



European Schools

Office of the Secretary-General

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Policy on enrolment in the Brussels European Schools for the 2011-2012 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 meeting of 1, 2 and 3 December 2010, the Board of Governors adopted the guidelines for the 2011-2012 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: 1445 new pupils were enrolled during the 2010-2011 school year enrolment procedure;
- 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 24 pupils¹).
 - o The maximum number of pupils per class will ultimately be reduced to 28², automatically leading to the division of larger groups.
- 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. 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 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

¹ Decision of the Board of Governors of 17 and 18 April 2007

² Decision of the Board of Governors of 17 and 18 April 2007 and of 14, 15 and 16 April 2010

School, Brussels IV 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.

However, the Brussels IV School presents the following characteristics:

- It is currently based on a temporary site whose size is limited compared with its permanent site at Laeken, to which it will move for the beginning of the 2012-2013 school year in September 2012.
- The school was only able to accommodate the nursery and primary cycles when it first opened. Thanks to the Berkendael 66 building, which became available in September 2010, and to prefabricated buildings planned for September 2011, the school can accommodate secondary years 1 and 2 in the DE, EN, FR and IT language sections at the beginning of the next school year.
- The language sections opened there are unbalanced in pupil numbers terms. Despite the restrictive measures adopted, the Dutch language section remains undersubscribed, meaning that the secondary cycle could not be opened. New enrolments in primary year 5 of the Dutch language section will be accepted at the Brussels IV School, with the opening of the secondary cycle on the school's permanent site at Laeken in September 2012 in prospect.

It follows from these findings that a strict policy on enrolment of pupils in the Brussels European Schools needs to be imposed, whilst also taking account of the preferences expressed by parents as far as reasonably possible. Consequently, rules designed to optimise the overall resources and to avoid unnecessary divisions of pupil groups are set out below.

II. GUIDELINES FOR THE 2011-2012 POLICY

At its meeting of 1, 2 and 3 December 2010 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 2011-2012 enrolment policy by the Central Enrolment Authority:

- 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.
- Use the new resources on the Berkendael site to fill the Brussels IV School and to lessen the overcrowding of the other schools as much as possible.
- 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;

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- Limit 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.

abiding by the following principles:

- Guarantee that the siblings of category I or category II pupils already on roll in a school during the 2010-2011 school year and continuing to attend it during the 2011-2012 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:

- Allocate 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 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 all the schools for the section and level 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 enrolment applications admissible under the provisions of the enrolment policy, adhering to the guidelines set by the Board of Governors.
- Enrol all new primary year 5 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 and 2 pupils without any special priority criterion in the DE, EN, FR and IT sections at the Brussels IV School, in order to lay the foundations of the secondary cycle.
- Restrict transfers between Brussels Schools to duly substantiated cases, provided that the applicants for enrolment 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 2010-2011 school year to the Brussels IV School, in the language sections and at the teaching levels which are open there, are authorised, provided that a place is available.

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- As from 16 September 2011, 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 2011-2012 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 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 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, and whenever the order of award of places is not expressly governed by the provisions of the enrolment policy.

To that end, the Central Enrolment Authority will organise three enrolment phases, described below, for enrolments for the 2011-2012 school year.

It should be pointed out that the award of a place during an enrolment phase will be definitive and rules out the possibility of obtaining another place which might become free during or after the closing date of this phase. Enrolment becomes definitive when the place offered is accepted by the applicant for 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, the place will be permanently forfeited for the school year in question and will not give any priority or precedence for a subsequent new enrolment.

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

IV. ARRANGEMENTS FOR IMPLEMENTING THE ENROLMENT POLICY FOR 2011-2012

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9. Third enrolment phase: procedure and decisions on enrolment

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 2010-2011 school year and who wishes to be admitted to one of the schools in Brussels for the 2011-2012 school year.
- 1.2. A **transfer application** is made for the enrolment of a pupil who attended one of the European Schools in the 2010-2011 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 Articles 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 requested.
- 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. 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.

- 1.7. Children recognised as being actual dependants of the applicant will be considered to **belong to the same group of siblings** even if they are not related to the applicant. Children recognised as being actual dependants means children for whom the applicant receives family and/or education allowances, either from an institution, in the case of category I pupils, or from the 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 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.
- 2.4. The applicant will indicate on the form the year group and language section chosen. 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. For applications for the enrolment of categories I and II*¹ 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. 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.
- 2.5. At any time and if he/she deems it necessary, the Director of the school may arrange for integration and language tests to be conducted and may amend the enrolment or transfer application on the basis of the results achieved in the tests, without prejudice to the subsequent decision of the Central Enrolment Authority, which alone is competent to take a decision, or to take a new decision, on the enrolment or transfer application.
- 2.6. **Only one enrolment or transfer application per pupil may be submitted**

¹ 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.4.7.).

throughout the enrolment procedure for the 2011-2012 school year.

- 2.7. 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.
- 2.8. 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 event, a single number for the siblings will be allotted in the random 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 ranking solely if the applicant has not sought the regrouping of siblings.
- 2.9. Once the application has been submitted, the applicant may not change 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 2.5.
- 2.10. 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.
- 2.11. 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 2011-2012 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.

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- 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 2010-2011 school year. Above this threshold, pupils with a special priority criterion within the meaning of Article 5 will be enrolled, and other pupils will be enrolled should the threshold already have been reached in all the schools for the year group and language section requested.
- 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 2010-2011 school year. Above this threshold, pupils with a special priority criterion within the meaning of Article 5 will be enrolled, and other pupils will be enrolled should the threshold already have been reached in all the schools for the year group and language section requested.
- 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 pupils¹, to the objective of ultimately reducing this number to 28 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. The placing of the language sections in the four Brussels schools is as follows:
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| Brussels I: | DE, DK, EN, ES, FR, HU, IT, PL |
| Brussels II: | DE, EN, FI, FR, IT, LT (nursery, primary), NL, PT, SW |
| Brussels III: | CS (nursery, primary and secondary year 1), DE, EL, EN, ES, FR, NL |
| Brussels IV: | DE, EN, FR, IT (nursery, primary and secondary years 1 and 2), NL (nursery, primary). |
- 4.2. All applications for enrolment in primary year 5 of the sections opened at the European School, Brussels IV (DE, EN, FR, IT, 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 4.8. and 4.10.

¹ In accordance with the decisions of the Board of Governors of 17-18 April 2007 and of 14, 15 and 16 April 2007

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- 4.3. All applications for enrolment in secondary years 1 and 2 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 4.8. and 4.10.
- 4.4. **Category I** pupils who have submitted an application for enrolment in a language section present in several European Schools 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.

4.5. Joint applications

- 4.5.1. Should a joint application be made for the enrolment of several children belonging to a group of siblings for whom the grouping of siblings is requested, the request will be met provided that in one of the four schools, there is a place 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. 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.
- 4.5.2. 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.
- 4.5.3. A joint application for the enrolment of several children belonging to a group of siblings, for one of whom enrolment is requested in primary year 5 or in secondary years 1 and 2 of the language sections open at the European School, Brussels IV, will automatically result in the enrolment of all the siblings in this school, provided that enrolment of all the children is requested in year groups which exist in that school.
- 4.5.4. Should an application for a pupil's transfer from one Brussels School to another Brussels School be submitted simultaneously with an application for the enrolment of one or more children belonging to his/her group of siblings, the Central Enrolment Authority will first deal with the transfer application in accordance with Article 6 and will then regroup the siblings, if that is what is requested. Should the transfer application be rejected, Article 6.4. will be applicable.

4.6. SWALS

- 4.6.1. Category I pupils from the Member States which have acceded to the European Union since 2004 and 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.
- 4.6.2. Slovenian and Maltese pupils for all teaching levels and Bulgarian and Romanian pupils from secondary year 3 onwards will be enrolled solely at Brussels I.

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- 4.6.3. Latvian and Estonian pupils for all teaching levels and Lithuanian pupils from secondary year 1 onwards will be enrolled solely at Brussels II.
- 4.6.4. Slovak pupils for all teaching levels and Czech pupils from secondary year 2 onwards will be enrolled solely at Brussels III.
- 4.6.5. Bulgarian and Romanian pupils for the nursery and primary cycles and for secondary years 1 and 2 will be enrolled solely at Brussels IV.
- 4.7. In accordance with the special agreements negotiated by the Board of Governors, **category II pupils whose parents are members of the staff of Eurocontrol**¹ 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.
- 4.8. **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.
- 4.9. **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 4.7. and 4.8. 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. 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.
- 4.10. In view of the rise 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 2010-2011 school year and who will continue to do so during the 2011-2012 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

¹ 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.

particular, that no category III pupil may be admitted to a class which already has 24 pupils¹.

- These applications will be considered during the third enrolment phase from 30 June 2011 to 26 August 2011

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 pupils already enrolled in one of the Brussels European Schools who attended that school during the 2010-2011 school year and will continue to do so during the 2011-2012 school year will be enrolled in the same school as the first one(s) enrolled.

5.2.2. For categories I and II² pupils, this special priority criterion will be applicable only if the application is submitted during the first enrolment phase.

5.2.3. Should the application for the regrouping of categories I and II³ pupils be submitted after the first enrolment phase, it will be accepted only in so far as a place is available, within the meaning of Articles 3.3. and 3.4., in the school already attended by the other siblings. This application will not be deemed to have priority within the meaning of Articles 5.2.1. and 5.2.2.

5.3. *Return from assignments*

5.3.1. Category I pupils whose parents have returned from assignments 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. Members of the staff of the Permanent Representations to the European Union do not qualify for this priority criterion.

5.3.2. This special priority criterion will be applicable only if the application is submitted during the first two enrolment phases.

5.3.3. Should an enrolment application on grounds of return from an 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 lead to class division. This application will not be deemed to have priority within the meaning of Articles 5.3.1. and 5.3.2.

¹ Decision of the Board of Governors of 17 July 2007

² Including category II* pupils

³ Including category II* pupils

5.4. *Particular circumstances*

Where a pupil's interest so requires, duly established particular circumstances which are beyond the control of the parents 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: location of the place of residence (home) of the child and/or his/her legal representatives, moving of the site of one of the European Schools, 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 it is imposed by the employer, occupational or practical constraints on organisation of travel, location of the place where other members of the group of siblings attend school, 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 a child might suffer will be taken into consideration only in so far as evidence is provided that his/her attendance at the school designated is an essential measure for the treatment of his/her condition.
- 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.
- 5.4.5. The Central Enrolment Authority reserves the right to request complementary information.

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.

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- 6.2. By way of derogation from the previous paragraph, applications for the 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 a place is available.
 - 6.3. 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.
 - 6.4. 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 2010-2011 school year and, where applicable, his/her sibling(s) for which regrouping is requested will also be enrolled there.
 - 6.5. 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 17 January 2011 at the earliest and 4 February 2011 at the latest. They will be dealt with during the first enrolment phase. Any application submitted before 17 January 2011 will be deemed null and void.
- 7.2. Between 28 February and 4 March 2011, the reference number allotted to each enrolment application will be communicated to the applicant for enrolment by email.
- 7.3. During the week of 7 March 2011, 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 14 March 2011.** 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:
 - a) Categories I and II* pupils for whom an enrolment application has been submitted in a language section present in only one European School (DK, HU, PL, FI, PT, SV, LT (nursery, primary), EL, CS [nursery, primary and secondary year 1]).
 - b) Category I SWALS in accordance with the provisions of Article 4.6.

- c) Categories I and II* pupils for whom an application has been submitted for enrolment in primary year 5 of the DE, FR, EN, IT and NL sections, in accordance with Article 4.2.
 - d) Categories I and II* pupils for whom an application has been submitted for enrolment in secondary years 1 and 2 of the DE, FR, EN and IT sections, in accordance with Article 4.3.
 - e) Categories I and II* pupils for whom there is a special priority criterion within the meaning of Article 5.
 - f) Pupils for whom a transfer application deemed justified within the meaning of Article 6 has been submitted.
 - g) Categories I and II* pupils according to the number of the ranking referred to in Article 7.3.
- 7.6. **As from 2 May 2011, the Central Enrolment Authority will notify applicants of its decision.** The list of places awarded will be published on the European Schools' website on 28 April 2011.

▪ **Acceptance of places**

- 7.7. **Applicants will be required to confirm by 10 May 2011 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 the other rules and regulations in force in the European Schools.
- 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. **The closing date of the first enrolment phase will be 13 May 2011.** 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 17 May 2011.

8. Second enrolment phase

▪ **Submission of applications and ranking**

- 8.1. Enrolment applications must be submitted between 5 February 2011 at the earliest and 20 May 2011 at the latest. They will be dealt with during the second enrolment phase.
- 8.2. From 30 to 31 May 2011, the reference number allotted to each enrolment

application will be communicated to the applicant by email.

8.3. During the week of 6 June 2011, 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* (Bailiff'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 10 June 2011.** 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 (DK, HU, PL, FI, PT, SV, LT (nursery, primary), EL, CS [nursery, primary, secondary year 1]).
- b) Category I SWALS in accordance with the provisions of Article 4.6.
- c) Categories I and II* pupils for whom an application has been submitted for enrolment in primary year 5 of the DE, FR, EN, IT and NL sections, in accordance with Article 4.2.
- d) Categories I and II* pupils for whom an application has been submitted for enrolment in secondary years 1 and 2 of the DE, FR, EN and IT sections, in accordance with Article 4.3.
- e) Categories I and II* pupils for whom there is a special priority criterion within the meaning of Article 5.
- f) Categories I and II* pupils according to the number of the ranking referred to in Article 8.3.

8.6. **As from 23 June 2011, 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 June 2011.

▪ **Acceptance of places**

8.7. **Applicants will be required to confirm by 30 June 2011 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 the other rules and regulations in force in the European Schools.

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.**

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- 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. **The closing date of the second enrolment phase will be 4 July 2011.** 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 5 July 2011.

9. Third enrolment phase

- 9.1. Enrolment applications received after 20 May 2011 and up to 15 September 2011, the closing date for enrolments, will be dealt with during the third enrolment phase.
- 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 14 July 2011** 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 20 May and up to 12 July 2011:

- Categories I and II* pupils for whom an enrolment application has been submitted in a language section present in only one European School (DK, HU, PL, FI, PT, SV, LT (nursery, primary), EL, CS (nursery, primary and secondary year 1)).
- Category I SWALS in accordance with the provisions of Article 4.6.
- Categories I and II* pupils for whom an application has been submitted for enrolment in primary year 5 of the DE, FR, EN, IT and NL sections, in accordance with Article 4.2.
- Categories I and II* pupils for whom an application has been submitted for enrolment in secondary years 1 and 2 of the DE, FR, EN and IT sections, in accordance with Article 4.3.
- 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 4.8. for whom there is a special priority criterion within the meaning of Article 5.

c) The category II pupils referred to in Article 4.8.

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 4.9.

f) Category III pupils in accordance with the provisions of Article 4.10.

- 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.**
- 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 the other rules and regulations in force in the European Schools.
- 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.
- 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. **Applications for enrolment submitted from 13 July 2011 onwards** will be dealt with from 31 August 2011, in the order of award of places appearing in Article 9.3.
- 9.9. **As from 1 September 2011**, the places available will be awarded gradually as enrolment applications are submitted, according to the ranking order referred to in Article 9.2.
- 9.10. **The closing date of the third enrolment phase will be 15 September 2011.** 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 30 September 2011.
- 9.11. **As from 16 September 2011**, 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.
- 9.12. For pedagogical reasons, the Central Enrolment Authority will set the date after which no further enrolment applications may be submitted during the school year.

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

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 2011-2012 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. 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 2011-2012 school year

European School, Brussels I

Section / Class	DE	DK	EN	ES	FR	HU	IT	PL	Total
Nursery	1	1	1	1	3	1	1	1	10
P1	1	1	1	1	2	1	1	1	9
P2	1	1	1	1	2	1	1	1	9
P3	1	1	2	1	2	1	1	1	10
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	2	1	12
S2	1	1	2	1	3	1	1	1	11
S3	2	1	2	1	4	1	1	1	13
S4	1	1	2	1	4	1	2	1	13
S5	1	1	2	1	4	1	1	1	12
S6	1	1	2	2	4	1	1	1	13
S7	1	1	2	1	3	1	1	1	11
Total	14	13	23	14	39	13	15	13	144

European School, Brussels II

Section / Class	DE	EN	FI	FR	IT	LT	NL	PT	SW	Total
Nursery	1	1	2	1	1	1	1	1	2	11
P1	1	1	2	2	1	1	1	1	2	12
P2	1	1	2	1	1	1	1	1	2	11
P3	1	1	2	2	1	1	1	1	2	12
P4	1	1	2	2	1	1	1	1	1	11
P5	1	1	2	2	1	1	1	1	2	12
S1	1	2	1	2	1		1	1	1	10
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	1	3	1		1	1	1	11
S6	1	2	1	2	1		1	1	1	10
S7	1	2	1	2	1		1	2	1	11
Total	13	20	19	28	13	6	13	14	18	144

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 Governors¹ are applicable.

¹ Decisions of the Board of Governors of 17 and 18 April 2007

European School, Brussels III

Section / Class	CS	DE	EL	EN	ES	FR	NL	Total
Nursery	1	1	2	2	2	2	1	11
P1	1	1	2	1	2	2	1	10
P2	1	1	2	1	1	2	1	9
P3	1	1	1	1	1	2	1	8
P4	1	1	2	1	1	2	1	9
P5	1	1	1	1	1	2	1	8
S1	1	1	2	2	1	2	1	10
S2		1	2	2	2	3	1	11
S3		2	2	2	2	4	1	13
S4		1	2	2	1	3	2	11
S5		1	2	3	2	3	1	12
S6		1	2	2	2	3	1	11
S7		1	2	2	2	3	1	11
Total	7	14	24	22	20	33	14	134

European School, Brussels IV

Section / Class	DE	EN	FR	IT	NL	Total
Nursery	2	2	3	1	1	9
P1	1	2	2	1	1	7
P2	1	2	2	1	1	7
P3	1	2	3	1	1	8
P4	1	2	2	1	1	7
P5	1	2	2	1	1	7
S1	1	1	2	1		5
S2	1	1	3	1		6
Total	9	14	19	8	6	56

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 Governors¹ are applicable.

¹ Decisions of the Board of Governors of 17 and 18 April 2007