devise the Enrolment Policy for the 2024–2025 school year on the basis of the aforementioned decision of the Board of Governors.

In view of the growth in the pupil population and of the infrastructure made available to the European Schools, the CEA is not in a position to be able to guarantee the award of a place to all category I pupils for whom an application for enrolment in one of the Brussels European Schools is made, even though everything possible is done to achieve that objective in the interests of the pupils already on roll.

In order to optimise the accommodation capacities of the current infrastructure, a gradual transfer of certain language sections is organised to one of the two sites at EEB1 and EEB2, in order to consolidate pupil numbers on a single site and to avoid keeping them open on both sites of a same school.

During the enrolment session, the CEA will regularly examine the number of enrolment applications in accordance with the general rules and the special priority criteria set out in this Enrolment Policy.

### **IV. IMPLEMENTATION**

In order to show strict objectivity in the handling of cases, a random computerised ranking of all enrolment and transfer applications will be produced during the two enrolment phases, of which account will be taken:

- whenever enrolment involves a multiple language section;
- with a view to establishing an order of award of places in cases of applications without a special priority criterion;
- and whenever the number of enrolment applications exceeds the number of places to be filled.

The random computerised ranking will also be used whenever the order of award of places is not expressly governed by the provisions of the Policy on Enrolment.

During the two enrolment phases, the random ranking will determine the order in which applications are dealt with by the CEA for the award of places in a given language section and a given year group. After the start of the school year, the order in which applications are dealt with will be determined by the date and time of receipt of the complete application file.

The random ranking does not necessarily confer on a higher ranked applicant for enrolment greater entitlements, in terms of consideration of the preferences expressed by him/her, than on an applicant for enrolment ranked lower when the random ranking has been produced. The random ranking determines only the order in which applications are dealt with.

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An enrolment or transfer application will always be included in the random computerised ranking, without prejudice to the decision to be taken by the CEA and without acknowledgement on the latter's part of any fact whatsoever.

The random ranking of application files is produced anonymously by the software handling applications via the Brussels European Schools enrolments portal.

The CEA will organise two enrolment phases, described below, for enrolments for the 2024–2025 school year.

It should be pointed out that the award of a place during an enrolment phase rules out the possibility of obtaining another place which might become free during that phase or after its closing date.

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## 1. Definitions and competences

- 1.1. An **enrolment application** is made for the enrolment of a pupil who did not attend one of the schools/sites located in Brussels in the 2023–2024 school year and who wishes to be admitted for the 2024–2025 school year.
- 1.2. A **transfer application**<sup>8</sup> is made for the enrolment of a pupil who has been attending one of the schools/sites located in Brussels and who wishes to or must continue their schooling at another school/site in Brussels for the 2024–2025 school year.
- 1.3. Transfers are **voluntary** if the applicant wishes the pupil to continue his/her schooling at another Brussels school/site or when a P5 pupil at a site that does not offer all-through schooling wishes to go on to secondary education at a site other than the one where the automatic ‘shift’ is organised.
- 1.4. As provided for in Article 46.1. of the General Rules of the European Schools, the **Central Enrolment Authority** (hereinafter referred to as the CEA) is the administrative authority competent to take decisions on applications for enrolment at and transfers between the Brussels European Schools or to review decisions.
- 1.5. Independently of the administrative decision on a pupil’s enrolment, the Director of the European School remains competent, as provided for in Article 47 et seq. of the General Rules, to decide on a pupil’s **admission**, which involves a pedagogical assessment of their academic and linguistic level allowing his/her integration into the appropriate year group and language section (in compliance in particular with the Regulations for the European Baccalaureates and with the directives relating to provision for special educational needs pupils). The Director may delegate this competence.
- 1.6. The **applicant** is the pupil’s legal representative, invested with parental authority over him/her. Where there are several legal representatives, they are required to act jointly (if necessary by giving a representation mandate) for all the steps to be taken in connection with the enrolment application, on pain of inadmissibility, unless one of them is able to claim sole exercise of parental authority over the pupil or to invoke a judicial decision allowing him/her to apply on his/her own for the pupil’s enrolment.
- 1.7. Where the legal representatives of the child to be enrolled or transferred are separated or divorced parents jointly exercising parental authority, they are required to copy the other legal representative into all their communications with their school or the CEA, failing which their unilateral requests will not be dealt with. By way of symmetry, the school or the CEA may copy the other legal representative, whose contact details are known, into all its communications.

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<sup>8</sup> To make the text easier to understand, it should be noted that whenever reference is made to an ‘application’ or to an ‘enrolment application’, these terms should be taken to mean both enrolment applications and transfer applications, unless expressly stated otherwise.

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- 1.8. Where a child is recognised as being a dependant, within the meaning of Article 1.12., of a person who is not his/her legal representative, that person is required to assist the applicant in all the steps which enrolment involves.
- 1.9. For the purposes of submission of applications and the steps subsequent thereto, the applicant invested with joint parental authority must demonstrate that he/she has the agreement of the other legal representative. Once this has been expressed, it is presumed to have been acquired for the entire enrolment process.
- 1.10. In the event of disagreement between the legal representatives, expressed when submitting the application or during its handling, the dispute must be settled by the Court of the judicial system with jurisdiction, failing which the application will be declared inadmissible. The handling of the application will be suspended until a legal decision has been produced.
- 1.11. Children recognised as being dependants of the applicant, their spouse or his/her registered partner, or of the person referred to in Article 1.8., will be considered to belong to the **same group of siblings** even if they are not related to them, as well as their brothers and sisters.
- 1.12. A dependent child means children for whom the applicant, his/her married spouse, his/her registered partner or the person referred to in Article 1.8. receives family and/or education allowances, either from a European Union institution<sup>9</sup>, or from the national social security organisation to which he/she belongs.
- 1.13. **Refusal of a place awarded** means in the event of:
- a) refusal expressed or failure expressly to accept the place by the relevant deadline, in accordance with the arrangements referred to in Articles 10.8. and 11.5.,
  - b) cancellation of a place accepted by the applicant;
  - c) failure to ensure that the pupil reports to the school for attendance by the fifteenth working day after the beginning of the new school year at the latest (or the later date indicated by the CEA in the award of a place decision, adopted on the basis of Articles 12 and 13) or failure to ensure that the pupil continues to attend the school regularly under the conditions laid down in Article 30.3. of the General Rules of the European Schools.
- Refusal of a place will be definitive.
- It rules out the possibility of claiming a place again for the school year in question or of invoking a right to precedence for the future.
- 1.14. The **random ranking** consists of the computerised ranking of enrolment or transfer applications. Without prejudice to the decisions to be taken by the CEA or the Director, it will determine the order in which applications are dealt with by the CEA.

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<sup>9</sup> Including the organisations appearing in the list that can be consulted on the European Schools' website [www.eurisc.eu](http://www.eurisc.eu), under '*Terms and conditions of admission*'.

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- 1.15. The enrolment phases calendar described in Articles 10 and 11 of the Policy may be altered by the CEA without this affecting the validity of its decisions. Should the calendar be altered, the CEA will notify applicants thereof by means of a communiqué published on the European Schools' website [www.eursec.eu](http://www.eursec.eu).
  - 1.16. The **shift** refers to the automatic move up, with no formality required, of pupils of a class to the next year group, provided that the pupils in question are promoted.

## 2. Enrolment or transfer applications

### A. Online enrolment form

- 2.1. The applicant must submit **the enrolment or transfer application** online via the Brussels European Schools enrolments portal.
- 2.2. Information about the online enrolment procedure, as well as the link to the enrolments portal, is available on the intranets of the European institutions (My IntraComm, the European Parliament's intranet, Domus, EESC Intranet, My CoR, EEAS Intranet, etc.) and also from the enrolments secretariat of the Brussels school/site corresponding to the first preference expressed.
- 2.3. The online enrolment procedure is organised in two steps: the eligibility request to access the online form (see 2.4. to 2.6. below), then submission of the enrolment or transfer application (see 2.7. to 2.14. below).
- 2.4. The eligibility request must be submitted to the enrolments secretariat of the school/site of first preference of the enrolment or transfer applicant **via the enrolments portal**. Without prejudice to the decision of the CEA to be taken, the secretariat of the school/site will first check whether the pupil is eligible for enrolment in the Brussels European Schools<sup>10</sup>. Once the secretariat of the school/site has checked *prima facie* the pupil's eligibility, it will send the applicant a personalised link enabling them to access the Brussels European Schools enrolments portal and to open an **account valid for a duration of ten years**.
- 2.5. **The enrolments secretariats of the schools/sites can be contacted:**
  - ° on working days, from 8.00 to 16.00
  - ° during school holidays, from 8.00 to 14.00

**The enrolments secretariats cannot be contacted during the school closure period from 22 July to 16 August 2024.**

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<sup>10</sup> In accordance with the 'Admission criteria and conditions' published on the European Schools' website [www.eursec.eu](http://www.eursec.eu)

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**The enrolments secretariats can be contacted** at the following addresses and telephone numbers:

- EEB1 – UCC Site: [ucc-enrolments@eursc.eu](mailto:ucc-enrolments@eursc.eu)  
Tel.: 00.32.2.373 8605
- EEB1 – BRK Site: [brk-enrolments@eursc.eu](mailto:brk-enrolments@eursc.eu)  
Tel.: 00.32.2.340 1481
- EEB2 – WOL Site: [wol-enrolments@eursc.eu](mailto:wol-enrolments@eursc.eu)  
Tel.: 00.32.2.774 2258
- EEB2 – EVE Site: [eve-enrolments@eursc.eu](mailto:eve-enrolments@eursc.eu)  
Tel.: 00.32.2.774 2256
- EEB3: [ixl-enrolments@eursc.eu](mailto:ixl-enrolments@eursc.eu)  
Tel.: 00.32.2.629 4774
- EEB4: [lae-enrolments@eursc.eu](mailto:lae-enrolments@eursc.eu)  
Tel.: 00.32.2.340 7032

- 2.6. The finding of the pupil's eligibility by the secretariat of the school/site will have no bearing on the subsequent handling of the application by the CEA, which remains the sole organ competent to decide on the admissibility and the basis of the application, after thorough examination of the documents produced.
- 2.7. Once access to the portal has been granted, the applicant is required to complete the enrolment form properly, attaching the requested documents thereto. As long as the application has not been finalised, the applicant may connect to the portal at a later time and amend it or attach additional documents.
- 2.8. **The application will only be regarded as having been validly submitted when the applicant has finalised the procedure and sent the application by clicking on the form's final tab, called 'submit'.** As long as the application has not been finalised, it has not been validly submitted. Once the application has been submitted it may no longer be amended. The applicant may download a summary of the document that he/she has submitted via the portal.
- 2.9. When the application has been validly submitted, the applicant will receive a confirmation of receipt and will be allotted a file reference number<sup>11</sup>, which will be communicated to the applicant at the time of submission of the application through the enrolments portal and mentioned on the document summarising the application.
- 2.10. The CEA, the first preference school and the school attended by the pupil in the case of a transfer application will have access to the form, for the purposes of handling the application.
- 2.11. **The documents to be attached to the online form are listed in Annex V. These must be appended in the form of PDF files. Photos, fax and other methods of transmitting files are prohibited.**

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<sup>11</sup> The file reference number indicates the phase of submission of the application (Ph1 or Ph2), the first preference school/site (UCC, BRK, WOL, EVE, IXL or LAE) and the file's administrative number, using the following structure: Ph.-XXX.-.....

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- 2.12. It is the applicant's responsibility to ensure that all the relevant documents have been compiled and that the file has actually been sent online by the deadlines set, taking into consideration the steps required for finalisation of submission of the application. He/she undertakes to provide correct information that accurately reflects the reality of the situation.
- 2.13. Should the applicant discover that the enrolment procedure cannot be finalised, for technical or other reasons (for example, the 'submit' tab is not working or the applicant does not receive confirmation of receipt), it is his/her responsibility to **spontaneously** contact the enrolments secretariat of the school of first preference or the Helpdesk service of the enrolments portal to report the difficulty.
- 2.14. **Should the file be incomplete or contain inaccurate information**, the CEA may either suspend its handling until the necessary information has been provided or take a decision on the basis solely of the items of information produced, in the sense most favourable to application of the general rules of the Policy.
- 2.15. Whenever this proves necessary, the CEA can change the online enrolment procedure or amend the form and take any measure required for the smooth conduct of the enrolment session. It will notify applicants thereof by means of a communiqué published on the European Schools' website or by any other appropriate means.

## **B. Deadlines for submission of applications**

- 2.16. The date of submission of the eligibility request will be the date and time of receipt of the request submitted to the enrolment secretariat of the school of first preference via the enrolments portal.
- 2.17. The **date of submission** of the application will be the date and time recorded by the enrolments portal when the applicant submits the application ('submit'), attaching thereto all supporting documents.
- 2.18. **For the first enrolment phase:**
- **Eligibility requests** must be submitted from Monday 8 January 2024 at 8.00 to Monday 29 January 2024 at 16.00 (Brussels time).
  - **Enrolment and transfer applications** must be submitted from Thursday 11 January 2024 at 8.00 to Wednesday 31 January 2024 at 16.00 (Brussels time).
- 2.19. **For the second enrolment phase:**
- **Eligibility requests** must be submitted from Tuesday 21 May 2024 at 8.00 to Wednesday 21 August 2024 at 16.00<sup>12</sup> (Brussels time).
  - **Enrolment and transfer applications** must be submitted:
    - either from 27 May to 7 June 2024 at 16.00 (Brussels time),

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<sup>12</sup> The enrolments secretariats of the schools/sites will be closed from 22 July to 16 August 2024.

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- or from 8 July to 19 July 2024 at 16.00 (Brussels time),
  - or from 19 August to 23 August 2024<sup>12</sup> at 16.00 (Brussels time).
- 2.20. Applications for enrolment after the start of the school year shall be submitted between 11 September 2024 at 8.00 and 4 April 2025 at 16.00 (Brussels time). The application must be submitted two months at the earliest before the planned start of the child's schooling, failing which the application's handling will be suspended until that date. For pedagogical reasons, any application submitted after 4 April 2025 at 16.00 (Brussels time) will be inadmissible.
- 2.21. Except for applications based on Article 8.5.3.k)<sup>13</sup>, applications for categories I and II\* pupils<sup>14</sup> **MUST be submitted during the first phase**, failing which applications will be inadmissible and will automatically and as of right be rejected.
- 2.22. By way of derogation from Article 2.21., applicants whose post with the European Union Institutions<sup>15</sup> terminates before the beginning of the school year will be allowed to submit their application for enrolment, either during the first phase or during the second phase, on condition that proof of renewal/extension of their post is communicated not later than the day on which the new school year begins (or at a later date communicated by the CEA).
- 2.23. By way of derogation from Article 2.21., applicants for the enrolment of category I and II\* pupils who will be taking up a post<sup>16</sup> with the European Union Institutions<sup>15</sup> after 31 December 2023 for a minimum period of one year will be allowed to submit their application during the second phase.
- 2.24. By way of derogation from Article 2.21., applicants for enrolment will be allowed to submit their applications during the second phase when the child concerned is effectively located outside Belgium for the purposes of education during at least half of the 2023–2024 school year (i.e. 5 months).
- 2.25. By way of derogation from Article 2.21., applicants for enrolment will be allowed to submit their applications during the second phase, when the applicants are able to establish a **case of force majeure**<sup>17</sup> on the basis of an exhaustive statement of factual elements and documentary evidence produced – otherwise it will be disregarded – when their application is submitted. A case of *force majeure* consists of the reality of events that are purely objective and beyond

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<sup>13</sup> Applications for enrolment in S6 in a multiple language section invoking as a particular circumstance the choice of an option in view of obtaining the European Baccalaureate.

<sup>14</sup> For the purposes of this Policy, category II pupils, from P1 onwards, whose parents are members of the staff of Eurocontrol are hereinafter referred to as 'category II\*' pupils.

<sup>15</sup> Including the organisations appearing in the list that can be consulted on the European Schools' website [www.eursec.eu](http://www.eursec.eu), under '*Terms and conditions of admission*'.

<sup>16</sup> Whatever the reason may be: new recruitment, transfer from another site, return to work after parental leave or leave on personal grounds, etc.

<sup>17</sup> The concept of a case of *force majeure* referred to in Article 2.25. concerns an application's admissibility in terms of its submission during the second enrolment phase. It is unrelated to the concept of particular circumstances referred to in Article 8.5., which concerns the handling of admissible applications.

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the control of the applicant or of the pupil, of such a nature as to unquestionably impede submission of their application during the first phase.

- 2.26. Except for the transfers referred to in Articles 9.3. to 9.5., applications for enrolment concerning category II pupils, pupils whose parents are members of the civilian staff of NATO (international civilian staff) or UN employees (international civil servants), as well as category III pupils, MUST be submitted during the second phase.
- 2.27. Eligibility requests and enrolment and transfer applications submitted outside the time periods specified in Articles 2.18. to 2.26. will be inadmissible.
- 2.28. Any difficulties in contacting the schools' enrolments secretariats or the Helpdesk service of the enrolments portal during their opening hours will not exempt applicants from their obligations to submit their eligibility requests comprehensively and by the deadlines set. Any malfunction of applicants' electronic devices does not exonerate them from their obligations to submit complete application and transfer applications via the portal within the established deadlines.
- 2.29. Except where the provisions of Articles 12. and 13. apply, the CEA's decisions on enrolment and transfer applications submitted during the first and second enrolment phases will take effect at the beginning of the school year.
- 2.30. However, in view of the time periods necessary for the handling of applications, in particular for the organisation of language and year group tests, which require the pupil's presence in Brussels, or for the examination of pedagogical choices, the CEA and the schools are unable to guarantee that all applications will be dealt with before the start of the school year. In that case, the pupil's schooling will start after acceptance of the place indicated in the notification of the CEA's decision and, where applicable, that of the School's Director.

### **C. Expression of preferences for school/site**

- 2.31. **For all applications for the enrolment of categories I, II\* and II pupils, and whatever the year group and the language section chosen, the applicant will be required to express an order of preference of the schools/sites, numbered from 1 to 6 (for the nursery and primary cycles)/from 1 to 4 (for the secondary cycle),** even if the application is for a language section and a year group that are not open at all of the schools/sites when the enrolment session opens. This order of preference is taken into account by the CEA, as far as reasonably possible, without prejudice to application of the enrolment rules.
- 2.32. For transfer applications, the applicant must indicate the schools/sites to which the transfer is sought, expressing an order of preference in accordance with Article 2.31., whenever the pupil's transfer to one or more schools/sites is possible.

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## D. Year group and language section

2.33. The applicant will be required to indicate the year group requested and one language section only, corresponding to the pupil's mother tongue/dominant language, and his/her choices of optional subjects, including religion/non-confessional ethics. In the event of discrepancy between the particulars entered on the online form and the information contained in the documents attached (except official records of civil status), the form will take precedence.

2.34. In exercising the competence assigned to him/her, as referred to in Article 47 et seq. of the General Rules and without prejudice to the decision of the CEA, which alone is competent to take a decision on the application, the Director of the school/site may, at any time during the enrolment procedure:

a) change the year group to which the pupil will be admitted, where the information in the application file leads him/her to consider that the year group applied for does not correspond to the real year group to which the pupil should be admitted on the basis of the table of equivalences<sup>18</sup>, or that particular cases – notably their undergoing training outside a general education system, application of the Regulations for the Baccalaureate or the pupil's special educational needs – so recommend.

In the event of doubt about the pupil's year group, the Director may require a test or tests of the pupil's educational attainment to be administered.

b) change the language section, where the information in the application file leads him/her to consider that the language section applied for does not correspond to the pupil's mother tongue/dominant language, in strict compliance with Article 47e) of the General Rules<sup>19</sup>.

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<sup>18</sup> Annex II to the General Rules of the European Schools

<sup>19</sup> "A fundamental principle of the European Schools is the teaching of mother tongue/dominant language as first language (L1).

*This principle implies the pupil's enrolment in the section of his/her mother tongue/dominant language where such a section exists.*

*This principle may be waived only where the child has been educated in a language other than his/her mother tongue/dominant language for a minimum of two years at primary or secondary level. The European Schools will presume in that case that the child will be capable of continuing his/her schooling in the language in question.*

*In schools where the section corresponding to a pupil's mother tongue/dominant language does not exist, he/she will generally be enrolled in one of the vehicular language sections. He/She will attend the classes in his/her mother tongue/dominant language organised for so-called SWALS (**S**tudents **W**ithout a **L**anguage **S**ection) as L1.*

*Parents will not be free to choose their child's first language (L1), its determination being the responsibility of the school's Director. L1 must correspond to the child's mother tongue or dominant language, in the case of multilingual children, the dominant language being the one of which they have the best command.*

*Should there be any dispute about the pupil's L1, it will be the Director's responsibility to determine which language it is, on the basis of the information provided by the pupils' legal representatives on the enrolment form and by requiring the pupil to take comparative language tests, organised and under the control of the school's teachers. The tests will be organised whatever the pupil's age and teaching level, i.e. including the nursery cycle.*

*Determination of L1 at the time of the child's enrolment is definitive in principle.*

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



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- c) assess the School's ability to admit a pupil against whom disciplinary measures have been taken previously or a pupil with special educational needs.
- 2.35. Where the Director makes use of the possibility referred to in Article 2.34. and his/her decision is likely to affect the decision taken previously by the CEA, the latter may review its initial decision, in accordance with Article 14.3. of the Policy.
- 2.36. Once the language section and year group have been determined on the basis of the enrolment application and, where applicable, following the Director's intervention referred to in Article 2.34., it may only subsequently be changed in accordance with Article 2.47.
- 2.37. Refusal by the pupil or by his/her legal representatives to participate in standard of attainment assessment tests or comparative language tests means acquiescence to the Director's decision on the pupil's admission to the language section or year group concerned.
- 2.38. In accordance with Article 49 of the General Rules of the European Schools, admission to the nursery school takes place at the beginning of the school year in September of the calendar year in which the child reaches four years of age and admission to primary year 1 takes place at the beginning of the school year in September of the calendar year in which the child reaches six years of age.

## **E. Handling of applications**

- 2.39. **Except where Article 13 applies, only one enrolment or transfer application per pupil may be submitted for the 2024–2025 school year.**
- 2.40. In each of the enrolment phases a random computerised ranking will be produced and each category I and II\* application will be allotted a ranking number. In the event of minor irregularities in the number of applications entered to produce the random ranking, the CEA may randomly insert the missing application or applications that might not have been ranked, in order to determine the order in which applications will be dealt with.
- 2.41. Where the applicant seeks the enrolment of several children belonging to the same group of siblings, he/she may express his/her wish that the children be enrolled at the same school, i.e. that the enrolment applications be dealt with jointly.
- 2.42. Joint enrolment applications must be submitted simultaneously and

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

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indicate an identical order of preference for all the children concerned. The order of preference of schools/sites for pupils being enrolled in the nursery and primary cycles must be identical to the order of preference of schools for pupils being enrolled in the secondary cycle.

- 2.43. A single number for the siblings will be allotted in the random computerised ranking.
- 2.44. If the applicant does not apply for joint enrolment simultaneously for multiple children, each of the enrolment applications will be dealt with individually.
- 2.45. Once the application has been submitted and, *a fortiori*, once the decision of the CEA has been taken, the applicant may not change the enrolment application – with respect in particular to the order of preference of schools/sites expressed, the choice of the language section designated, to its joint, or otherwise, nature – or make his/her application dependent on the outcome of another application.
- 2.46. Once the language section has been determined in compliance with Article 47(e) of the General Rules, the pupil is expected to continue his/her schooling in its entirety in the same section, except where the last paragraphs of Article 47(e) apply.
- 2.47. A request for a change of language section or of year group<sup>20</sup> made after an observation period of three weeks' schooling at the earliest and at the latest within three months following the start of schooling of the pupil entailing a transfer to another school/site may be subject to an application to review that decision at the CEA's initiative only, within the meaning of Articles 14.3. et seq. A change of language section or of year group does not grant any priority criterion for admission to a given school/site.
- 2.48. Once a pupil has been enrolled, he/she is expected to continue his/her schooling at the same school<sup>21</sup>. Should the site not offer all-through schooling in the language section in question, the pupil will be able to continue his/her schooling at another school/site – with priority over new pupils to be enrolled.
- 2.49. The application should give a postal and an email address, and also a telephone number, any of which may validly be used for the purposes of all communications and notifications of the CEA and of the organs of the European Schools in connection with the application. Communications and notifications from the CEA will be sent to the electronic mail address provided at the time of submitting the eligibility request, unless any change is specified by the enrolment applicant. If there are multiple legal representatives, it is assumed that the holder of the electronic mail address or telephone number provided will immediately pass on any notification or

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<sup>20</sup> Notably on the basis of (non-)promotion decisions taken at the end of the school year.

<sup>21</sup> Except pupils in the EL, IT and NL sections, who will be transferred to EEB5 in September 2028 in accordance with the decisions of the Board of Governors of 6, 7 and 8 December 2022.

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request from the CEA to the other legal representative(s).

- 2.50. The applicant will take all necessary steps to ensure that the means of connection to the enrolments portal and of communication which he/she has indicated on the form are operational. The CEA will use any reasonable means at its disposal to ensure that the applicant is informed of the outcome of his/her application. The CEA cannot be held liable for any break in handling of the application or in communication caused by technical problems affecting the applicant or associated with his/her absence.

### **3. Structure of classes**

- 3.1. Annex II determines for each of the schools/sites the number of classes by language section and by year groups for the 2024–2025 school year.
- 3.2. If it deems it necessary, the CEA may decide, in mid-session, to eliminate a class when the number of pupils is not sufficiently large or to create a class or to group classes<sup>22</sup> at a given school/site so as to guarantee a balanced distribution of the total pupil population, across both the different sites and the language sections, and optimum use of resources.
- 3.3. Under no circumstances may a change to the structure of classes in mid-session justify cancellation or review of decisions on award of places taken prior to its adoption, unless a decision to that effect is taken by the CEA.

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<sup>22</sup> Document 2019-04-D-13-en available at [www.eursec.eu](http://www.eursec.eu)

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## 4. Formation of classes

- 4.1. For all classes and satellite classes in the structure, the places available will be determined by the difference between the thresholds set below and the 'shift', the meaning of this concept being the number of pupils who were in the class below during the 2023–2024 school year. Above this threshold, and up to the maximum number of places to be filled, set at 30 pupils, a reserve will be constituted for the enrolment of pupils with a special priority criterion within the meaning of Article 8, and other pupils, should the threshold already have been reached in all the schools/sites for the year group and language section applied for or whenever pupil numbers do not tally with the reasonable forecasts made by the CEA.
- 4.2. **The threshold for classes in all multiple language sections** is set at:
- 20 pupils in the nursery cycle (N1+N2)
  - 20 pupils per year group in the primary cycle;
  - 25 pupils per year group in the secondary cycle.
- 4.3. The thresholds referred to in Article 4.2. were adopted by the Board of Governors in the guidelines, having regard to the lessons learned from the results of the previous enrolment session, to the organisation of the migration of language sections between the two EEB1 and EEB2 Sites, to the need to exploit the accommodation capacity of the Evere Site of EEB2, to the need to take measures suited to each school group, to the maximum number of places to be filled, set at 30 pupils, and to fluctuations in pupil numbers of such a nature that they do not tally with the CEA's reasonable forecasts.
- 4.4. When, during the enrolment session, the CEA finds that the number of applications exceeds the number of places available in all the schools/sites, if need be after adaptation of the structure in accordance with Article 3.2., it can raise the threshold to a higher number of pupils.

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## 5. Joint applications

- 5.1. A simultaneous and joint enrolment application may be made for categories I, II\*<sup>23</sup> and II children belonging to a group of siblings, none of whom attended one of the Brussels European Schools in the 2023–2024 school year.
- 5.2. A joint transfer application may be made for categories I, II\* and II children who attended one of the Brussels European Schools during the 2023–2024 school year.
- 5.3. Where the joint handling of applications is requested in accordance with the arrangements referred to in Articles 2.41 to 2.43., the children will be enrolled at the same school/site although not necessarily the first preference one, and provided that at one of the six schools/sites, a place available, or a place to be filled, can be awarded to each of the children belonging to the group of siblings.
- 5.4. By way of derogation from Article 5.3., when the CEA awards places at EEB1 in the EN<sup>24</sup> and IT language sections for joint applications, including at least one of which concerns a pupil in the secondary cycle and at least one concerns a pupil in the nursery or primary cycle, the first will be referred to EEB1 – UCC Site and the second will be referred to EEB1 – BRK Site, provided that there is a place available or to be filled.
- 5.5. By way of derogation from Article 5.3., when the CEA awards places at EEB2 in the DE, EN, FR and IT language sections for joint applications, including at least one of which concerns a pupil in the secondary cycle and at least one concerns a pupil in the nursery or primary cycle, the first will be referred to EEB2 – WOL Site and the second will be referred to EEB2 – EVE Site, provided that the level is open there and that there is a place available or to be filled.
- 5.6. When the CEA awards places at EEB1 or at EEB2 for joint applications in cases other than those mentioned in Articles 5.4. and 5.5., the group of siblings is schooled at the same site.
- 5.7. Dealing jointly with applications for children belonging to a group of siblings does not constitute a special priority criterion within the meaning of Article 8. However, joint applications will be dealt with before applications for a single pupil.
- 5.8. A joint application for several children belonging to the same group of siblings will be dealt with in accordance with the general rules of the Enrolment Policy, unless a priority criterion within the meaning of Article 8 is claimed.
- 5.9. Where an application for a member of a group of siblings is cancelled or the place offered is refused and a sole application is maintained for one child, he/she will no longer qualify for joint handling. The application will then be dealt with like one for a single pupil. In that case, only the CEA will have the possibility

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<sup>23</sup> From P1 onwards

<sup>24</sup> Including Maltese pupils.

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of changing the way in which the application file is handled, where appropriate, through the initiation of a review procedure as referred to in Articles 14.3. et seq.

## 6. General rules for enrolment of categories I and II\* pupils

- 6.1. The general enrolment rules cover all applications for categories I and II\* pupils without a special priority criterion within the meaning of Article 8.
- 6.2. In accordance with the special agreements negotiated by the Board of Governors, pupils whose parents are members of the staff of Eurocontrol, known as category II\* pupils, are entitled to attend, from P1 onwards, one of the six schools/sites of the European Schools with which the agreement has been concluded and subject to the latter's conditions, but not necessarily their first preference one, unless a special priority criterion, within the meaning of Article 8, can be claimed.
- 6.3. The placing of the language sections in the Brussels schools/sites is as follows:
- EEB1 – UCC Site:** DA, DE, EN, ES, FR, HU, IT, LV (*S1 & S2*), PL, SK (*S1 & S2*) and SL (*nursery cycle*)<sup>25</sup>
- EEB1 – BRK Site**<sup>26</sup>: DE, EL (*satellite classes*), EN, ES, FR, IT, LV and SK
- EEB2 – WOL Site:** DE, EN, FI, FR, IT, LT, NL, PT, SV
- EEB2 – EVE Site**<sup>26</sup>: DE (*up to P4*), EN (*up to P4*), FR, IT (*up to P3*)
- EEB3:** CS, DE, EL, EN, ES, FR, NL
- EEB4:** BG, DE, EN, ET (*up to S3*), FR, IT, NL, RO.
- 6.4. As from the 2028–2029 school year, the placing of the language sections at **EEB5** will be as follows: EL, FR, IT, NL and EN (according to the number of applications to be received, only for the latter).

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<sup>25</sup> Pupils in the SL section will be transferred “en bloc” to EEB1 – BRK Site as from the 2028–2029 school year.

<sup>26</sup> The Berkendael and Evere sites only accommodate the nursery and primary cycles.

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## **A. Single language sections**

- 6.5. Pupils for whom an application for enrolment in a single language section has been submitted or who have been awarded a place in a single language section will be enrolled at that school/site.
- 6.6. All applications for enrolment in the DA, HU and PL sections will be referred to EEB1 – UCC Site.
- 6.7. All applications for enrolment in the nursery cycle of the SL section will be referred to EEB1 – UCC Site.
- Pupils in the SL section will be transferred “en bloc” to EEB1 – BRK Site as from the 2028–2029 school year.
- 6.8. All applications for enrolment in the nursery and primary cycles of the LV and SK sections will be referred to EEB1 – BRK Site.
- 6.9. All applications for enrolment in S1 and S2 in the LV and SK sections will be referred to EEB1 – UCC Site.
- 6.10. By way of derogation from Articles 2.34., 6.8., 6.9. and 8.2.1.c), applications for enrolment in the LV section may be referred to EEB2 – WOL Site, where the pupil will be enrolled as a SWALS, if a request to that effect is made for him/her and if he/she meets the conditions for the regrouping of siblings of Article 8.2.
- 6.11. By way of derogation from Articles 2.34., 6.8., 6.9. and 8.2.1.c), applications for enrolment in the SK section may be referred to EEB3, where the pupil will be enrolled as a SWALS, if a request to that effect is made for him/her and if he/she meets the conditions for the regrouping of siblings of Article 8.2.
- 6.12. All applications for enrolment in the FI, LT, PT and SV sections will be referred to EEB2 – WOL Site.
- Pupils schooled in the nursery and primary cycles of the FI, LT, PT and SV sections at EEB2 – WOL Site will be transferred to EEB2 – EVE Site in the 2028–2029 school year.
- 6.13. All applications for enrolment in the secondary cycle of the EL section will be referred to EEB3.
- 6.14. All applications for enrolment in the CS section will be referred to EEB3.
- 6.15. All applications for enrolment in the BG and RO sections will be referred to EEB4.
- 6.16. All applications for enrolment up to S3 in the ET section will be referred to EEB4.
- 6.17. By way of derogation from Articles 2.34., 6.16. and 8.2.1.c), applications for enrolment in the ET section may be referred to EEB2 – WOL Site, where the pupil will be enrolled as a SWALS, if a request to that effect is made for him/her and if he/she meets the conditions for the regrouping of siblings of Article 8.2.

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## **B. Multiple language sections**

- 6.18. Pupils for whom an application for enrolment in a multiple language section has been submitted are entitled to attend one of those schools/sites in so far as places are available, then as there are places to be filled, but not necessarily their first preference one, unless a special priority criterion, within the meaning of Article 8, can be claimed.
- 6.19. Applications for enrolment in a multiple language section will be dealt with in the following order:
- a) Firstly, the CEA will award, in the order determined by the random ranking, the places available at the first preference school/site, to applicants for enrolment, until the threshold of places available has been reached.
  - b) Secondly, the CEA will refer applications, in the order of subsequent preferences expressed by applicants, to the classes of the schools/sites and the satellite classes that are already open, where places remain available, until the threshold has been reached at all the schools/sites.
  - c) Thirdly, once the thresholds have been reached in all of the classes of the schools/sites and in the satellite classes, the CEA will award the reserve places either in the least full class in the year group concerned, or in the least full school/site, whilst taking care to ensure a balanced distribution of the pupil population across the schools/sites, until the maximum number of places to be filled has been reached.
- 6.20. Enrolment applications will be referred to the following schools/sites provided that the year group is open there (see Annex IV for DE, EN, FR and IT sections):
- a) All applications for enrolment in the nursery and primary cycles of the DE section will be referred to EEB1 – UCC Site, EEB2 – EVE Site (up to P4), EEB3 and EEB4.
  - b) All applications for enrolment in the nursery and primary cycles of the EN section will be referred to EEB1 – BRK Site, EEB2 – EVE Site (up to P4), EEB3 and EEB4.
  - c) All applications for enrolment in the nursery and primary cycles of the FR section will be referred to EEB1 – UCC Site, EEB1 – BRK Site, EEB2 – EVE Site, EEB3 and EEB4.
  - d) All applications for enrolment in the nursery and primary cycles of the IT section will be referred to EEB1 – BRK Site, EEB2 – EVE Site (up to P3) and EEB4.  

Pupils in the IT section at EEB4 will be transferred to EEB5 as from the 2028–2029 school year.
  - e) All applications for enrolment in the nursery and primary cycles of the NL section will be referred to EEB2 – WOL Site, EEB3 and EEB4.  

Pupils in the NL section at EEB2 – WOL Site will be transferred to EEB2 – EVE Site as from the 2028–2029 school year.



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Pupils in the NL section at EEB4 will be transferred to EEB5 as from the 2028–2029 school year.

- f) All applications for enrolment in the nursery and primary cycles of the ES section will be referred to EEB1 – UCC Site, EEB1 – BRK Site and EEB3.
- g) All applications for enrolment in the nursery and primary cycles of the EL section will be referred to EEB1 – BRK Site (satellite classes) and EEB3.

Pupils in the nursery cycle as from the 2023–2024 school year, as well as pupils in the nursery cycle and P1 of the EL satellite class at EEB1 – BRK Site as from the 2024–2025 school year, will be transferred as from the 2028–2029 school year to EEB5, unless a member of their group of siblings was on roll at EEB1 – BRK Site no later than 2022–2023.

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

Pupils in the IT section at EEB4 will be transferred to EEB5 as from the 2028–2029 school year<sup>27</sup>.

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

Pupils in the NL section at EEB4 will be transferred to EEB5 as from the 2028–2029 school year<sup>27</sup>.

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

### **C. SWALS pupils**

- 6.21. Pupils for whom there is no language section corresponding to their mother tongue/dominant language (SWALS) in the required year group will be enrolled at the schools/sites specified below.
- 6.22. All enrolment applications for Slovenian SWALS (from P1 onwards) and Maltese pupils will be referred to EEB1.
- 6.23. All enrolment applications for Latvian SWALS (from S3 onwards) will be referred to EEB1 – UCC Site.
- 6.24. All enrolment applications for Slovakian SWALS (from S3 onwards) will be referred to EEB1 – UCC Site.
- 6.25. All enrolment applications for Estonian SWALS (from S4 onwards) will be referred to EEB4.
- 6.26. All enrolment applications for Croatian SWALS will be referred to EEB4.

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<sup>27</sup> Except pupils starting S7 in September 2028.

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## **D. Ukrainian pupils**

- 6.27. In accordance with the decisions of the Board of Governors of 28 June 2022 and of 5, 6 and 7 December 2023, the following may be enrolled at the European Schools:
- Displaced Ukrainian children<sup>28</sup> of local agents of European Union representations in Ukraine;
  - Displaced Ukrainian children<sup>28</sup> hosted by staff members of the European Union - or who have been thus hosted since the beginning of the school year in September 2022 -, as well as their brothers and sisters,
  - Displaced Ukrainian children<sup>28</sup> hosted by members of staff of the European Schools - or who have been thus hosted since the beginning of the school year in September 2022 -, as well as their brothers and sisters,
- 6.28. Ukrainian children hosted by staff members of the European Union or the European Schools, for whom the latter receive family allowances in accordance with Article 1.12., are category I pupils to whom all general enrolment rules of the Policy are applicable.
- 6.29. Ukrainian children who are not recognised as children being dependants of a staff member of the European Union or of the European Schools, but nevertheless being hosted or having been hosted by the latter, will be admitted during the first and second enrolment phase, according to his/her order of preference expressed, provided that his/her admission does not lead to a split of classes, according to the reasonable forecasts of the CEA.
- 6.30. The rules set out in Articles 2.20. to 2.25., 12.1.a) and c) and 12.2. do not apply to the children referred to in Articles 6.28. and 6.29.
- 6.31. Ukrainian children who do not fulfil the conditions referred to in Articles 6.27. to 6.29. are considered category III pupils, subject to Article 7.4. of the Policy.

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<sup>28</sup> Within the meaning of Article 2 of the Council Implementing Decision EU 2022/382 of 4 March 2022 introducing temporary protection for persons fleeing Ukraine.

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## 7. General rules for enrolment of categories II and III pupils

- 7.1. **Category II** pupils are entitled to be admitted to the school with which the agreement has been concluded and subject to the latter's conditions, but not necessarily their first preference one, in the case of an agreement covering several schools, unless a special priority criterion within the meaning of Article 8, can be claimed and provided that there is a place to be filled.
- 7.2. Category II pupils will be admitted to single and multiple language sections or as SWALS in accordance with the distribution referred to above in Articles 6.3. to 6.26.
- 7.3. **Children of the civilian staff of NATO (international civilian staff) and of UN employees (international civil servants) meeting the requirements set out in Annex I** will be enrolled at one of the Brussels schools, but not necessarily their first preference one, unless a special priority criterion within the meaning of Article 8, can be claimed, and provided that there is a place to be filled. The applications will be dealt with after the award of places to category I and II pupils and in accordance with the distribution referred to above in Articles 6.3. to 6.26.
- 7.4. In view of the increase in pupil numbers and of the current overcrowding of the Brussels European Schools, **category III pupils** will be enrolled solely if they fulfil the following cumulative conditions:
- The pupils concerned are siblings of pupils already enrolled at one of the Brussels schools who attended that school throughout the 2023–2024 school year and will continue to do so during the 2024–2025 school year.
  - The applicants are seeking enrolment at the school/site attended by the brother or sister of the pupil for whom the application is being made and offering a place there in the language section and year group requested.
  - Enrolment applications for category III children will be examined on the basis of the previous decisions of the Board of Governors, which stipulate, in particular, that no category III pupil may be admitted to a class which already has 24 pupils<sup>29</sup>.
  - These applications will be considered during the second enrolment phase.

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<sup>29</sup> Decision of the Board of Governors adopted by written procedure 2007/12 initiated on 8 May 2007 and completed on 29 May 2007.

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## 8. Special priority criteria

8.1. Owing to personal circumstances or to particularities specific to the European Schools, certain enrolment or transfer applications will be deemed to have priority within their category.

### 8.2. Regrouping of siblings

8.2.1. The brothers and sisters of categories I, II\* and II pupils already enrolled at one of the Brussels schools/sites who attended that school/site during the 2023–2024 school year and will continue to do so during the 2024–2025 school year will be enrolled at the same school/site as the first one(s) enrolled, provided that they fulfil the following three conditions:

a) the applicant applies for enrolment at the same school/site as that which is or will be attended by the member of the group of siblings already on roll,

b) the children concerned are members of the same group of siblings within the meaning of Article 1.11.,

c) the language section (or satellite class) of the pupil for whom the application is being made exists at the school/site at the required level for which enrolment is requested.

8.2.2. When the CEA awards a place at EEB1 in the EN and IT language sections in the context of regrouping of siblings, including at least one of whom concerns a pupil in the secondary cycle and at least one of whom concerns a pupil in the nursery or primary cycle, the newly enrolled sibling will be referred to EEB1 – UCC Site if they are to be schooled in the secondary cycle and to EEB1 – BRK Site if they are to be schooled in the nursery or primary cycle, provided that there is a place to be filled.

8.2.3. When the CEA awards a place at EEB2 in the DE, EN, FR and IT language sections in the context of regrouping of siblings, including at least one of whom concerns a pupil in the secondary cycle and at least one of whom concerns a pupil in the nursery or primary cycle, the newly enrolled sibling will be directed to EEB2 – WOL Site if they are to be schooled in the secondary cycle and to EEB2 – EVE Site if they are to be schooled in the nursery or primary cycle, provided that the level is open there and there is a place to be filled.

8.2.4. When the CEA awards a place at EEB1 or at EEB2 in the context of regrouping of siblings in cases other than those mentioned in Articles 8.2.2. and 8.2.3., the group of siblings is schooled at the same site.

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

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

### **8.3. Return from assignment and return from a period of study abroad**

- 8.3.1. Category I pupils whose parent giving entitlement to this category has returned from an assignment will be enrolled at the original school/site where they spent at least one full school year immediately before the assignment.
- 8.3.2. 'Return from assignment' means the situation of a member of the staff of the European Union institutions returning to the original place of assignment, at an earlier or later than anticipated date depending on the circumstances, further to a decision of the appointing authority adopted in the interest of the service<sup>30</sup>, further to a secondment in the interest of the service<sup>31</sup> or further to authorised travel in the context of the programmes organised by the European Commission<sup>32</sup> or equivalent programmes set up by other European institutions or further to travel imposed on the member of staff for reasons beyond his/her control.
- 8.3.3. The spouse or registered partner of the member of staff returning from assignment within the meaning of Article 8.3.2. returning to Brussels ahead of the applicant for enrolment with the children to be enrolled also qualifies for this priority criterion.
- 8.3.4. Members of the staff of the Permanent Representations to the European Union do not qualify for this priority criterion.
- 8.3.5. This special priority criterion will be applicable only if the application is submitted during the first enrolment phase.
- 8.3.6. Should an enrolment application on grounds of return from assignment be submitted during the second enrolment phase and be deemed admissible, it will only be accepted at the original school/site if there is a place to be filled.
- 8.3.7. Categories I, II\* and II pupils applying for enrolment in S5 and S6 who validly completed at least one full school year in a Brussels European School immediately before spending a period of study outside Belgium of one school year or a maximum of ten consecutive months will be enrolled at the School previously attended, provided that the school approves the pupil's

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<sup>30</sup> In accordance with Article 7(1) of the Staff Regulations of Officials of the EU, for staff who are subject to it.

<sup>31</sup> In accordance with Articles 37a and 38 of the Staff Regulations of Officials of the EU, for staff who are subject to it.

<sup>32</sup> In particular, EU fellowships in accordance with the Commission Decision of 27 September 2017 on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials and on authorised travel, for members who are subject to it.

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

- 8.3.8. Should an enrolment application on grounds of return from a period of study abroad be submitted during the second enrolment phase and be deemed admissible, it will be accepted at the school/site previously attended only provided that there is a place to be filled.

#### **8.4. Posts within the European Schools**

- 8.4.1. Any member of staff of one of the four Brussels European Schools<sup>33</sup>, recruited or seconded to one or more of the European Schools with a full-time employment contract for at least one school year upon submission of the enrolment application can request that his/her dependent child within the meaning of Article 1.12. be at the school at which he/she undertakes his/her professional activity, provided that the year group and language section determined following the pedagogical analysis are open there and that there is a place to be filled.
- 8.4.2. This special priority criterion applies for the full duration of the enrolment campaign.

#### **8.5. Particular circumstances**

- 8.5.1. Where a pupil's interest so requires, duly established particular circumstances that are beyond the control of the applicants and/or the child may be taken into consideration to grant a priority criterion with a view to the pupil's enrolment at or transfer to one or more schools/sites of his/her choice. If the particular circumstances can justify the pupil's enrolment at several schools/sites, the CEA has discretionary power to award the place according to the order of preference expressed by the applicant and to pupil numbers in the classes in which enrolment is possible.

These provisions are not applicable to enrolment applications for category III pupils.

- 8.5.2. The priority criterion will be accepted only when it is invoked upon submission of the application and where, having regard to the precise circumstances characterising a case and differentiating it from other cases, a given situation requires appropriate treatment to mitigate the unacceptable consequences that the rules of this Policy would otherwise have had.

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<sup>33</sup> This does not concern members of staff of the Office of the Secretary-General.

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8.5.3. The following circumstances will not be relevant for this purpose:

- a) the location of the home or place of residence of the child and/or his/her legal representatives, even if it is imposed by the appointing authorities of the member of staff concerned,
- b) the fact of being a single-parent family or a large family, the breakdown of the legal representatives' relationship or their divorce,
- c) new or future opening, conversion under way, moving of the site of one of the European Schools or temporary location of a site of one of the European Schools at a given place,
- d) provision of schooling restricted to one or more teaching levels,
- e) without prejudice to Article 8.4, location of the place of employment or the constraints resulting from the performance of the professional activities of the legal representative or the legal representatives, even if it is imposed by the employer.
- f) location of the place to which the child regularly goes, whatever the purpose of his/her visit there, even if it is to receive therapy,
- g) occupational or practical constraints on the organisation of travel,
- h) location or choice of the place where other members of the group of siblings, other members of the family or other social relations of the child attend school,
- i) the interest value for a pupil of taking a given optional subject, including religion/non-confessional ethics, or of receiving tuition in a language, where these are choices additional to that of the language section, or optional subjects, including religion/non-confessional ethics, indicated in the enrolment application,
- j) the fact that a pupil has to repeat a year or that a disciplinary measure has been imposed,
- k) the choice of an option in the secondary cycle, except for pupils seeking enrolment or a transfer in S6 of a multiple language section, who may claim the choice of an option (but not complementary courses) during the second enrolment phase, with a view to the European Baccalaureate<sup>34</sup>,
- l) attendance, past or sought in the future, or submission of an application for enrolment for the pupil concerned or a member of his/her group of siblings, at one of the Brussels European schools/sites, for a previous or subsequent school year or in a specific language section,
- m) a pupil's special educational needs when they can be catered for similarly by all the schools/sites,
- n) what happens to one or more enrolment or transfer applications, or a change to the structure of classes,

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<sup>34</sup> This particular circumstance may be invoked only in the second enrolment phase, in so far as the choices of options are not available during the first enrolment phase.

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- o) a pupil's difficult or conflictual relations with members of the school group or teachers at the school attended, unless it is established that the child's physical or mental wellbeing is in jeopardy,
  - p) cumulative inconveniences, if they do not singularly consist of a relevant particular circumstance within the meaning of Articles 8.5.2. and 8.5.3.,
- 8.5.4. Any medical complaints from which the child, or one of the people involved in his/her care on a daily basis, might suffer will be taken into consideration only in so far as evidence is provided that the child's attendance at the school/site designated is an essential measure for the treatment of the condition from which the person concerned suffers.
- 8.5.5. **Any particular circumstances alleged by applicants must be set out in a clear and concise statement of the facts, to which should be attached all of the supporting documents appended to the online enrolment or transfer application form.**
- 8.5.6. Information and documents communicated to justify the existence of particular circumstances will be treated strictly confidentially by the CEA and, where applicable, by the Complaints Board. Medical confidentiality may not be invoked as a ground for refusing to provide the information required to establish the nature and existence of particular circumstances.
- 8.5.7. Except in duly substantiated cases of force majeure, **items of information and documents communicated after submission of the application for enrolment will automatically be disregarded in considering the application**, even though they might relate to a situation occurring prior to the submission of the enrolment application or to its handling by the CEA.
- 8.5.8. For the purposes of consideration of particular circumstances, the CEA may request additional information or documents from the applicants, from members of the school community and from third parties to whom the applicants refer in their application, albeit that it is under no obligation to do so, the compilation of a complete file including supporting documentation being the sole responsibility of the applicant for enrolment who wishes to benefit from the priority criterion.



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## 9. Transfers

### **A. Pupils on roll in P5 for the 2023–2024 school year at EEB1 – BRK Site and at EEB2 – EVE Site**

9.1. Whatever their category, these pupils, who have already embarked upon their schooling in the European Schools, have priority over new pupils to be enrolled. Continuation of their schooling will be dealt with before enrolment applications and transfer applications.

9.2. Without having to submit a transfer application, **P5 pupils at EEB1 – BRK Site** will be automatically included in the S1 'shift' of EEB1 – UCC Site for the DE, EN, FR, IT, LV and SK language sections.

This automatic transition to the S1 'shift' of EEB1 – UCC Site does not involve the other members of these pupils' group of siblings.

In February 2024, EEB1 will confirm the automatic transfer of P5 pupils from the BRK Site to the UCC Site.

9.3. Without having to submit a transfer application, **P5 EL pupils at EEB1 – BRK Site** will automatically be included in the S1 'shift' of EEB3.

This automatic transition to the S1 'shift' of EEB3 does not involve the other members of these pupils' group of siblings.

However, other members of the group of siblings may submit an application for transfer during the first phase only, with a view to their transfer to EEB3, provided that there is a place to be filled to be awarded to each of the children.

In February 2024, EEB1 will confirm the automatic transfer of P5 EL pupils from the EEB1 – BRK Site to EEB3.

9.4. For P5 **pupils on roll at EEB1 – BRK Site before the 2021–2022 school year**, transfer to EEB2 – WOL Site, EEB3 and EEB4 will be allowed, without any particular justification, provided that applications are submitted **during the first enrolment phase** and that there is a place to be filled.

9.5. If a P5 pupil enrolled at EEB1 – BRK Site prior to the 2021–2022 school year jointly requests his/her transfer to EEB2 – WOL Site and a transfer or enrolment of his/her siblings in the nursery and primary cycles of the DE, EN, FR and IT language sections, the latter will be enrolled at EEB2 – EVE Site, provided that the level is open and there is a place to be filled.

9.6. Without having to submit a transfer application, **P5 pupils at EEB2 – EVE Site** will be automatically included in the S1 'shift' of EEB2 – WOL Site for the FR language section. This automatic transition to the S1 'shift' of EEB2 – WOL Site does not involve the other members of these pupils' group of siblings.

In February 2024, EEB2 will confirm the automatic transfer of P5 pupils from the EVE Site to the WOL Site.

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## B. Voluntary transfers

### B.1. Authorised voluntary transfers

- 9.7. During the two enrolment phases, the **transfer of pupils from EEB1 – UCC Site, EEB1 – BRK Site, EEB2 – WOL Site and EEB3 to the EEB2 – EVE Site** in the language sections and year groups that are open there will be allowed, without any particular justification, provided that there is a place to be filled.
- 9.8. During the two enrolment phases, the **transfer of pupils from EEB1 – UCC Site to EEB1 – BRK Site** will be allowed for the EN and IT sections, without any particular justification, provided that there is a place to be filled.
- 9.9. During the two enrolment phases, the **transfer of pupils from EEB1 – BRK Site to EEB1 – UCC Site** will be allowed for the DE section, without any particular justification, provided that there is a place to be filled.
- 9.10. Provided that they are submitted **during the first enrolment phase** and that there is a place to be filled, transfer applications will be allowed for categories I and II\* pupils, without any particular justification, in the case of:
- a) **Estonian SWALS from EEB2 – WOL Site to EEB4** as pupils of the ET language section up to S3 and as SWALS from S4 onwards;
  - b) **Latvian SWALS from EEB2 – WOL Site to EEB1** as pupils of the LV language section up to P5 at EEB1 – BRK Site, in S1 and S2 at EEB1– UCC Site and as SWALS from S3 onwards at EEB1 – UCC Site;
  - c) **Slovakian SWALS from EEB3 to EEB1** as pupils of the SK language section up to P5 at EEB1 – BRK Site, in S1 and S2 at EEB1– UCC Site and as SWALS from S3 onwards at EEB1 – UCC Site;
  - d) **pupils up to S5** who, during the **2023–2024** school year, attended a different school from one of their siblings, to **enable the siblings to be brought together**, so that the children will actually attend the same school (but not necessarily the same site) for the 2024–2025 school year, provided that there is a place to be filled in the language section and year group requested.

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## **B2. Voluntary transfers subject to strict conditions**

- 9.11. In order to sustain the benefits gained from the enrolment policies in force in the previous years, transfers of categories I and II\* pupils from one Brussels school/site to another Brussels school/site, in cases other than those referred to in Articles 9.3. to 9.5. and 9.7. to 9.10. will only be allowed restrictively, on the basis of an application stating the precise reasons, and will be considered according to the same conditions and arrangements as those set out in Article 8.5. Such applications **MUST** be submitted during the first phase, unless the occurrence of the particular circumstances invoked constitutes a case of *force majeure* within the meaning of Article 2.25.
- 9.12. Voluntary transfers may be applied for jointly for a group of siblings only provided that a particular circumstance, within the meaning of Article 8.5., applies to one of its members. In that event, the provisions of Article 5 will be applicable.
- 9.13. In order to assess a voluntary transfer application, the advisory opinion of the Director of the school attended the previous year and that of the Director of the first preference school may possibly be required by the CEA.
- 9.14. Should the transfer application referred to in Article 9.11. be rejected, the pupil will continue to be enrolled at the school/site which he/she attended throughout the 2023–2024 school year and, where applicable, his/her sibling(s) for whom regrouping or joint transfer is requested will also be enrolled or attend school there.
- 9.15. Should the transfer of a pupil be sought simultaneously with an application for the enrolment of one or more children who are members of his/her group of siblings, the CEA will first deal with the transfer application in accordance with Article 9.11. and will then turn its attention to the regrouping of the siblings, if it is requested, in accordance with Article 8.2. Should the transfer application be rejected, Article 9.14. will be applicable.
- 9.16. Transfers from a European School not located in Brussels or from an Accredited European School to one of the Brussels schools/sites will be dealt with as enrolment applications. Only categories I and II\* pupils may be involved.

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## 10. First enrolment phase

### A. Submission of applications and ranking

- 10.1. Enrolment and transfer applications for categories I and II\* pupils for the beginning of the 2024 school year in September 2024 will be dealt with in two enrolment phases. Enrolment and voluntary transfer applications for categories II and III will be dealt with only during the second enrolment phase.
- 10.2. Enrolment and transfer applications submitted between 11 January 2024 at the earliest and 31 January 2024 at 16.00 (Brussels time) at the latest will be considered during the first enrolment phase.
- 10.3. A random computerised ranking will be produced of applications submitted during the first enrolment phase for categories I and II\* pupils. **The complete list of the ranking of applications and their respective numbers will be published on the European Schools' website on 1 March 2024.** This publication exempts the Central Enrolment Authority from the obligation to notify applicants individually.

### B. Decisions of the Central Enrolment Authority

- 10.4. Without prejudice to the decisions taken on the basis of Article 14.3. et seq, the Central Enrolment Authority will award the places dealt with during the first phase in the following order:
- a) P5 pupils on roll at EEB1 – BRK Site for whom a transfer application has been submitted in accordance with Articles 9.4. and 9.5.
  - b) Pupils for whom an application for enrolment in a single language section has been submitted.
  - c) SWALS and Maltese pupils.
  - d) Pupils with a special priority criterion within the meaning of Article 8.
  - e) Pupils for whom a transfer application has been submitted as provided for in Articles 9.3. and 9.7. to 9.10.
  - f) Pupils for whom a transfer application deemed justified within the meaning of Article 9.11. has been submitted.
  - g) According to the order determined by the random ranking:
    - i. pupils for whom a **joint application** for enrolment in a multiple language section, **including at least one in the secondary cycle**, has been submitted, for whom a place is available at the **first preference school/site**<sup>35</sup> for each of the members of the group of siblings,
    - ii. pupils for whom a **joint application** for enrolment in a multiple language section, **including at least one in the secondary cycle**, has been

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<sup>35</sup> but not necessarily at the same site for the Brussels I and II European Schools

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submitted, for whom a place is available at the **subsequent preference** schools/sites<sup>36</sup> for each of the members of the group of siblings,

- iii. pupils for whom a **joint application** for enrolment in the **nursery and primary cycles** in a multiple language section has been submitted, for whom a place is available at the **first preference** school/site for each of the members of the group of siblings,
- iv. pupils for whom a **joint application** for enrolment in the **nursery and primary cycles** in a multiple language section has been submitted, for whom a place is available at the **subsequent preference** schools/sites for each of the members of the group of siblings,
- v. pupils for whom an **application** for the enrolment of a **single pupil**<sup>37</sup> in the **secondary cycle** of a multiple language section has been submitted, for whom a place is available at the **first preference** school/site,
- vi. pupils for whom an **application** for the enrolment of a **single pupil**<sup>37</sup> in the **secondary cycle** of a multiple language section has been submitted, for whom a place is available at the **subsequent preference** schools/sites,
- vii. pupils for whom an **application** for the enrolment of a **single pupil**<sup>37</sup> in the **nursery and primary cycles** of a multiple language section has been submitted, for whom a place is available at the **first preference** school/site,
- viii. pupils for whom an **application** for the enrolment of a **single pupil**<sup>37</sup> in the **nursery and primary cycles** of a multiple language section has been submitted, for whom a place is available at the **subsequent preference** schools/sites,
- ix. pupils for whom an application for enrolment in a multiple language section has been submitted, to whom a reserve place should be awarded, as referred to in Article 4.1.,
- x. Ukrainian pupils as referred to in Articles 6.27 and 6.29.

- 10.5. **As from 25 April 2024, the Central Enrolment Authority will notify applicants of its decision.** The list of places awarded will be published on the European Schools' website on 25 April 2024.

### **C. Acceptance of places**

- 10.6. **Applicants will be required to confirm, within eight calendar days at the latest of notification of the decision, that they wish to accept the place available offered to them.** They will indicate their acceptance of the place offered by clicking on the link sent by email by the CEA, without prejudice to the possibility of lodging an appeal in accordance with Article 14. The applicants will receive confirmation of their acceptance of the place by email.

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<sup>36</sup> but not necessarily at the same site for the Brussels I and II European Schools

<sup>37</sup> And also pupils for whom the request for a joint application for enrolment cannot be met.

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- 10.7. Enrolment will be definitive only when, firstly, applicants accept the place offered to them and, secondly, the Director of the school/site agrees to the pupil's admission from the pedagogical and linguistic viewpoints, these conditions as a whole being without prejudice to Article 2.34 and to the other rules and regulations in force at the European Schools (in particular the Regulations governing the integration of pupils with special educational needs – intensive support Type A-<sup>38</sup>).
- 10.8. Should a place awarded not be accepted by the deadline set or should it be relinquished, the place will be deemed to have been refused. It will be available again and will be offered for award during the second enrolment phase.**
- 10.9. Acceptance of a place awarded during the first enrolment phase will be definitive and rules out the possibility of claiming a place which might become free after this acceptance. In the absence of acceptance, and in the circumstances referred to in Article 1.13., the place is refused.
- 10.10. The closing date of the first enrolment phase will be 22 May 2024.**

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<sup>38</sup> Document 2012-05-D-14-en

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## 11. Second enrolment phase

### A. Submission of applications and ranking

11.1. Enrolment and transfer applications submitted between 27 May 2024 at the earliest and 23 August 2024<sup>39</sup> at the latest will be considered during the second enrolment phase, according to the following periods:

- either from 27 May to 7 June 2024 at 16.00 (Brussels time),
- or from 8 July to 19 July 2024 at 16.00 (Brussels time),
- or from 19 August to 23 August 2024 at 16.00 (Brussels time).

Two random computerised rankings will be produced of the applications submitted during the second enrolment phase for pupils of all categories.

11.1.1. The first random ranking will be held for the period from 27 May to 7 June 2024. The complete list of the ranking of applications and their respective numbers will be published on the European Schools' website on 21 June 2024.

11.1.2. The second random ranking will be held for the period from 8 to 19 July 2024 and 19 to 23 August 2024. The complete list of the ranking of applications and their respective numbers will be published on the European Schools' website on 27 August 2024.

**These publications exempt the Central Enrolment Authority from the obligation to notify applicants individually.**

### B. Decisions of the Central Enrolment Authority

11.2. Without prejudice to the decisions taken on the basis of Article 14.3. et seq., the Central Enrolment Authority will award places in the order provided for in Articles 11.2.1. to 11.2.4.:

11.2.1. **Categories I and II\*** pupils for whom an enrolment application was submitted as from **27 May and up to 7 June 2024**:

- a) Pupils for whom an application for enrolment in a single language section has been submitted.
- b) SWALS and Maltese pupils.
- c) Pupils with a special priority criterion within the meaning of Article 8.
- d) Pupils for whom a transfer application has been submitted as provided for in Articles 9.7. to 9.9.
- e) According to the order determined by the random ranking:
  - i. pupils for whom a **joint application** for enrolment in a multiple language section, **including at least one in the secondary cycle**, has been

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<sup>39</sup> The enrolments secretariats of the schools/sites will be closed from 22 July to 16 August 2024.

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- submitted, for whom a place is available at the **first preference** school/site<sup>40</sup> for each of the members of the group of siblings,
- ii. pupils for whom a **joint application** for enrolment in a multiple language section, **including at least one in the secondary cycle**, has been submitted, for whom a place is available at the **40** schools/sites<sup>40</sup> for each of the members of the group of siblings,
  - iii. pupils for whom a **joint application** for enrolment in the **nursery and primary cycles** in a multiple language section has been submitted, for whom a place is available at the **first preference** school/site for each of the members of the group of siblings,
  - iv. pupils for whom a **joint application** for enrolment in the **nursery and primary cycles** in a multiple language section has been submitted, for whom a place is available at the **subsequent preference** schools/sites for each of the members of the group of siblings,
  - v. pupils for whom an **application** for the enrolment of a **single pupil**<sup>41</sup> in **the secondary cycle** of a multiple language section has been submitted, for whom a place is available at the **first preference** school/site,
  - vi. pupils for whom an **application** for the enrolment of a **single pupil**<sup>41</sup> in **the secondary cycle** of a multiple language section has been submitted, for whom a place is available at the **subsequent preference schools/sites**,
  - vii. pupils for whom an **application** for the enrolment of a **single pupil**<sup>41</sup> in the **nursery and primary cycles** of a multiple language section has been submitted, for whom a place is available at the **first preference** school/site,
  - viii. pupils for whom an **application** for the enrolment of a **single pupil**<sup>41</sup> in the **nursery and primary cycles** of a multiple language section has been submitted, for whom a place is available at the **subsequent preference** schools/sites,
  - ix. pupils for whom an application for enrolment in a multiple language section has been submitted, to whom a reserve place should be awarded, as referred to in Article 4.1.,
  - x. Ukrainian pupils as referred to in Articles 6.27 and 6.29.
- 11.2.2. The **category II** pupils referred to in Article 7.1. with a special priority criterion within the meaning of Article 8, then other pupils (firstly joint enrolment applications, then enrolment applications for a single pupil, according to the order for dealing with them referred to above).
- 11.2.3. Pupils whose parents are either members of the civilian staff of **NATO** (international civilian staff) or **UN** employees (international civil servants) in accordance with Article 7.3., with a special priority criterion within the meaning of Article 8, then other pupils (firstly joint enrolment applications,

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<sup>40</sup> but not necessarily at the same site for the Brussels I and II European Schools

<sup>41</sup> And also pupils for whom the request for a joint application for enrolment cannot be met.



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then enrolment applications for a single pupil, according to the order for dealing with them referred to above).

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

11.2.5. **Decisions will be notified as from 19 July 2024.** The list of places awarded will be published on the European Schools website on 19 July 2024.

### **C. Acceptance of places**

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

11.4. Enrolment will be definitive only when, firstly, applicants accept the place offered to them and, secondly, the Director of the school/site agrees to the pupil's admission from the pedagogical and linguistic viewpoints, these conditions as a whole being without prejudice to Article 2.34 and to the other rules and regulations in force at the European Schools (in particular the Regulations governing the integration of pupils with special educational needs – intensive support Type A<sup>42</sup>).

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

11.6. Acceptance of a place awarded during the second enrolment phase will be definitive and rules out the possibility of claiming a place which might become free after this acceptance. In the absence of acceptance, and in the circumstances referred to in Article 1.13., the place is refused.

11.7. **Enrolment or transfer applications submitted from 8 July to 19 July 2024 and 19 August to 23 August 2024** will be dealt with in the order of award of places appearing in Article 11.2., it being understood that places will subsequently be awarded to category III pupils in compliance with Article 7.4.

**As from 2 September 2024, the Central Enrolment Authority will notify applicants of its decision.** The list of places awarded will be published on the European Schools' website on 2 September 2024.

11.8. **The closing date of the second enrolment phase will be 15 September 2024.**

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<sup>42</sup> Document 2012-05-D-14-en

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## 12. Enrolments after the beginning of the school year

- 12.1. **As from 11 September 2024**, the following enrolment applications will be allowed, restrictively and on the strict condition that at the time of their submission within the meaning of Articles 2.14. and 2.17., the following three cumulative conditions are fulfilled, save in exceptional cases affecting the pupil concerned that are duly justified at the time of submission of the application:
- a) they involve categories I, II\* and II<sup>+</sup> pupils for whom no other enrolment application for the 2024–2025 school year has been submitted;
  - b) the pupil concerned has effectively been located for the purposes of education outside Belgium for at least one trimester when the application is submitted
  - c) one of the following two cases arises three months at the earliest before the start of the child's actual schooling:
    - i. one of the pupil's legal representatives will be taking up his/her post<sup>43</sup> with one of the European Union institutions<sup>44</sup>;
    - ii. one of the legal representatives residing outside Belgium will be settling in Brussels on a long-term basis in the context of a change to the family situation.
- 12.2. The application may only be submitted two months at the earliest before the start of the planned schooling. After handling of the application and acceptance of the place by the applicant, the pupil must start his/her actual schooling within 15 working days of the date of the start of schooling mentioned in the CEA's decision, otherwise the place will be deemed to have been refused within the meaning of Article 1.13.c).
- 12.3. A request for the taking into account of particular circumstances, within the meaning of Article 8.5., does not allow application of Article 12.1. to be waived. On the other hand, if the conditions of Article 12.1. are fulfilled, the pupil will be enrolled in accordance with the general enrolment rules, unless a priority criterion within the meaning of Article 8 of the Policy can be claimed.
- 12.4. Applications will be dealt with in the order determined by the date and time of submission of the application file on the Brussels European Schools enrolments portal. Except in special cases or where further investigation (tests or otherwise) is needed, the handling of the application will be completed within three weeks of receipt of the complete file. The rules on the acceptance and refusal of places referred to in Articles 11.3. to 11.6. will remain applicable.

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<sup>†</sup> With an agreement already in force with one or more Brussels schools/sites.

<sup>43</sup>Whatever the reason may be: new recruitment, transfer from another site, return to work after parental leave or leave on personal grounds, etc.

<sup>44</sup>Including the organisations appearing in the list that can be consulted on the European Schools website at [www.eurasc.eu](http://www.eurasc.eu), under 'Terms and conditions of admission', as well as with Eurocontrol, NATO, the UN or the employer with whom the category II agreement has been concluded.

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- 12.5. For pedagogical reasons, the CEA has set 2 April 2025 at 16.00 (Brussels time) as the date after which no further eligibility requests may be submitted, and 4 April 2025 at 16.00 (Brussels time) as the date after which no further enrolment applications may be submitted during the school year, no pupil being allowed to commence his/her schooling at a Brussels European School after 28 April 2025.
- 12.6. Applications will be dealt with in accordance with the rules applicable to the second enrolment phase.

### **13. Voluntary transfers after the beginning of the school year**

- 13.1. As from 11 September 2024, transfer applications for categories I and II\* pupils may be submitted only on the basis of particular circumstances, within the meaning of Article 8.5., arising after the end of the second enrolment phase.
- 13.2. The rules on the acceptance and refusal of places referred to in Articles 11.3. to 11.6. will remain applicable.
- 13.3. Article 2.39. will be applicable unless it can be established that the particular circumstances invoked postdate the decision taken by the CEA for the 2024–2025 school year and expiry of the time periods for the lodging of appeals referred to in Article 14.

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## 14. Appeals

- 14.1. There are two types of appeal against the decisions of the CEA: appeal seeking annulment, to be submitted to the Complaints Board of the European Schools; and appeal seeking review on the grounds of new circumstances, to be submitted to the CEA.
- 14.2. A direct contentious appeal seeking annulment of decisions of the CEA may be lodged with the Complaints Board of the European Schools within two weeks of notification of the individual decision contested, according to the forms and provisions of the General Rules of the European Schools [www.eursec.eu](http://www.eursec.eu).
- 14.3. Decisions of the CEA may be reviewed at the instigation of the CEA itself whenever a **new fact**, such as, inter alia, a change to the structure of classes or a change to determination of the language section, comes to light after the first decision has been taken and it has a decisive impact on the application's handling.
- 14.4. In the event of the lodging of a contentious appeal or the submission of a review application, the place(s) awarded by the contested decision remain(s) reserved for the applicant for enrolment until the outcome of the appeal is known, **they must imperatively be accepted**, something that does not result in any acknowledgement prejudicial to the European Schools' interest in terms of settlement of the appeal lodged. By default, the place is deemed refused, which ends the enrolment or transfer process, notwithstanding the appeal lodged.
- 14.5. Applications for review of decisions of the CEA may be made by applicants, provided that they have not lodged a contentious appeal, when a new fact, beyond their control, of which neither the applicants for enrolment nor the CEA itself were aware, comes to light after the first decision has been taken. This new fact must have a decisive impact on the application's handling and be regarded as a particular circumstance within the meaning of Article 8.5. of the Policy on Enrolment. Applications for review should be submitted to the CEA by electronic mail.
- 14.6. The review application must be submitted within two weeks of discovery of the new fact.
- 14.7. Submission of a review application will not have a suspensory effect on the time period referred to in Article 14.2. for the lodging of a contentious appeal with the Complaints Board of the European Schools.
- 14.8. The CEA will deal with the application for review expeditiously. Once the CEA has reached a decision on the application, the decision will take effect immediately. The rules on the acceptance and refusal of places referred to in Articles 11.3. to 11.6. will be applicable.
- 14.9. Appeals seeking annulment or review lodged before or after the time periods referred to in Articles 14.2. and 14.6. will be inadmissible.

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## **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 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 unless a priority criterion can be claimed.

## ANNEX II

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

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

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

#### EEB1 – BRK Site: European School, Brussels I – Berkendael Site

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

\*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 of 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 Governors<sup>1</sup> are applicable.

<sup>1</sup> Document 2019-04-D-13-en available at [www.eursec.eu](http://www.eursec.eu)

## EEB2 – WOL Site: European School, Brussels II – Woluwe Site

	DE	EN	FI	FR	IT	LT	NL	PT	SV	Total
<b>Nursery (N1 + N2)</b>	1	1	1	1	1	1	1	1	1	<b>9</b>
<b>P1</b>	1	1	1	1	1	1	1	1	1	<b>9</b>
<b>P2</b>	1	1	1	1	1	1	1	1	1	<b>9</b>
<b>P3</b>	1	1	1	1	1	1	1	1	1	<b>9</b>
<b>P4</b>	1	1	1	2	1	1	1	1	1	<b>10</b>
<b>P5</b>	1	1	1	2	1	1	1	1	1	<b>10</b>
<i>Subtotal</i>	5	5	5	7	5	5	5	5	5	<b>47</b>
<b>S1</b>	1	1	1	5	1	1	1	1	1	<b>13</b>
<b>S2</b>	1	2	1	6	1	1	1	1	1	<b>15</b>
<b>S3</b>	1	2	1	4	1	1	1	1	1	<b>13</b>
<b>S4</b>	1	1	1	5	1	1	1	1	1	<b>13</b>
<b>S5</b>	1	1	1	5	1	1	2	1	1	<b>14</b>
<b>S6</b>	1	1	1	4	1	1	1	1	1	<b>12</b>
<b>S7</b>	1	1	1	4	1	1	1	1	1	<b>12</b>
<i>Subtotal</i>	7	9	7	33	7	7	8	7	7	<b>92</b>
<b>Total</b>	<b>13</b>	<b>15</b>	<b>13</b>	<b>41</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>148</b>

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

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

Given the overcrowding of 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 Governors<sup>1</sup> are applicable.

<sup>1</sup> Document 2019-04-D-13-en available at [www.eursec.eu](http://www.eursec.eu)

### EEB3: European School, Brussels III

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

### EEB4: European School, Brussels IV

	BG	DE	EN	ET	FR	IT	NL	RO	Total
<b>Nursery (N1 + N2)</b>	1	1	1	1	3	1	1	1	<b>10</b>
<b>P1</b>	1	1	1	1	3	1	1	1	<b>10</b>
<b>P2</b>	1	1	1	1	3	1	1	1	<b>10</b>
<b>P3</b>	1	1	1	1	3	1	1	1	<b>10</b>
<b>P4</b>	1	1	1	1	3	1	1	1	<b>10</b>
<b>P5</b>	1	1	1	1	4	1	1	1	<b>11</b>
<i>Subtotal</i>	5	5	5	5	16	5	5	5	<b>51</b>
<b>S1</b>	1	1	2	1	5	1	1	1	<b>13</b>
<b>S2</b>	1	1	2	1	5	1	2	1	<b>14</b>
<b>S3</b>	1	1	3	1	6	1	1	1	<b>15</b>
<b>S4</b>	1	1	3		6	1	2	2	<b>16</b>
<b>S5</b>	1	1	3		6	1	2	1	<b>15</b>
<b>S6</b>	1	1	3		5	1	2	1	<b>14</b>
<b>S7</b>	1	1	2		5	1	2	1	<b>13</b>
<i>Subtotal</i>	7	7	18	3	38	7	12	8	<b>100</b>
<b>Total</b>	<b>13</b>	<b>13</b>	<b>24</b>	<b>9</b>	<b>57</b>	<b>13</b>	<b>18</b>	<b>14</b>	<b>161</b>

*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 of 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 Governors<sup>1</sup> are applicable.**

<sup>1</sup> Document 2019-04-D-13-en available at [www.eursec.eu](http://www.eursec.eu)



## ANNEX III

### DISTRIBUTION OF LANGUAGE SECTIONS BY SCHOOL/SITE

EEB1 - UCC											
Nursery			EN				BRK	IT			SL
Primary	DA	DE		ES	FR	HU			PL	BRK	
Secondary			EN				LV S1 → S2	IT		SK S1 → S2	


EEB1 - BRK								Classes
Nursery	DE	EN	ES	FR	IT	LV	SK	
Primary								EL

EEB2 - WOL									
Nursery	DE	EN		FR	IT				
Primary			FI			LT	NL	PT	SV
Secondary	DE	EN		FR	IT				

EEB2 - EVE				
Nursery	DE	EN		IT
Primary	DE P1→P4	EN P1→P4	FR	IT P1→P3

EEB3							
Nursery							
Primary	CS	DE	EL	EN	ES	FR	NL
Secondary							

EEB4								
Nursery				ET				
Primary	BG	DE	EN		FR	IT	NL	RO
Secondary				ET S1 → S3				

**Key:**  on the basis of particular circumstances or regrouping of siblings within a given cycle only

<b>BG</b> = Bulgarian	<b>CS</b> = Czech	<b>DA</b> = Danish	<b>DE</b> = German	<b>EL</b> = Greek
<b>EN</b> = English	<b>ES</b> = Spanish	<b>ET</b> = Estonian	<b>FI</b> = Finnish	<b>FR</b> = French
<b>HU</b> = Hungarian	<b>IT</b> = Italian	<b>LT</b> = Lithuanian	<b>LV</b> = Latvian	<b>NL</b> = Dutch
<b>PL</b> = Polish	<b>PT</b> = Portuguese	<b>RO</b> = Romanian	<b>SK</b> = Slovak	<b>SL</b> = Slovenian
<b>SV</b> = Swedish				

2024-2025 school year

## DISTRIBUTION OF SWALS BY SCHOOL/SITE

EEB1 - UCC				
Nursery	MT <sup>#</sup>	-		
Primary	MT <sup>#</sup>	SL	LV	SK
Secondary	MT		S3 → S6	S3 → S6

<sup>#</sup> on the basis of regrouping of siblings only

EEB1 - BRK	
Nursery	MT
Primary	

EEB2 - WOL		
Nursery	ET <sup>#</sup>	LV <sup>#</sup>
Primary		
Secondary		

<sup>#</sup> on the basis of regrouping of siblings only

EEB3	
Nursery	SK <sup>#</sup>
Primary	
Secondary	

<sup>#</sup> on the basis of regrouping of siblings only

EEB4		
Nursery	-	HR
Primary	-	
Secondary	ET S4 → S7	

**Key:**

ET = Estonian  
MT = Maltese

HR = Croat  
SL = Slovenian

LV = Latvian  
SK = Slovak

2024-2025 school year

## **ANNEX IV**

ENROLMENT AT ONE OF THE SITES  
OF THE BRUSSELS EUROPEAN SCHOOLS  
**OF PUPILS WITHOUT ANY SPECIAL PRIORITY CRITERION**  
IN LANGUAGE SECTIONS **DE, EN, FR** and **IT**  
in nursery and primary cycles

	<b>Nursery (N1 + N2)</b>	<b>P1 - P4</b>	<b>P5</b>
<b>DE</b>	EEB1 - UCC EEB2 - EVE EEB3 EEB4	EEB1 - UCC EEB2 - EVE EEB3 EEB4	EEB1 - UCC EEB3 EEB4
	<b>Nursery (N1 + N2)</b>	<b>P1 - P4</b>	<b>P5</b>
<b>EN</b>	EEB1 - BRK EEB2 - EVE EEB3 EEB4	EEB1 - BRK EEB2 - EVE EEB3 EEB4	EEB1 - BRK EEB3 EEB4
	<b>Nursery (N1 + N2)</b>	<b>P1 - P5</b>	
<b>FR</b>	EEB1 - UCC + BRK EEB2 - EVE EEB3 EEB4	EEB1 - UCC + BRK EEB2 - EVE EEB3 EEB4	
	<b>Nursery (N1 + N2)</b>	<b>P1 - P3</b>	<b>P4 - P5</b>
<b>IT</b>	EEB1 - BRK EEB2 - EVE EEB4	EEB1 - BRK EEB2 - EVE EEB4	EEB1 - BRK EEB4

*2024-2025 school year*

Given the overcrowding of 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 Governors<sup>1</sup> are applicable.

<sup>1</sup> Document 2019-04-D-13-en available at [www.eurasc.eu](http://www.eurasc.eu)

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## **ANNEX V**

### **Main documents to be attached with the enrolment or transfer application:**

The documents must be in .pdf format.

Documents that are not in Latin alphabet must be translated into FR, EN or DE.

When filling in the form, it is possible that other documents will have to be attached (in the case of specific educational needs, for example).

- **An extract of the pupil's birth certificate** including the surnames and first names of the parents, issued by the local authority where the child was born.
- **Attestation for the European School**

This document must be completed by the employer's HR department. This document must be downloaded:

  - a) In the case of staff of the **European Commission, Council of the European Union, EEAS, EESC and CoR**, from **Sysper2** (Rights and privileges > Request administrative certificate > Certificate for European School);
  - b) In the case of staff of the **European Parliament**, on the **HRM Portal (Streamline)**, choose "Certificates" – Certificate for European School.
  - c) Where both legal representatives are employed by the European institutions, only the person who receives education and/or family allowances from his/her institution is required to supply the document.
  - d) Applicants who are not among the above-mentioned staff, may download the document from the portal.
  - e) If you are unable to provide the certificate, please download any document/correspondence with the Human Resources department proving that your contract is in the process of being drafted.
- **School reports: 2022/2023 school year and report(s) received in the 2023/2024 school year**

If the school does not issue school reports during the year, a school attendance certificate.  
*These documents are not necessary for admission to the nursery cycle or primary year 1.*
- **School reports at the end of the current school year (2023–2024)**

At the end of the current school year, a copy of the school report for 2023/2024 indicating whether the child has been promoted to the year above. If the Class Council's decision is not clearly indicated in the final report, a school certificate stating whether the child has been promoted to the year above.  
*These documents are not necessary for admission to the nursery cycle or primary year 1.*
- **Agreement of the other legal representative if the legal representatives are acting jointly**

This consent can be an email or a handwritten document in which the second legal representative declares that he/she expressly consents and without reserve to the said enrolment application (or transfer application) for the child at the Brussels European Schools.
- **In the case of enrolment by a single legal representative who is separated or divorced**, the supporting document (in DE, EN or FR) (in particular relevant extracts from the judicial decision) which establishes that the applicant can proceed, on his/her own, with the enrolment/transfer application. This document must establish:
  - either that he/she exercises exclusive parental authority, by virtue of the law or of a judicial decision;
  - either that he/she is authorised by a court decision to enrol the child on his/her own.
- Should you be applying for a child's enrolment in the original school which he/she attended immediately before the assignment, the supporting document testifying to **return from assignment on behalf of the European Commission or other European Union institutions**.
- All supporting documents in the event of **particular circumstances** or a **duly justified transfer application**, or a **case of force majeure** during the second enrolment phase.