



European Schools

Office of the Secretary-General

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Policy on enrolment in the Brussels European Schools for the 2012-2013 school year

Central Enrolment Authority

I. PREAMBLE

At its meeting of 25 and 26 April 2006 in The Hague, the Board of Governors decided to create a Central Enrolment Authority charged with deciding on enrolments in the Brussels European Schools. The details of the procedures governing its operation and its tasks were adopted at the meeting of the Board of Governors of 23, 24 and 25 October 2006.

At its extraordinary meeting of 16 September 2011, the Board of Governors adopted the guidelines for the 2012-2013 enrolment policy, which are set out in point II.

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.

It should, however, be noted that at its meeting of 25 and 26 October 2005, the Board of Governors confirmed that no guarantee of schooling in the European School of their choice could be given to parents applying for their child's enrolment in one of the four 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 face considerable difficulties in terms of accommodation capacity. The following points in particular illustrate these accommodation difficulties:

- The total pupil population of the four schools is up: 1553 new pupils were enrolled during the 2011-2012 school year enrolment procedure (according to the count as at 20 September 2011), which amounts to a 7.5% increase in the number of new pupils enrolled, compared with the equivalent number at the beginning of the previous school year;
- The number of classrooms available on each site is a constraining factor;
- Forming classes with pupil numbers approaching or even reaching the maximum limit of 30 leads to organisational difficulties, such as:
 - o The admission of a single pupil with a special priority criterion means division of the group.
 - o There is automatic division of the group for certain courses (science courses cannot be taught to classes with more than 25 pupils¹).
- Independently of the formation of classes, the school's 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.

To mitigate the consequences of the growing number of new enrolments, the European School, Brussels IV opened in September 2007, on its Berkendael temporary site (with accommodation for 1,000 pupils), pending completion of the conversion and refurbishment work on the Laeken permanent site (with accommodation for 2,800 pupils). Two enrolment policies imposing the enrolment of new pupils in the sections open at the European School, Brussels IV (2007-2008 and 2008-2009) enabled the school's core pupil numbers to be constituted for the nursery and primary cycles. The enrolment policy for the 2010-2011

¹ Decisions of the Board of Governors of 12-14 April 2011

school year enabled constitution of the school's core pupil numbers for the secondary cycle to be started, by imposing the enrolment of new pupils in primary year 5 in the sections open at the European School, Brussels I V and in secondary year 1, with the exception of the Dutch language section. It is essential to build on and sustain the benefits of those previous policies.

The Brussels IV School has the following characteristics:

- The school will open on its permanent site at Laeken, to which it will move for the beginning of the 2012-2013 school year in September 2012, in accordance with the decisions taken by the Board of Governors².
- At the beginning of the next school year, the school will accommodate the nursery cycle and primary year 1 in the BG language section, the nursery and primary cycles in the DE, EN, FR, IT and NL sections and secondary years 1-3 in the DE, EN, FR and IT sections (only secondary years 1-2 for the NL language section).
- The language sections currently open there are unbalanced in pupil numbers terms. Despite the restrictive measures adopted, the Dutch language section remains undersubscribed, meaning that secondary year 3 could not be opened. In addition, the Francophone section is proportionally oversubscribed in relation to the other language sections and that trend should not be magnified, especially as the site has a limited number of nursery school classrooms. It follows from these findings that a strict policy on enrolment of pupils in the Brussels European Schools needs to be imposed. Consequently, rules designed to optimise the overall resources available, and particularly those offered by the permanent site of the European School, Brussels IV, and to avoid unnecessary divisions of teaching groups are set out below.

II. GUIDELINES FOR THE 2012-2013 POLICY

In view of

- the decisions of the Board of Governors at its meeting in The Hague of 25 and 26 April 2006 concerning the "Future enrolment policy after the full opening of Brussels IV:

Based on the constant monitoring of all sections, the enrolment policy will be adapted according to:

- the overcrowding situation of each school,
- the viability of each section, in each school,
- the new facilities eventually [*sic*] offered meanwhile by the Belgium authorities (5th school).

The monitoring of the total number of pupils in different language sections will help to decide, based on the real evolution of the populations, on the issue of the maintenance of the number of sections in the three existing schools.

² Decisions taken in Brussels on 14 November 2006 concerning the 'Transitional site for the period from 2007 until the setting up of the European School, Brussels IV at Laeken', which state that the Board of Governors a) agreed to Berkendael as a transitional site from 1 September 2007; b) decided that Berkendael would be the nucleus of the Brussels IV School until this finally opened.

Nevertheless, after the opening of Brussels IV, all present pupils of the 4 schools in Brussels would be free to stay where they are and go on until the Baccalaureate. Solutions will be found in which the siblings will be kept together.”

and

- those of the meeting held in Brussels on 14 November 2006 concerning the ‘Transitional site for the period from 2007 until the setting up of the European School, Brussels IV at Laeken’ which stated that:

“The Board of Governors

- a) agreed to Berkendael as a transitional site from 1 September 2007.
- b) decided that Berkendael will be the nucleus of the Brussels IV School until this finally opens.”

and

- of the effective transfer of the European School, Brussels IV, with effect from 1 September 2012, from its Berkendael temporary site to its Laeken permanent site, whose accommodation capacity is appreciably larger,

at its meeting of 16 September 2011, the Board of Governors approved the following objectives, which are not classified in any particular order of priority, with a view to the devising of the 2012-2013 enrolment policy by the Central Enrolment Authority:

- Use the new resources on the Laeken site to continue to fill the Brussels IV School and to lessen the overcrowding of the other schools as much as possible.
- Ensure balanced distribution of the pupil population amongst both the Brussels Schools and the language sections, whilst guaranteeing the continuing existence of the latter.
- Guarantee optimum use of resources. In that connection, trends in pupil numbers must be monitored carefully in all the sections of the four Brussels Schools, in order to guarantee their proper pedagogical operation and to manage overcrowding across the board.
- Guarantee a place in a Brussels European School for all category I pupils applying for enrolment.
- Enrol category II pupils in accordance with the terms of the contracts already in force, as well as the children of the civilian staff of NATO (international civilian staff), subject to the conditions appearing in Annex I.
- Restrict the enrolment of category III pupils to the siblings of present pupils, abiding strictly by the decisions of the Board of Governors concerning this category of pupils, in view of the demographic pressure which continues to be exerted on the Brussels Schools, notwithstanding the increase in the accommodation capacity offered as a result of the opening of the permanent site of the European School, Brussels IV.
- With the aim of sustaining the benefits of the previous enrolment policies, restrict transfers solely to cases justified by particular circumstances, the European School, Brussels IV’s move to its permanent site not constituting such a justification.

abiding by the following principles:

- Guarantee that the siblings of category I or category II pupils already on roll in a school during the 2011-2012 school year and continuing to attend it during the 2012-2013 school year will be admitted to the same school, provided that the applicants for enrolment make a request to that effect during the first enrolment phase.
- Group together siblings who are enrolled simultaneously for the first time in the same school, although not necessarily the school of their choice, provided that the applicants for enrolment make a request to that effect and that places are available in the same school for all the siblings, in accordance with the thresholds defined below.
- Guarantee return to the school where the pupil had spent at least one full school year before the parent was sent on assignment on behalf of the Commission or was assigned to another post outside Brussels for other EU institutions, during the first and second enrolment phases. In the third enrolment phase this guarantee will be given provided that it does not entail the division of a class.

by adopting the following provisions in particular:

- Enrol all new nursery pupils without any special priority criterion in the sections opened at the Brussels IV School (DE, EN, IT, NL), with the exception of the Francophone section.
- Enrol all new primary pupils without any special priority criterion in the sections opened at the Brussels IV School (DE, EN, FR, IT, NL).
- Enrol all new secondary years 1, 2 and 3 pupils without any special priority criterion in the DE, EN, FR and IT sections opened at the Brussels IV School.
- Enrol all new secondary years 1 and 2 pupils without any special priority criterion in the NL section opened at the Brussels IV School.
- For the nursery classes of the Francophone section, award places to category I nursery pupils, up to a maximum of 24 pupils per class, in the four schools according to their structure and to the distribution of classes appearing in Annex II. Beyond these thresholds, pupils with a special priority criterion and other pupils, should the threshold already have been reached in the schools for the section and year group applied for, will be admitted.
- For the sections and year groups which have not been opened at the Brussels I V School, award places to category I nursery and primary year 1 pupils, up to a maximum of 24 pupils per class, and to primary years 2-5 pupils and secondary pupils, up to a maximum of 26 pupils per class, in the Brussels I, II and III Schools according to their structure and to the distribution of classes appearing in Annex II. Beyond these thresholds, pupils with a special priority criterion and other pupils, should the threshold already have been reached in those schools for the section and year group applied for, will be admitted.
- The Central Enrolment Authority reserves the right to adapt the structure of the schools, namely to create or close a class or classes in one or other school, on the basis of the number of enrolment applications admissible under the provisions of the enrolment policy, adhering to the guidelines set by the Board of Governors.

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- Restrict transfers between Brussels schools to duly substantiated cases, provided that applicants for a transfer make a request to that effect during the first enrolment phase.
 - Voluntary transfers of pupils on roll in the Brussels I, II and III Schools who attended those schools during the 2011-2012 school year to the Brussels IV School, in the language sections and at the teaching levels which are open there, are authorised, provided that this does not lead to division of a class.
 - As from 15 September 2012, only duly substantiated applications for enrolment which are exceptional in nature may be considered. These applications are for the enrolment of category I children, and of category II children⁺, who are being educated outside Belgium and whose parents take up their posts in mid-year.

III. IMPLEMENTATION

The Central Enrolment Authority has endeavoured to devise the enrolment policy for the 2012-2013 school year on the basis of the decision of the Board of Governors and taking account of the structure for the four schools established in the annex hereto. The Central Enrolment Authority will regularly examine the number of enrolment applications in accordance with the general rules and special priority criteria set out in this enrolment policy.

In order to meet as satisfactorily as possible the preferences expressed by applicants for enrolment, whilst also showing strict objectivity in the handling of cases, a random computerised ranking will be produced during the first and second enrolment phases, of which account will be taken:

- whenever enrolment in several schools can be envisaged,
- in establishing an order of award of places in cases of applications without a special priority criterion,
- and whenever the number of enrolment applications exceeds the number of places available, namely the places awardable up to 24 pupils in the nursery classes and in primary year 1 and up to 26 pupils in primary years 2 to 5 and in the secondary cycle.

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

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

To that end, the Central Enrolment Authority will organise three enrolment phases, described below, for enrolments for the 2012-2013 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 or after the closing date of that phase.

Enrolment becomes definitive when the place offered is accepted by the applicant for enrolment.

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

Should the place be expressly refused or should the applicant for enrolment fail to signal his/her acceptance by the deadline and in the forms laid down, the place will be permanently forfeited for the school year in question and as such, will not give any priority or precedence for a subsequent enrolment.

If after having accepted the place, the applicant for enrolment cancels it or fails to ensure that the pupil reports to the school for attendance by the tenth working day after the beginning of the new school year at the latest (or the date set by the Central Enrolment Authority in the event of admission after the beginning of the new school year), the place will be permanently forfeited for the school year in question and as such, will not give any priority or precedence for a subsequent enrolment.

IV. ARRANGEMENTS FOR IMPLEMENTING THE ENROLMENT POLICY FOR 2012-2013

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1. Definitions and competence

- 1.1. An **enrolment application** is made for the enrolment of a pupil who did not attend one of the European Schools in the 2011-2012 school year and who wishes to be admitted to one of the schools in Brussels for the 2012-2013 school year.
- 1.2. A **transfer application** is made for the enrolment of a pupil who attended one of the European Schools in the 2011-2012 school year and who wishes to continue his/her schooling in (another) European School in Brussels.
- 1.3. As provided for in Article 46.1. of the General Rules of the European Schools, the **Central Enrolment Authority** is the administrative authority competent to take decisions on applications for enrolment at and transfers between the Brussels European Schools.
- 1.4. Independently of the administrative decision on a pupil's enrolment, the Director of the European School remains competent, as provided for in Article 47 *et seq.* of the General Rules, to decide on a pupil's **admission**, which involves a pedagogical assessment of his/her academic and linguistic level allowing his/her integration into the year group and language section applied for.
- 1.5. The **applicant** is the pupil's legal representative, invested with parental authority over him/her. Where there are several legal representatives, they are required to act jointly (if necessary by giving a representation mandate) for all the steps to be taken in connection with the enrolment application, on pain of inadmissibility, unless one of them is able to claim sole parental authority over the pupil or to invoke a judicial decision allowing him/her to apply on his/her own for the pupil's enrolment.
- 1.6. Where a child is recognised as being a dependant, within the meaning of Article 1.9, 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.

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- 1.7. For the purposes of submission of enrolment or transfer applications and the steps subsequent thereto, the applicant is presumed to be invested with joint parental authority and to act with the agreement of the other legal representative. In the event of disagreement between the legal representatives, the dispute must be settled by the Court of the judicial system with jurisdiction, failing which the application will be declared inadmissible.
 - 1.8. Children recognised as being dependants of the applicant or of the person referred to in Article 1.6 will be considered to **belong to the same group of siblings** even if they are not related to the applicant.
 - 1.9. A dependent child means children for whom the applicant or the person referred to in Article 1.6 receives family and/or education allowances, either from a European Union institution, in the case of category I pupils³, or from the national social security organisation to which he/she belongs, in the case of categories II and III pupils.

2. Enrolment or transfer applications

- 2.1. The applicant will hand in or send the enrolment or transfer application to one of the Brussels European Schools corresponding to the first preference expressed on the enrolment form.
- 2.2. Hard copies of the forms will be available from the secretariats of the four schools or the forms can be downloaded from the intranets of the European institutions (My IntraCom, the Parliament's Intranet, CESNet, CDRNet, etc.)
- 2.3. The mandatory particulars required must be provided by the applicant when completing the form. Should that not be the case, the school and/or the Central Enrolment Authority may either consider that the enrolment application is not complete and suspend its handling until the necessary information has been provided, or interpret the applicant's silence in the sense most favourable to application of the general enrolment rules.
- 2.4. The date of submission of the enrolment or transfer application will be the one affixed by the secretariat of one of the European Schools after having checked that the form has been properly completed and that all the original supporting documents have been duly produced and attached to the application. If, by way of exception to the principle referred to above, an incomplete application or form is received by the school, the Central Enrolment Authority may decide freely either not to take a decision on the incomplete application, or to take a decision on the basis solely of the items of information produced, in the sense most favourable to application of the general enrolment rules, and to draw the necessary conclusions therefrom.

³ In accordance with the list appearing in Chapter XII of the Digest of Decisions of the Board of Governors of the European Schools.

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- 2.5. For applications for the enrolment of categories I and II*⁴ pupils and for those for children of the civilian staff of NATO only, the applicant will be invited to express an order of preference of the four European Schools, numbered from 1 to 4, of which account will be taken as far as reasonably possible, without prejudice to application of the general enrolment rules. In the absence of expression of preferences, the Central Enrolment Authority will decide to enrol the pupil in the class, corresponding to the year group and language section chosen, with the fewest pupils amongst the four schools.
- 2.6. The applicant will indicate on the form the year group and language section chosen and his/her choices of philosophical education (religious/non-confessional ethics). In the event of discrepancy between the particulars given on the form and the information contained in the documents appended (except official records of civil status), the form will take precedence.
- 2.7. 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 Central Enrolment Authority, which alone is competent to take a decision on the application, the Director of the School may:
- a) change the year group to which the pupil will be admitted, where the information provided by the applicant 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 in particular of the table of equivalences⁵;
 - b) change the language section, where the information provided by the applicant leads him/her to consider that the language section applied for does not correspond to the pupil's mother tongue/dominant language.
- In the case of primary and secondary level pupils only, the Director may arrange for year group tests and comparative language tests to be administered and amend the application on the basis of the results achieved. Should the applicant refuse to allow his/her child to take the tests or should it not be possible to conduct them, the Director will take a decision on the basis of the items of information in his/her possession alone.
- 2.8. **Only one enrolment or transfer application per pupil may be submitted throughout the enrolment procedure for the 2012-2013 school year.**
- 2.9. Each application will be allotted a reference number, which will be communicated by email to the applicant. He/She will be invited to acknowledge receipt of the reference number to enable his/her email address to be validated.
- 2.10. 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 in the same school, i.e. that there be grouping of siblings. In that

⁴ For the purposes of this policy, category II pupils whose parents are members of the staff of Eurocontrol are referred to as 'category II*' pupils below (See Article IV.4.9.).

⁵ Annex II to the General Rules of the European Schools.

event, the enrolment applications must be submitted simultaneously and a single number for the siblings will be allotted in the random computerised ranking. If the applicant for enrolment does not express this wish, each of the enrolment applications will be dealt with individually, without taking account of the grouping of siblings. Should an enrolment application be submitted at the same time as a transfer application, the enrolment application will be included in the random computerised ranking solely if the applicant has not sought the regrouping of siblings.

- 2.11. Once the application has been submitted, and, *a fortiori*, once the decision of the Central Enrolment Authority has been taken, the applicant may not change the enrolment application or make his/her application dependent on the outcome of another application. However, the Director of the School may amend the application within the framework of exercise of his/her competence, as referred to in Article 2.7.
- 2.12. The application should give an ordinary postal address and an email address, either of which may validly be used for the purposes of all notifications of the Central Enrolment Authority and of the organs of the European Schools in connection with the enrolment or transfer application.
- 2.13. The applicant will take all necessary steps to ensure that the means of communication which he/she has indicated on the enrolment form are operational. The Central Enrolment Authority will use any reasonable means at its disposal to ensure that the applicant is informed of the outcome of his/her application. The Central Enrolment Authority cannot be held liable for any break in communication caused by technical problems affecting the addressee or associated with the addressee's absence.

3. Formation of classes – places available

- 3.1. Annex II determines for each of the four schools the number of classes by language section and by teaching levels (year groups) for the 2012-2013 school year.
- 3.2. If it deems it essential, the Central Enrolment Authority may decide to open an additional class in a given school so as to guarantee balanced distribution of the total pupil population, amongst both the different schools and the language sections, and optimum use of resources.
- 3.3. **For the nursery classes and primary year 1 of language sections present in several schools**, the places available will be determined by the difference between the threshold of 24 pupils and the number of pupils who were in the class below during the 2011-2012 school year. Above this threshold, a reserve will be constituted for the enrolment of pupils with a special priority criterion within the meaning of Article 5, and other pupils will be enrolled should the threshold already have been reached in all the schools for the year

group and language section applied for and whenever pupil numbers do not tally with the reasonable forecasts of the Central Enrolment Authority.

- 3.4. **For primary years 2 to 5 and for all the secondary classes of the language sections present in several schools**, the places available will be determined by the difference between the threshold of 26 pupils and the number of pupils who were in the class below during the 2011-2012 school year. Above this threshold, a reserve will be constituted for the enrolment of pupils with a special priority criterion within the meaning of Article 5, and other pupils will be enrolled should the threshold already have been reached in all the schools for the year group and language section applied for and whenever pupil numbers do not tally with the reasonable forecasts of the Central Enrolment Authority.
- 3.5. The thresholds referred to in Articles 3.3. and 3.4. were fixed by the Board of Governors in the guidelines for this policy, having regard to the lessons learned from the previous enrolment session, to the maximum class size, fixed at 30 pupils and to fluctuations in pupil numbers of such a nature that they do not tally with the reasonable forecasts of the Central Enrolment Authority.
- 3.6. The difference in the thresholds determined for the nursery classes and primary year 1 and for the other classes is justified by the far higher number of enrolments in the nursery classes and in primary year 1, requiring a larger margin to be allowed.

4. General enrolment rules

- 4.1. **Categories I and II*** pupils for whom an application for enrolment in a language section present in several European Schools has been submitted are entitled to attend one of the four European Schools, although not necessarily their first preference school, unless the existence of a special priority criterion, within the meaning of Article 5, can be demonstrated.
- 4.2. The placing of the language sections in the four Brussels Schools is as follows:
- Brussels I: DE, DK, EN, ES, FR, HU, IT, PL
Brussels II: DE, EN, FI, FR, IT, LT (nursery, primary), NL, PT, SV
Brussels III: CS (nursery, primary and secondary years 1 and 2), DE, EL, EN, ES, FR, NL
Brussels IV: BG (nursery and primary year 1), DE, EN, FR, IT (nursery, primary and secondary years 1, 2 and 3), NL (nursery, primary, secondary years 1 and 2).
- 4.3. All applications for enrolment in the nursery cycle of the DE, EN, IT and NL sections will be referred to the European School, Brussels IV, unless the existence of a special priority criterion, within the meaning of Article 5, can be demonstrated, and without prejudice to Articles 4.10. and 4.12.

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- 4.4. All applications for enrolment in the primary cycle of the sections opened at the European School, Brussels IV (DE, EN, FR, IT and NL) will be referred to that school, unless the existence of a special priority criterion, within the meaning of Article 5, can be demonstrated, and without prejudice to Articles 4.10. and 4.12.
- 4.5. All applications for enrolment in secondary years 1, 2 and 3 of the DE, EN, FR and IT sections will be referred to the European School, Brussels IV, unless the existence of a special priority criterion, within the meaning of Article 5, can be demonstrated, and without prejudice to Articles 4.10. and 4.12.
- 4.6. All applications for enrolment in secondary years 1 and 2 of the NL section will be referred to the European School, Brussels IV, unless the existence of a special priority criterion, within the meaning of Article 5, can be demonstrated, and without prejudice to Articles 4.10. and 4.12.
- 4.7. **Grouping of siblings**
- 4.7.1. A grouping request may be made for children belonging to a group of siblings, none of whom attended a European School in the 2011-2012 school year.
- 4.7.2. Where the grouping of siblings is requested, the children will be enrolled in the same school, although not necessarily the first preference school, provided that in one of the four schools, a place is available, within the meaning of Articles 3.3. and 3.4., which can be awarded to each of the children belonging to the group of siblings.
- 4.7.3. Dealing jointly with applications for the enrolment of children belonging to a group of siblings does not constitute a special priority criterion within the meaning of Article 5.
- 4.7.4. Joint applications for the enrolment of several children belonging to a group of siblings for whom the grouping of siblings is requested will be dealt with in accordance with the enrolment policy rules.
- 4.7.5. A joint application for the enrolment of several children belonging to a group of siblings, for one of whom enrolment is requested in the cases referred to in Articles 4.3.-4.6., will automatically result in the enrolment of all the siblings at the European School, Brussels IV, provided that this does not entail class division.
- 4.8. **SWALS**
- 4.8.1. Category I pupils for whom there is no language section corresponding to their mother tongue/dominant language in the European Schools (SWALS) may be admitted only to the schools specified below, where they will have priority for enrolment purposes.

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- 4.8.2. Slovenian and Maltese pupils for all teaching levels and Bulgarian, Romanian and Croat pupils⁶ from secondary year 4 onwards will be enrolled solely at Brussels I.
- 4.8.3. Latvian and Estonian pupils for all teaching levels and Lithuanian pupils from secondary year 1 onwards will be enrolled solely at Brussels II.
- 4.8.4. Slovak pupils for all teaching levels and Czech pupils from secondary year 3 onwards will be enrolled solely at Brussels III.
- 4.8.5. Bulgarian (as from primary year 2), Romanian and Croat⁷ pupils for the nursery and primary cycles and for secondary years 1, 2 and 3 will be enrolled solely at Brussels IV.
- 4.9. In accordance with the special agreements negotiated by the Board of Governors, **category II pupils whose parents are members of the staff of Eurocontrol**⁸ are entitled to attend, from primary year 1 onwards, one of the four European Schools with which the agreement has been concluded and subject to the latter's conditions, but not necessarily their first preference school, unless the existence of a special priority criterion, within the meaning of Article 5, can be demonstrated.
- 4.10. **Other category II pupils** are entitled to attend the European School with which the agreement has been concluded and subject to the latter's conditions, but not necessarily their first preference school, in the case of an agreement covering several schools, unless the existence of a special priority criterion, within the meaning of Article 5, can be demonstrated and provided that this does not lead to class division.
- 4.11. **Children of the civilian staff of NATO** will be enrolled in one of the four European Schools, but not necessarily their first preference school, unless the existence of a special priority criterion, within the meaning of Article 5, can be demonstrated, provided that this does not lead to class division and that places remain available after the award of places to category I pupils and to category II pupils within the meaning of Articles 4.9. and 4.10.

If places are available, within the meaning of Articles 3.3. and 3.4., in several schools, account will be taken of the preferences expressed on the form and the application will be dealt with on the basis of the general enrolment rules. If no more places are available, within the meaning of Articles 3.3. and 3.4., in the four schools, places will be awarded in the school where the class in question is the least full.

⁶ In accordance with the decisions taken at the meeting of the Board of Governors of 6-8 December 2011, Croat children will be enrolled in the DE, EN or FR language sections. Tuition in the Croat language as Language 1 will be provided after the Republic of Croatia's definitive entry into the European Union and its accession to the Convention defining the Statute of the European Schools.

⁷ See footnote 6.

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

4.12 In view of the increase in pupil numbers and of the current overcrowding of the Brussels European Schools, **category III pupils** will be enrolled solely if they fulfil the following cumulative conditions:

- The children concerned are siblings of pupils already enrolled in one of the Brussels European Schools who attended that school during the 2011-2012 school year and who will continue to do so during the 2012-2013 school year.
- The applicants are seeking enrolment in the school attended by the brother or sister of the pupil for whom the application is being made.
- Enrolment applications for category III pupils will be considered on the basis of the previous decisions of the Board of Governors, which stipulate, in particular, that no category III pupil may be admitted to a class which already has 24 pupils⁹.
- These applications will be considered during the third enrolment phase, from 29 June 2012 to 24 August 2012.

5. Special priority criteria

5.1. 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.

5.2. Regrouping of siblings

5.2.1. The brothers and sisters of categories I and II pupils already enrolled in one of the Brussels European Schools who attended that school during the 2011-2012 school year and will continue to do so during the 2012-2013 school year will be enrolled in the same school as the first one(s) enrolled, provided that the applicant makes a request to that effect.

5.2.2. This special priority criterion will be applicable only:

- a) if the application is submitted during the first enrolment phase.
- b) for the purposes of enrolment of a new pupil/new pupils at the school already attended by the child(ren) previously enrolled.

5.2.3. Any request for regrouping of siblings which fails to meet the above two cumulative conditions will not be given priority. The application for enrolment of the new member of the group of siblings will therefore be subject to the general enrolment rules. By way of derogation from this principle, any application for regrouping of siblings who are categories I and II pupils¹⁰ submitted after the first enrolment phase will be accepted in the school attended by the child(ren) previously enrolled only in so far as a place is available, within the meaning of Articles 3.3. and 3.4. This application will not, however, be deemed to have priority within the meaning of Articles 5.2.1. and 5.2.2.

⁹ Decision of the Board of Governors of 17 July 2007

¹⁰ Including category II* pupils

5.3. **Return from assignment**

- 5.3.1. Category I pupils whose parent giving entitlement to this category has returned from an assignment on behalf of the European Commission or other EU institutions will be enrolled in the original school where they spent at least one full school year immediately before the assignment.
- 5.3.2. 'Assignment' means the decision taken by the appointing authority, acting solely in the interest of the service, to assign a member of staff to a place different from his/her original place of employment. 'Return from assignment' is the decision taken by the appointing authority, acting solely in the interest of the service, to recall the member of staff to his/her original place of employment.
- 5.3.3. Members of the staff of the Permanent Representations to the European Union do not qualify for this priority criterion.
- 5.3.4. This special priority criterion will be applicable only if the application is submitted during the first two enrolment phases.
- 5.3.5. Should an enrolment application on grounds of return from assignment be submitted after the end of the second enrolment phase, it will be accepted in the original school only in so far as it does not entail class division.

5.4. **Particular circumstances**

Where a pupil's interest so requires, duly established particular circumstances which are beyond the control of the applicants and/or the child may be taken into consideration to grant a priority criterion with a view to the pupil's enrolment at or transfer to the school of his/her choice.

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

- 5.4.1. The priority criterion will be accepted only where having regard to the precise circumstances characterising a case and differentiating it from other cases, a given situation requires appropriate treatment to mitigate the unacceptable consequences which the rules of this policy would otherwise have had.
- 5.4.2. The following circumstances will not be relevant for this purpose:
 - a) location of the place of residence (home) of the child and/or his/her legal representatives,
 - b) the fact of being a single-parent family,
 - c) moving of the site of one of the European Schools,
 - d) location of the place of employment of the legal representative or the legal representatives (this includes all categories of members of staff of the European Schools), even if it is imposed by the employer,
 - e) the 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,
 - f) occupational or practical constraints on organisation of travel,

g) location of the place where other members of the group of siblings attend school or choice of school for the latter,

h) the interest value for a child of receiving a given philosophical education (religion or non-confessional ethics) or of receiving tuition in a language, where these are choices additional to those of the language section or philosophical education indicated in the enrolment application,

i) attendance or acceptance of enrolment for the pupil concerned or a member of his/her group of siblings at one of the European Schools for a previous school year.

5.4.3. Any medical complaints from which the child, or one of the people involved in his/her care on a daily basis, might suffer will be taken into consideration only in so far as evidence is provided that the child's attendance at the school designated is an essential measure for the treatment of the condition from which the person concerned suffers.

5.4.4. Any particular circumstances alleged by applicants must be set out in a clear statement of the facts, to which should be attached all the supporting documents appended to the enrolment application. Items of information and documents communicated after submission of the application for enrolment will automatically be disregarded in considering the application, even though they might relate to a situation obtaining prior to submission of the enrolment application or to its handling by the Central Enrolment Authority.

6. Transfers

6.1. In order to sustain the benefits gained from the enrolment policies in force in the previous years, transfers of pupils from one Brussels School to another Brussels School will only be allowed restrictively, on the basis of an application stating the precise reasons, and will be considered according to the same conditions and arrangements as set out in Article 5.4. Such an application may be submitted only during the first enrolment phase.

6.2. In order to assess the 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 Central Enrolment Authority.

6.3. Should the transfer application referred to in Article 6.1. be rejected, the pupil will continue to be enrolled in the school which he/she attended during the 2011-2012 school year and, where applicable, his/her sibling(s) for which regrouping is requested will also be enrolled there.

6.4. By way of derogation from Article 6.1., applications for transfer to the Brussels IV School of pupils enrolled at the Brussels I, II and III Schools in the language sections and at the teaching levels which are open at the Brussels IV School will be authorised, provided that this does not lead to division of a class.

6.5. Should transfer of a pupil from one Brussels School to another Brussels School be sought simultaneously with an application for the enrolment of one

or more children who are members of his/her group of siblings, the Central Enrolment Authority will first deal with the transfer application in accordance with Article 6 and will then turn its attention to regrouping of the siblings, if it is requested. Should the transfer application be rejected, Article 6.3. will be applicable.

- 6.6. Transfers from a European School not located in Brussels to one of the four Brussels European Schools will be dealt with as enrolment applications. Only categories I and II* pupils may be transferred.

7. First enrolment phase

▪ Submission of applications and ranking

- 7.1. Enrolment and transfer applications must be submitted between 16 January 2012 at the earliest and 3 February 2012 at the latest. They will be dealt with during the first enrolment phase. Any application submitted before 16 January 2012 will be deemed null and void.
- 7.2. Between 27 February and 2 March 2012, the reference number allotted to each enrolment application will be communicated to the applicant for enrolment by email.
- 7.3. During the week of 5 March 2012 a random computerised ranking will be produced of the enrolment applications submitted during the first enrolment phase (excluding transfer applications) for categories I and II* pupils, under the supervision of *Etude de l'Huissier de Justice* (Bailiff's Office) Jacques Lambert.
- 7.4. **The complete list of the ranking of enrolment applications and their respective numbers will appear in an affidavit published on the European Schools' website on 12 March 2012.** This publication exempts the Central Enrolment Authority from the obligation to notify applicants individually.

▪ Decisions of the Central Enrolment Authority

- 7.5. The Central Enrolment Authority will award the places available, within the meaning of Articles 3.3. and 3.4., in the following order, to:
- Categories I and II* pupils for whom an enrolment application has been submitted in a language section present in only one European School (BG [nursery and primary year 1], DK, HU, PL, FI, PT, SV, LT [nursery, primary], EL, CS [nursery, primary and secondary years 1 and 2]).
 - Category I SWALS in accordance with the provisions of Article 4.8.
 - Pupils for whom an application for a transfer to the Brussels IV School has been submitted, as provided for in Article 6.4.,
 - Category I pupils for whom an application has been submitted for enrolment in the nursery cycle of the DE, EN, IT and NL sections, in accordance with Article 4.3.

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- e) Categories I and II* pupils for whom an application has been submitted for enrolment in the primary cycle of the DE, FR, EN, IT and NL sections, in accordance with Article 4.4.
 - f) Categories I and II* pupils for whom an application has been submitted for enrolment in secondary years 1, 2 and 3 of the DE, FR, EN and IT sections, in accordance with Article 4.5.
 - g) Categories I and II* pupils for whom an application has been submitted for enrolment in secondary years 1, 2 and 3 of the NL section, in accordance with Article 4.6.
 - h) Categories I and II* pupils for whom there is a special priority criterion within the meaning of Article 5.
 - i) Pupils for whom a transfer application deemed justified within the meaning of Article 6 has been submitted.
 - j) Categories I and II* pupils according to the number of the ranking referred to in Article 7.3.
- 7.6. **As from 23 April 2012, the Central Enrolment Authority will notify applicants of its decision.** The list of places awarded will be published on the European Schools' website on 23 April 2012.
- **Acceptance of places**
- 7.7. **Applicants will be required to confirm by 2 May 2012 at the latest that they wish to accept the place available offered to them.**
- 7.8. Enrolment will be definitive only when firstly, the applicants accept the place offered to them and secondly, the Director of the European School agrees to the pupil's admission from the pedagogical and linguistic viewpoints, these conditions as a whole being without prejudice to Article 2.7. and to the other rules and regulations in force in the European Schools (in particular the Regulations governing the integration of SEN pupils).
- 7.9. **Should a place awarded not be accepted by the deadline set or should it be relinquished, the place will be deemed to be available again and will be offered for award during the second enrolment phase.**
- 7.10. 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.
- 7.11. Refusal of the place awarded will be definitive and rules out the possibility of claiming a place again or of invoking a right to precedence for the future. The following will be treated as refusal of the place awarded:
- a) failure expressly to accept the place by the deadline referred to in Article 7.7.,
 - b) cancellation of a place,
 - c) failure to ensure that the pupil reports to the school for attendance by the tenth working day after the beginning of the new school year at the latest (or

the date set by the Central Enrolment Authority) and failure to ensure that the pupil continues to attend the school regularly.

- 7.12. **The closing date of the first enrolment phase will be 7 May 2012.** At the end of the first enrolment phase, a table summarising the number of places awarded and accepted will be published on the European Schools' website on 8 May 2012.

8. Second enrolment phase

▪ Submission of applications and ranking

- 8.1. Enrolment applications must be submitted between 4 February 2012 at the earliest and 11 May 2012 at the latest. They will be dealt with during the second enrolment phase.
- 8.2. From 29 to 30 May 2012, the reference number allotted to each enrolment application will be communicated to the applicant by email.
- 8.3. During the week of 4 June 2012, a random computerised ranking will be produced of the enrolment applications submitted during the second enrolment phase for categories I and II* pupils, under the supervision of *Etude de l'Huissier de Justice* (Bailliff's Office) Jacques Lambert.
- 8.4. **The complete list of the ranking of enrolment applications and their respective numbers will appear in an affidavit published on the European Schools' website on 8 June 2012.** This publication exempts the Central Enrolment Authority from the obligation to notify applicants individually.

▪ Decisions of the Central Enrolment Authority

- 8.5. The Central Enrolment Authority will award the places available, within the meaning of Articles 3.3. and 3.4., in the following order, to:
- a) Categories I and II* pupils for whom an enrolment application has been submitted in a language section present in only one European School (BG [nursery and primary year 1], DK, HU, PL, FI, PT, SV, LT (nursery, primary), EL, CS [nursery, primary, secondary years 1 and 2]).
 - b) Category I SWALS in accordance with the provisions of Article 4.8.
 - c) Category I pupils for whom an application has been submitted for enrolment in the nursery cycle of the DE, EN, IT and NL sections, in accordance with Article 4.3.
 - d) Categories I and II* pupils for whom an application has been submitted for enrolment in the primary cycle of the DE, FR, EN, IT and NL sections, in accordance with Article 4.4.
 - e) Categories I and II* pupils for whom an application has been submitted for enrolment in secondary years 1, 2 and 3 of the DE, FR, EN and IT sections, in accordance with Article 4.5.
 - f) Categories I and II* pupils for whom an application has been submitted for enrolment in secondary years 1 and 2 of the NL section, in accordance with Article 4.6.

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- g) Categories I and II* pupils for whom there is a special priority criterion within the meaning of Article 5.
- h) Categories I and II* pupils according to the number of the ranking referred to in Article 8.3.
- 8.6. **As from 21 June 2012, the Central Enrolment Authority will notify applicants of its decision.** The list of places awarded will be published on the European Schools' website on 21 June 2012.

▪ **Acceptance of places**

- 8.7. **Applicants will be required to confirm by 29 June 2012 at the latest that they wish to accept the place available offered to them.**
- 8.8. Enrolment will be definitive only when firstly, applicants accept the place offered to them and secondly, the Director of the European School agrees to the pupil's admission from the pedagogical and linguistic viewpoints, these conditions as a whole being without prejudice to Article 2.7. and to the other rules and regulations in force in the European Schools (in particular the Regulations governing the integration of SEN pupils).
- 8.9. **Should a place awarded not be accepted by the deadline set or should it be relinquished, the place will be deemed to be available again and will be offered for award during the third enrolment phase.**
- 8.10. 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.
- 8.11. Refusal of the place awarded will be definitive and rules out the possibility of claiming a place again or of invoking a right to precedence for the future. The following will be treated as refusal of the place awarded:
- a) failure expressly to accept the place by the deadline referred to in Article 8.7.,
- b) cancellation of a place,
- c) failure to ensure that the pupil reports to the school for attendance by the tenth working day after the beginning of the new school year at the latest (or the date set by the Central Enrolment Authority) and failure to ensure that the pupil continues to attend the school regularly.
- 8.12. **The closing date of the second enrolment phase will be 3 July 2012.** At the end of the second enrolment phase, a table summarising the number of places awarded and accepted will be published on the European Schools' website on 4 July 2012.

9. Third enrolment phase

- 9.1. Enrolment applications received after 11 May 2012 and up to 14 September 2012, the closing date for enrolments, will be dealt with during the third enrolment phase.

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- 9.2. These enrolment applications will receive a number according to the date and time of reception of the complete file by the school's secretariat.
- 9.3. **On 12 July 2012** the Central Enrolment Authority will award the places available, within the meaning of Articles 3.3. and 3.4., in the following order:
- a) Categories I and II* pupils for whom an enrolment application was submitted after 11 May and up to 10 July 2012:**
- Categories I and II* pupils for whom an enrolment application has been submitted in a language section present in only one European School (BG [nursery and primary year 1], DK, HU, PL, FI, PT, SV, LT (nursery, primary), EL, CS [nursery, primary and secondary years 1 and 2]).
 - Category I SWALS in accordance with the provisions of Article 4.8.
 - Category I pupils for whom an application has been submitted for enrolment in the nursery cycle of the DE, EN, IT and NL sections, in accordance with Article 4.3.
 - Categories I and II* pupils for whom an application has been submitted for enrolment in the primary cycle of the DE, EN, FR, IT and NL sections, in accordance with Article 4.4.
 - Categories I and II* pupils for whom an application has been submitted for enrolment in secondary years 1, 2 and 3 of the DE, FR, EN and IT sections, in accordance with Article 4.5.
 - Categories I and II* pupils for whom an application has been submitted for enrolment in secondary years 1 and 2 of the NL section, in accordance with Article 4.6.
 - Categories I and II* pupils for whom there is a special priority criterion within the meaning of Article 5.
 - Categories I and II* pupils according to the number of the ranking referred to in Article 9.2.
- b) The category II pupils referred to in Article 4.10. for whom there is a special priority criterion within the meaning of Article 5.
- c) The category II pupils referred to in Article 4.10.
- d) Pupils whose parents are members of the civilian staff of NATO for whom there is a special priority criterion within the meaning of Article 5.
- e) Pupils whose parents are members of the civilian staff of NATO, in accordance with Article 4.11.
- f) Category III pupils in accordance with the provisions of Article 4.12.
- 9.4. **Applicants will be required to confirm that they wish to accept the place available offered to them within ten calendar days as from notification of the decision of the Central Enrolment Authority.**

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- 9.5. Enrolment will be definitive only when firstly, applicants accept the place offered to them and secondly, the Director of the European School agrees to the pupil's admission from the pedagogical and linguistic viewpoints, these conditions as a whole being without prejudice to Article 2.7. and to the other rules and regulations in force in the European Schools (in particular the Regulations governing the integration of SEN pupils).
- 9.6. Should a place awarded not be accepted by the deadline set or should it be relinquished, the place will be deemed to be available again and will be offered for award when applications submitted subsequently come to be considered.
- 9.7. Acceptance of a place awarded during the third enrolment phase will be definitive and rules out the possibility of claiming a place which might become free after this acceptance.
- 9.8. Refusal of the place awarded will be definitive and rules out the possibility of claiming a place again or of invoking a right to precedence for the future. The following will be treated as refusal of the place awarded:
- a) failure expressly to accept the place by the deadline referred to in Article 9.4.,
 - b) cancellation of a place,
 - c) failure to ensure that the pupil reports to the school for attendance by the tenth working day after the beginning of the new school year at the latest (or the date set by the Central Enrolment Authority) and failure to ensure that the pupil continues to attend the school regularly.
- 9.9. **Applications for enrolment submitted from 11 July 2012 onwards** will be dealt with from 29 August 2012, in the order of award of places appearing in Article 9.3.
- 9.10. **As from 30 August 2012**, the places available will be awarded gradually as enrolment applications are submitted, according to the ranking order referred to in Article 9.2.
- 9.11. **The closing date of the third enrolment phase will be 14 September 2012.** At the end of the third enrolment phase, a table summarising the number of places awarded and accepted will be published on the European Schools' website on 28 September 2012.
- 9.12. **As from 15 September 2012**, only duly substantiated applications for enrolment which are exceptional in nature may be considered. These applications will be for the enrolment of categories I and II[†] children, who are being educated outside Belgium and whose parents take up their posts in mid-year.
- 9.13. The rules governing acceptance and refusal of places referred to in Articles 9.7. and 9.8. will remain applicable.

[†] With an agreement already in force for one or more Brussels Schools.

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- 9.14. For pedagogical reasons, the Central Enrolment Authority will set the date after which no further enrolment applications may be submitted during the school year.

ANNEX I

Children of the civilian staff of NATO 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.

Abiding by the decisions of the Board of Governors,

1. the admission of children of the civilian staff of NATO cannot entail the 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 2012-2013 school year, places in the Brussels Schools will initially be awarded in the school where the threshold of 24 pupils in the nursery cycle and in primary year 1 and of 26 pupils in primary years 2-5 and in the secondary cycle has not yet been reached, with the caveat that in doing so, there will be compliance with the general rules on enrolment. Should the thresholds be reached in all the schools, places will be awarded in the school where the class in question is least full.

ANNEX II

Structure of the schools: distribution of classes by school for the 2012-2013 school year

European School, Brussels I

Section / Class	DE	DK	EN	ES	FR	HU	IT	PL	Total
Nursery	1	1	1	1	4	1	1	1	11
P1	1	1	1	1	2	1	1	1	9
P2	1	1	1	1	3	1	1	1	10
P3	1	1	1	1	2	1	1	1	9
P4	1	1	2	1	2	1	1	1	10
P5	1	1	2	1	3	1	1	1	11
S1	1	1	2	1	3	1	1	1	11
S2	1	1	2	1	3	1	2	1	12
S3	1	1	2	1	3	1	1	1	11
S4	2	1	2	1	4	1	1	1	13
S5	1	1	2	1	4	1	2	1	13
S6	1	1	2	1	4	1	1	1	12
S7	1	1	2	2	3	1	1	1	12
Total	14	13	22	14	40	13	15	13	144

European School, Brussels II

Section / Class	DE	EN	FI	FR	IT	LT	NL	PT	SV	Total
Nursery	1	1	2	2	1	1	1	1	2	12
P1	1	1	2	2	1	1	1	1	2	12
P2	1	1	2	2	1	1	1	1	2	12
P3	1	1	2	2	1	1	1	1	2	12
P4	1	1	2	2	1	1	1	1	2	12
P5	1	1	2	2	1	1	1	1	1	11
S1	1	1	2	2	1		1	1	2	11
S2	1	2	1	3	1		1	1	1	11
S3	1	2	1	3	1		1	1	1	11
S4	1	2	1	3	1		1	1	1	11
S5	1	2	2	3	2		1	1	1	13
S6	1	2	1	3	1		1	1	1	11
S7	1	2	1	2	1		1	1	1	10
Total	13	19	21	31	14	6	13	13	19	149

The Central Enrolment Authority reserves the right to adapt this structure, namely to create or close a class or classes in one or other school, on the basis of the number of enrolment applications admissible under the provisions of the enrolment policy, adhering to the guidelines set by the Board of Governors.

The rules for grouping of classes decided by the Board of Governors¹¹ are applicable.

¹¹ Decisions of the Board of Governors of 12-14 April 2011

European School, Brussels III

Section / Class	CS	DE	EL	EN	ES	FR	NL	Total
Nursery	1	1	2	2	2	3	1	12
P1	1	1	2	2	2	2	1	11
P2	1	1	1	1	2	2	1	9
P3	1	1	2	1	1	2	1	9
P4	1	1	1	1	1	2	1	8
P5	1	1	2	1	1	2	1	9
S1	1	1	1	1	1	3	1	9
S2	1	1	2	2	2	3	1	12
S3		1	2	2	2	3	1	11
S4		2	2	2	2	3	1	12
S5		2	2	3	2	4	2	15
S6		2	2	3	2	3	1	13
S7		1	2	2	2	3	1	11
Total	8	16	23	23	22	35	14	141

European School, Brussels IV

Section / Class	BG	DE	EN	FR	IT	NL	Total
Nursery	1	2	3	6	2	1	15
P1	1	1	2	4	1	1	10
P2		2	1	3	1	1	8
P3		1	2	3	1	1	8
P4		1	2	4	1	1	9
P5		1	2	3	1	1	8
S1		1	2	3	1	1	8
S2		1	2	3	1	1	8
S3		1	2	3	1		7
Total	2	11	18	32	10	8	81

The Central Enrolment Authority reserves the right to adapt this structure, namely to create or close a class or classes in one or other school, on the basis of the number of enrolment applications admissible under the provisions of the enrolment policy, adhering to the guidelines set by the Board of Governors.

The rules for grouping of classes decided by the Board of Governors¹² are applicable.

¹² Decisions of the Board of Governors of 12-14 April 2011