



Schola Europaea

Office of the Secretary-General

General Secretariat

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

Orig.: FR



Decisions of the Board of Governors concerning the guidelines for the 2021-2022 Policy on Enrolment in the Brussels European Schools

Brussels, 4 December 2020

DECISIONS OF THE BOARD OF GOVERNORS OF 1-3 DECEMBER 2020 CONCERNING THE GUIDELINES FOR THE 2021-2022 POLICY ON ENROLMENT IN THE BRUSSELS EUROPEAN SCHOOLS

In view of:

1. Pupil population

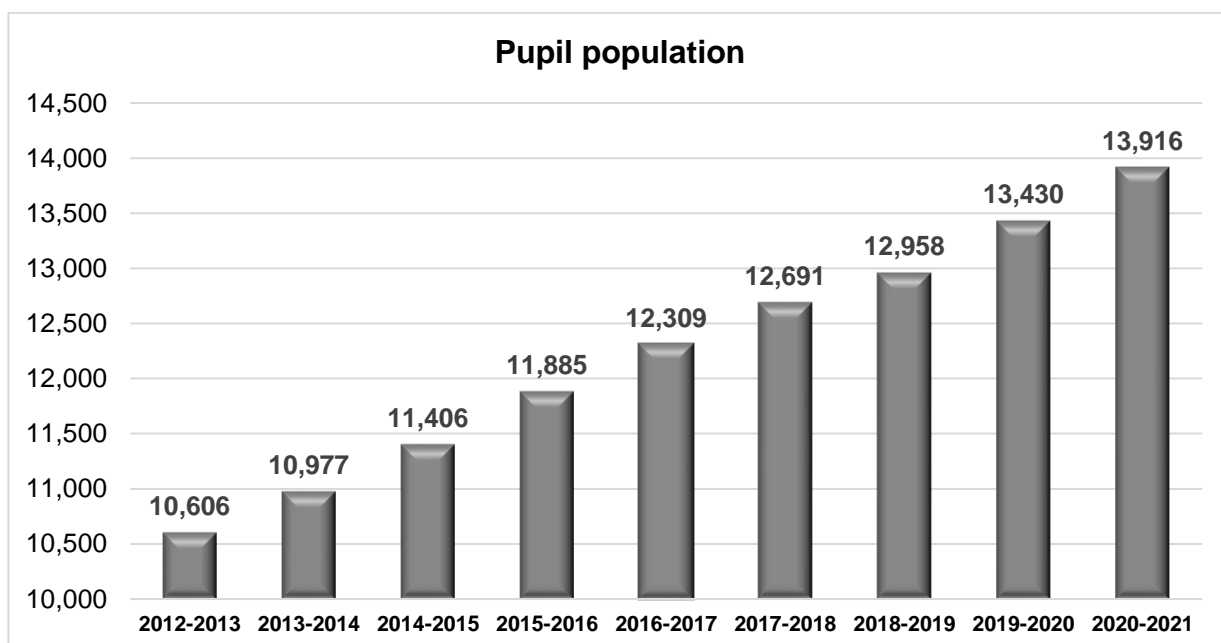
On the basis of the statistics currently in the Central Enrolment Authority's possession, it is clearly apparent that the pupil population of the Brussels European Schools is constantly increasing, something which means an increasingly constraining impact in terms of resources and logistics.

Thus, growth in the total pupil population of the Brussels European Schools is continuing to put pressure on the infrastructure: the number of additional pupils on roll on 15 October 2020 compared with the overall population observed at the beginning of the previous school year (486 additional new pupils) is higher than the average growth observed in previous years (382 pupils in 2017-2018, 267 pupils in 2018-2019, but 472 pupils in 2019-2020).

Increase:

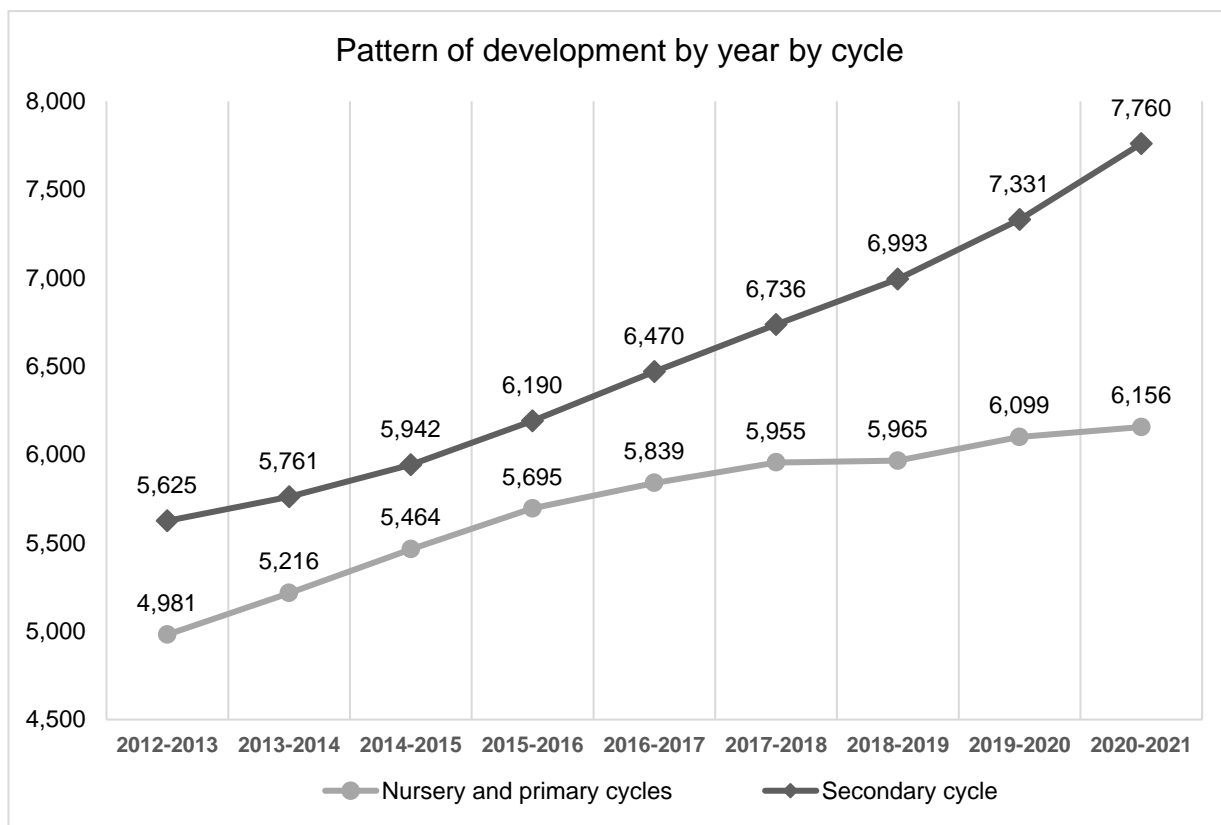
from 2012-2013 to 2013-2014	from 2013-2014 to 2014-2015	from 2014-2015 to 2015-2016	from 2015-2016 to 2016-2017	from 2016-2017 to 2017-2018	from 2017-2018 to 2018-2019	from 2018-2019 to 2019-2020	from 2019-2020 to 2020-2021
371	429	479	424	382	267	472	486

This growth is steady, the total pupil population having developed as follows:



However, it is to be observed that the growth pattern differs according to the teaching level and the schools/sites. Thus, whilst overcrowding is still affecting the primary cycle, it is becoming

more marked, year after year, in the secondary cycle (338 additional new pupils on roll in 2019-2020 and 429 in 2020-2021).



In addition, the number of rooms available to accommodate new secondary cycle classes is gradually decreasing, in view of the growth in pupil numbers in the nursery and primary cycles.

1. Future extension of the infrastructure

In view of the growth of the pupil population (see 1 above), the Board of Governors' main priority remains an increase in the accommodation capacity in Brussels through the making available by the Belgian State of an additional school. On the basis of the projections of growth in the pupil population, the Board of Governors invited the Belgian Federal Government to take steps, at the meeting of 6 May 2010, to make available a new school with capacity for 2500 pupils in September 2015.

The current studies forecast, in the most optimistic of scenarios, a total pupil population for the 2024-2025 school year of approximately 15 500 pupils, whereas the structures available at present offer a theoretical accommodation capacity of 12 400 pupils.

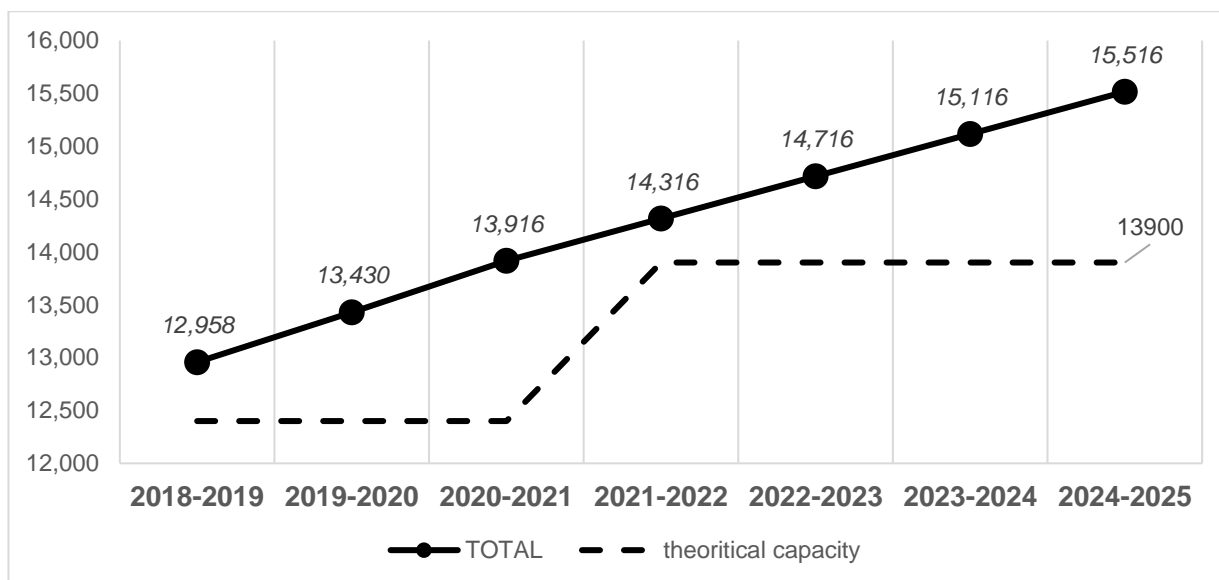
	EEB1- UCC	EEB1-BK	EEB2	EEB3	EEB4	TOTAL
Theoretical capacity	3,100	1,000	2,850	2,650	2,800	12,400
Pupil numbers 2020-2021	3,422	880	3,207	3,307	3,100	13,916

To date, and notwithstanding the negotiations regularly restarted by the Secretary-General, mandated by the Board of Governors, the Belgian State is not in a position to reach a decision on the fifth school's probable opening date and its capacity.

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

- the Berkendael site, located at 1190 Brussels, rue de Berkendael 70-74, attached to the European School, Brussels I, with theoretical capacity to accommodate 1 000 pupils;
- the new Evere site, located at 1140 Brussels, boulevard Léopold III, attached to the European School, Brussels II by decision of the Board of Governors of 20 October 2020, with theoretical capacity to accommodate 1 500 pupils.

	EEB1- UCC	EEB1-BK	EEB2-WOL	EEB2-EVE	EEB3	EEB4	TOTAL
Theoretical capacity	3,100	1,000	2,850	1,500	2,650	2,800	13,900



The Belgian authorities have undertaken to make the new Evere site available to the European Schools **for 1 September 2021**. The Board of Governors and the Secretary-General have stressed that adherence to the timeframe set by the Belgian authorities is imperative¹.

Further to the decision of the Board of Governors of 20 October 2020, the new Evere site will accommodate the nursery (N1+N2) and primary (from P1 to P5) classes of all the language sections open at the European School, Brussels II – Woluwé Site, namely the Dutch, English, Finnish, French, German, Italian, Lithuanian, Portuguese and Swedish language sections, subject to there being a sufficient number of pupils per class and without prejudice to the regrouping by year group rules.

¹ Contact has been established so that regular meetings of the Task Force set up by the Belgian authorities for the making available of the fifth European School are convened. It is also in the context of those meetings that the progress of the work and the organisation of the Evere temporary site will be checked on a regular and ongoing basis.

Even though accommodation capacity in Brussels has been increased significantly through the making available of a second temporary site granted by the Belgian authorities for the beginning of the 2021-2022 school year in September 2021, this expanded offer does not necessarily guarantee that a place will be offered to every category I pupil for whom an application is made, in view of the specificities of schooling in the European Schools and of the particular logistical characteristics of the temporary sites, which can only accommodate nursery and primary level classes. Nevertheless, the Central Enrolment Authority and the Directors are making every endeavour to optimise accommodation capacity, in order to fulfil the primary mission assigned to the European Schools.

2. Existing infrastructure

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

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

As from the beginning of the 2021-2022 school year in September 2021, in accordance with the decision of the Board of Governors of 20 October 2020, the European School, Brussels II will in turn have two sites, at Woluwé and at Evere, the latter's schooling offer also being limited to the nursery and primary levels.

Optimum use needs to be made of the logistical accommodation capacity of the new Evere site of the European School, Brussels II, like that of the Berkendael site of the European School, Brussels I, to lessen the pressure on the nursery and primary levels of the other schools/sites and thus to allow rooms to be freed up to accommodate the growing pupil population in the secondary cycle.

Besides the increase in the total pupil population, it is to be observed on the five existing sites that a number of small groups (fewer than 30 pupils) occupy classrooms that could accommodate more pupils. This is a constraint resulting on the one hand, from the organisation of teaching in language sections and on the other, from the organisation specific to teaching in the European Schools.

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

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

Pupils on roll at the Berkendael and Evere temporary sites, which offer infrastructure only for the nursery and primary levels, benefit – like all pupils who have embarked upon their schooling in one of the European Schools – from a guarantee of being able to continue it up to the Baccalaureate², which implies a transfer to another existing school/site at the end of primary year 5.

² And in that respect, from priority access in relation to newly enrolled pupils.

In order to support the integration of the Berkendael and Evere temporary sites into the respective structures of the European School, Brussels I and of the European School, Brussels II, the Board of Governors decided, at its meeting of 20 October 2020, that all pupils on roll at the Berkendael temporary site, with effect from the 2021-2022 school year, would continue their schooling in the secondary cycle at the European School, Brussels I – Uccle Site in the sections available there³.

On the other hand, pupils on roll on the Berkendael Site of the European School, Brussels I before the 2021-2022 school year will be able

- either to continue their secondary schooling at the European School, Brussels I – Uccle Site in the sections available there³,
- or to continue their secondary schooling at the European School, Brussels II – Woluwé Site, Brussels III or IV.

Applications for a transfer (to the other European Schools (Brussels II – Woluwé Site, Brussels III or IV) will be dealt with before new enrolment applications.

According to the forecasts produced, there will be more pupils completing the primary cycle at the European School, Brussels I – Berkendael Site in July 2021 than in previous years (110 pupils in the DE, FR, LV and SK sections in 2020-2021, as compared with 71 in 2019-2020).

Arrangements have to be made for the transfer of pupils on roll in P5 at the European School, Brussels I – Berkendael Site in the 2020-2021 school year to the other schools/sites, to enable them to continue their schooling in the secondary cycle, in compliance with the principle of protection of siblings. Thus, if the parents so request, it will be possible for brothers and sisters of pupils completing the primary cycle at the European School, Brussels I – Berkendael Site to be jointly enrolled or transferred in order to start the secondary cycle at the European Schools, Brussels II – Woluwé Site, Brussels III or IV. That option will not be offered for continuation of schooling in the secondary cycle at the European School, Brussels I – Uccle Site, so as not to jeopardise intensification of the filling of the nursery and primary cycles on the Berkendael temporary site.

All pupils enrolled at the Evere temporary site will continue their schooling in the secondary cycle at the European School, Brussels II – Woluwé Site.

3. Language sections

The most striking phenomenon remains the preponderance of the FR language section and its greater proportional growth compared with the other language sections. Thus, the overall population of the schools in the FR language section was up by almost 280 pupils on 15 October 2020.

The pupils on roll in the FR section account for 36% of the total pupil population in Brussels and for 59% of the pupil numbers of the European School, Brussels I – Berkendael Site. The multiculturalism specific to the European Schools has, however, been fostered by the development on the site of satellite classes associated with other language sections (DE, EL,

³ Pupils in the LV and SK sections at the European School, Brussels I – Berkendael Site are intended to be admitted at secondary level as SWALS respectively to the European School, Brussels II – Woluwé Site and to the European School, Brussels III. Pupils in the EL satellite class are intended to be admitted to the secondary level to the European School, Brussels III.

EN, ES and IT). It will also be boosted on the new Evere site attached to the European School, Brussels II, as all the language sections present on the Woluwé site can be opened there, provided that a minimum of 7 pupils can be assembled (without prejudice to the grouping of several year groups rule) and that harmonious distribution of pupil numbers between the Evere and Woluwé sites is ensured.

On the other hand, a reduction in pupil numbers in SWALS⁴ is to be observed, the result of the opening of the single language sections that are being set up.

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

4. Method

Careful analysis of the results of the previous school year's Enrolment Policy will lead to the taking of targeted measures for each school group: school/site, language section, teaching level, whilst ensuring that the priority objective of filling the new Evere site of the European School, Brussels II is fulfilled. **Thus, all applications expressing a first preference for the Evere site and all non-priority applications for enrolment in the nursery and primary cycles will be referred to the new Evere site, provided that the language section and the year group are open there.**

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

Organisation of the enrolment session in two phases and random ranking of applications in phase I must continue, as these procedures have been fully taken on board by the CEA and are well understood by applicants for enrolment.

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

Consequently, as was the case in the previous school year, applicants for enrolment and transfer⁵, who are in post in the European Institutions⁶ on 31 December 2020 will be invited, as a **mandatory requirement**, to submit their application during the first phase. The second phase will be intended solely (except in duly substantiated cases of *force majeure*) for applicants for enrolment taking up their posts in the European Institutions in Brussels⁶ (whatever the reason: new recruitment, transfer from another site, return to work, etc.) as from 1 January 2021 and for applicants for enrolment whose children were being educated outside Belgium during the 2020-2021 school year.

⁴ There were 688 SWALS in September 2020, as compared with 866 in September 2016.

⁵ Categories I and II*.

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

Appropriate information about the closing dates for the submission of applications is circulated by the Schools (via their individual websites and the European Schools' website) so that applicants for enrolment or transfer are kept informed. Collaboration is required on the part of the Parents' Associations and of the European Commission's DG Human Resources.

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

- the parents of pupils currently on roll in the European Schools to notify the latter as early as possible, and not later than 30 June 2021, of any plans to terminate the child's schooling in the system (to fine-tune the 'shift' figures);
- applicants for enrolment who have accepted a place to notify the CEA without delay should they be planning to give it up, thus allowing retrieval of places available or to be filled.

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

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

- applicants for enrolment should be invited to express an order of preference for the six schools/sites;
- submission of enrolment and transfer applications during the first phase should be made mandatory, except for applicants for enrolment taking up their posts in the European Institutions⁸ as from 1 January 2021 and for applicants for enrolment whose children were being educated outside Belgium during the 2020-2021 school year, or in duly justified cases of *force majeure*;
- an order for dealing with applications, established once a random ranking has been produced, should be determined during phase I;
- the threshold of places available will be set at 30 pupils for the classes open on the new Evere site of the European School, Brussels II, at 20 pupils for all the other nursery and primary cycle classes and at 26 pupils for the secondary cycle classes;
- transfer applications for pupils on roll in P5 at the European School, Brussels I – Berkendael Site in the 2020-2021 school year will be dealt with first and foremost;
- transfers from one school/site to another will be permitted, even if they are not based on particular circumstances, for certain particular school groups (in particular to allow brothers and sisters to attend the same school/site), as will transfers to the European School, Brussels II – Evere Site;
- after places have been awarded to pupils with special priority criteria, the places available in each class will first be awarded to applicants who have submitted joint applications for enrolment (grouping of siblings), then to applicants who have submitted an application for the enrolment of a single pupil only, in so far as places are available, then those of the reserve.

⁷ In 2020-2021, 261 places given up, i.e. offers of places initially accepted then subsequently cancelled by the applicants, were recorded.

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

6. In view of:

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

the Board of Governors hereby mandates the Central Enrolment Authority to adopt a Policy on Enrolment in the Brussels European Schools and all measures designed to put it into practice and to make optimum arrangements for the conduct of the enrolment session for the beginning of the 2021-2022 school year.

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

- Use the resources available at the six existing schools/sites in general and at the new Evere site in particular, in order to lessen as far as possible the overcrowding of the schools as a whole.
- Refer all enrolment applications expressing a preference for that site and all non-priority applications for enrolment in the nursery and primary cycles to the European School, Brussels II – Evere Site, provided that the language section and the year group are open there.
- Distribute the pupil population across both the six sites and the language sections, in strict compliance with Article 47(e) of the General Rules.
- Guarantee optimum use of the six sites' resources. In that connection, trends in pupil numbers must be monitored carefully in all the sections of the Brussels schools/sites, in order to guarantee their proper pedagogical operation and to manage overcrowding overall.
- Enrol all category I pupils for whom an application is made at one of the Brussels European Schools, provided that they comply with the rules of the Enrolment Policy and that the schools/sites have the infrastructure required to accommodate them in compliance with the Host State's safety and security standards.
- Enrol category II pupils in accordance with the terms of the contracts already in force, as well as children of the international civilian staff of NATO and of UN employees (international civil servants) (in the conditions appearing in Annex I), provided that the schools/sites have the infrastructure required to accommodate them in compliance with the Host State's safety and security standards.
- Restrict the enrolment of category III pupils to the siblings of present pupils, abiding strictly by the decisions of the Board of Governors concerning this category of pupils, bearing in mind the demographic pressure on the Brussels Schools.
- With the aim of preserving the benefit of previous enrolment policies, restrict transfers

to cases justified by particular circumstances. However,

- Arrange firstly,
 - during the first enrolment phase, for pupils on roll in P5 at the European School, Brussels I – Berkendael Site during the 2020-2021 school year to move to the European School, Brussels I – Uccle Site.
 - during the first enrolment phase, for pupils on roll in P5 at the European School, Brussels I – Berkendael Site during the 2020-2021 school year for transfer to the European Schools, Brussels II – Woluwé Site, III and IV according to the order of preference expressed and provided that there is a place to be filled (and members of their group of siblings, if a request to that effect is made at the time of their enrolment of a transfer to the European Schools, Brussels II – Woluwé Site, Brussels III and IV).

- Arrange for there to be the possibility of transfer, without any particular justification:
 - during the two enrolment phases, for pupils of the European Schools, Brussels I – Uccle and Berkendael Sites, Brussels II – Woluwé Site, Brussels III and Brussels IV to the European School, Brussels II – Evere Site in the language sections and year groups that are open there and provided that there is a place to be filled;
 - during the first enrolment phase only, for Estonian SWALS attending the European School, Brussels II – Woluwé Site, to the European School, Brussels IV;
 - during the first enrolment phase only, for a pupil enrolled at a different school/site from a member of his or her group of siblings, so that the children will attend the same school, provided that there is a place to be filled and that the class, the language section and year group are open there;

abiding by the following principles:

- Guarantee schooling at the same school/site where the year groups of the language sections requested are open firstly, for category I or II pupils for whom a new enrolment application is submitted and secondly, for their siblings who attended that school during the 2020-2021 school year, provided that the applicants make a request to that effect during the first enrolment phase. In the second enrolment phase this guarantee will be given provided that there is a place to be filled.
- Provide schooling at the same school/site where the year groups of the language sections or classes requested are open, although not necessarily that of their choice, for children belonging to the same group of siblings who are enrolled simultaneously for the first time, provided that the applicants for enrolment make a request to that effect and that places are available at the same school/site, in accordance with the thresholds defined below, for all the members of the group of siblings.
- Guarantee return to the school where the pupil had spent at least one full school year before the change in the place of employment in the interest of the service decided by the appointing authority provided for in Article 7(1) of the Staff Regulations of Officials of the EU⁹, before the secondment authorised in the interest of the service within the meaning of Articles 37a and 38 of the said Staff Regulations or before travel authorised under programmes decided by the European Commission (for example, EU

⁹ Council Regulation (EEC, Euratom, ECSC) No 259/68, OJ L56, 4.3.1968, p. 1.

Fellowships)¹⁰ and equivalent programmes established by other EU institutions, during the first enrolment phase. In the second enrolment phase this guarantee will be given provided that there is a place to be filled.

- Guarantee, for pedagogical reasons, return to the school that they attended prior to a period of study abroad for pupils applying for enrolment in secondary years 5 and 6, provided that:
 - the pupil attended the school at which enrolment is requested for at least one full school year before he or she left to study abroad;
 - the period of study outside Belgium was not longer than one school year;
 - the school expressly approves the pupil's return;
 - the application is submitted during the first enrolment phase.

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

- Guarantee the taking into consideration of particular circumstances characterising and differentiating the case of the pupil concerned, according to the definition of this concept given in the previous Enrolment Policies and the case law of the Complaints Board.

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

- In order to distribute the pupil population of the schools/site and to maintain balance amongst them, new pupils will be enrolled up to a maximum of 30 places for the classes open at the European School, Brussels II – Evere Site, 20 places available for the other classes in the nursery and primary cycles and 26 in the secondary cycle.

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

DE	Nursery cycle,	EEB2-EVE up to 30 pupils and then EEB1-UCC, EEB1-BK (classes), EEB2-WOL, EEB3, EEB4 up to 20 pupils
	Primary cycle	
	Secondary cycle	EEB1-UCC, EEB2-WOL, EEB3, EEB4
EN	Nursery cycle,	EEB2-EVE up to 30 pupils and then EEB1-UCC, EEB1-BK (classes), EEB2-WOL, EEB3, EEB4 up to 20 pupils
	P1, P2, P3	
	P4, P5	EEB2-EVE up to 30 pupils and then EEB1-UCC, EEB2-WOL, EEB3, EEB4 up to 20 pupils
	Secondary cycle	EEB1-UCC, EEB2-WOL, EEB3, EEB4
FR	Nursery cycle,	EEB2-EVE up to 30 pupils and then EEB1-UCC, EEB1-BK, EEB2-WOL, EEB3, EEB4 up to 20 pupils
	Primary cycle	
	Secondary cycle	EEB1-UCC, EEB2-WOL, EEB3, EEB4

¹⁰ For staff subject to the Staff Regulations of EU Officials, the relevant text is the Commission Decision of 27.9.2017 on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials (mission expenses) and on authorised travel – Guide to missions and authorised travel, point 3.

IT	Nursery cycle, P1, P2, P3	EEB2-EVE up to 30 pupils and then EEB1-UCC, EEB1-BK (classes), EEB2-WOL, EEB4 up to 20 pupils
	P4, P5	EEB2-EVE up to 30 pupils and then EEB1-UCC, EEB2-WOL, EEB4 up to 20 pupils
	Secondary cycle	EEB1-UCC, EEB2-WOL, EEB4
NL	Nursery cycle, Primary cycle	EEB2-EVE up to 30 pupils and then EEB2-WOL, EEB3, EEB4 up to 20 pupils
	Secondary cycle	EEB2-WOL, EEB3, EEB4
ES	Nursery cycle, P1, P2	EEB1-UCC, EEB1-BK (classes), EEB3
	P3, P4, P5	EEB1-UCC, EEB3
	Secondary cycle	EEB1-UCC, EEB3
EL	Nursery cycle, P1, P2, P3	EEB1-BK (classes), EEB3
	P4, P5	EEB3
	Secondary cycle	EEB3
DA HU PL	Nursery cycle, Primary cycle Secondary cycle	EEB1-UCC
LV SK	Nursery cycle, Primary cycle	EEB1-BK
FI LT PT SV	Nursery cycle, Primary cycle, Secondary cycle	EEB2-EVE up to 30 pupils and then EEB2-WOL up to 20 pupils EEB2-WOL
CS	Nursery cycle, Primary cycle, Secondary cycle	EEB3
BG	Nursery cycle, Primary cycle, S1- S5	EEB4
ET	Nursery cycle, Primary cycle	EEB4
RO	Nursery cycle, Primary cycle, S1- S4	EEB4

- In the secondary cycle, above the threshold of places available of 26 pupils per class, pupils with a special priority criterion and other pupils, should the threshold already have been reached in all the schools/sites for the section and year group applied for, are enrolled.

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- In the nursery and primary cycles, above the threshold of places available of 20 pupils per class (with the exception of the European School, Brussels II – Evere Site), pupils with a special priority criterion are enrolled and other pupils, should the threshold already have been reached in all the schools/sites for the section and year group applied for, are enrolled.
 - The Central Enrolment Authority has the right to adapt the structure and the distribution of the classes appearing in Annex II. New classes will be opened only if absolutely necessary, giving priority consideration to locating them at the European School, Brussels II – Evere Site and at the European School, Brussels IV, in the language sections and year groups open there. Under no circumstances may the creation of a new class influence the handling of places previously awarded, unless the Enrolment Policy specifically provides otherwise.
 - Arrange firstly,
 - during the first enrolment phase, for pupils on roll in P5 at the European School, Brussels I – Berkendael Site during the 2020-2021 school year to move to the European School, Brussels I – Uccle Site.
 - during the first enrolment phase, for pupils on roll in P5 at the European School, Brussels I – Berkendael Site during the 2020-2021 school year for transfer to the European Schools, Brussels II – Woluwé Site, III and IV according to the order of preference expressed and provided that there is a place to be filled (and members of their group of siblings, if a request to that effect is made at the time of their enrolment of a transfer to the European Schools, Brussels II – Woluwé Site, Brussels III and IV).
 - Allow transfers, without any particular justification:
 - during the two enrolment phases, for pupils of the European Schools, Brussels I – Uccle and Berkendael Sites, Brussels II – Woluwé Site, Brussels III and Brussels IV to the European School, Brussels II – Evere Site in the language sections and year groups that are open there and provided that there is a place to be filled;
 - during the first enrolment phase only, for Estonian SWALS attending the European School, Brussels II – Woluwé Site, to the European School, Brussels IV;
 - during the first enrolment phase only, for a pupil enrolled during the 2020-2021 school year at a different school/site from a member of his or her group of siblings, so that the children will attend the same school, provided that there is a place to be filled and that the class, the language section and year group are open there.
 - Guarantee legal protection for enrolment and transfer applicants by retaining redress procedures allowing them to lodge appeals with the Complaints Board of the European Schools seeking annulment of a decision in the event of a procedural irregularity affecting the contested decision or the emergence of new facts, and also review applications submitted to the CEA, solely in the event of a new and relevant fact that emerged after the contested decision was taken.

Consequently, the enrolment session will proceed as follows:

The enrolment session will be organised in two phases.

All applicants for enrolment and transfer who are in post in the European Institutions¹¹ on 31 December 2020 will be required to submit their application during the first phase, except in duly justified cases of *force majeure*, with the exception of members of the staff of the European Institutions **Error! Bookmark not defined.** who will be taking up their posts in Brussels (whatever the reason: new recruitment, transfer from another site, return to work after parental leave or leave on personal grounds, etc.) as from 1 January 2021, and also applicants for enrolment whose children were being educated outside Belgium during the 2020-2021 school year.

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

1. pupils in P5 at the European School, Brussels I – Berkendael Site in the 2020-2021 school year who have to be transferred for the secondary cycle to the other schools/sites, and their siblings where applicable (solely for the European Schools, Brussels II – Woluwé Site, Brussels III and IV).
2. categories I and II* pupils for whom an application has been submitted for a place in a single language section and SWALS,
3. categories I and II* pupils, including SWALS, who have a special priority criterion (regrouping of siblings, return from assignment, return from a period of study abroad, particular circumstances),
4. categories I and II* pupils for whom a duly justified voluntary or permitted transfer application has been submitted,
5. categories I and II* pupils for whom an application for enrolment in the nursery and primary cycles at the European School, Brussels II – Evere Site, as their first preference, in the language sections and the year groups that are open there,
6. categories I and II* pupils, including SWALS, for whom joint applications for enrolment, including at least one in the secondary cycle, have been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites,
7. categories I and II* pupils for whom joint applications for enrolment in the nursery and primary cycles have been submitted, for which places are available at the European School, Brussels II – Evere Site,
8. categories I and II* pupils for whom joint applications for enrolment in the nursery and primary cycles have been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites,
9. categories I and II* pupils for whom an application for enrolment in the secondary cycle for a single pupil has been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites,
10. categories I and II* pupils for whom an application for enrolment in the nursery and primary cycles for a single pupil has been submitted, for which places are available at the European School, Brussels II – Evere Site,
11. categories I and II* pupils for whom an application for enrolment in the nursery and primary cycles for a single pupil has been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites.

¹¹ Or engaging in a professional activity conferring entitlement for their children to be regarded as pupils coming under category I and II*.

Except in duly justified cases of *force majeure*, only members of the staff of the European Institutions¹² conferring entitlement to category I and who will be taking up their posts in Brussels (whatever the reason: new recruitment, transfer from another site, return to work, etc.) as from 1 January 2021, and those whose children were being educated outside Belgium during the 2020-2021 school year, may submit their application during the second phase. According to the chronological order of receipt of validly completed enrolment applications, the places available will be awarded in all the schools/sites where the language section or satellite classes and the year group are already open or are likely to be opened, in the following order:

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

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

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

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

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

ANNEX I

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

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

Abiding by the decisions of the Board of Governors,

1. the admission of children of civilian staff of NATO and of UN employees (international civil servants) cannot entail division of a class;
2. these applications are dealt with after the admission of category I pupils and of other category II pupils but before applications for the enrolment of category III pupils;
3. for the 2021-2022 school year, places in the Brussels schools/sites will be awarded in compliance with the general enrolment rules.

ANNEX II

Structure of the schools: distribution of classes for the 2021-2022 school year

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

	DA	DE	EN	ES	FR	HU	IT	PL	Total
Nursery (N1 + N2)	1	1	1	1	3	1	1	1	10
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	3	1	1	1	10
P4	1	1	1	1	2	1	1	2	10
P5	1	1	1	1	3	1	1	2	11
<i>Subtotal</i>	5	5	5	5	13	5	5	7	50
S1	1	1	2	1	5	1	1	2	14
S2	1	1	1	1	5	1	1	2	13
S3	1	1	2	1	5	1	1	2	14
S4	1	1	1	1	4	2	1	2	13
S5	1	1	2	1	4	1	1	2	13
S6	1	1	1	1	4	1	1	1	11
S7	1	1	2	2	4	1	1	1	13
<i>Subtotal</i>	7	7	11	8	31	8	7	12	91
Total	13	13	17	14	47	14	13	20	151

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

	FR	LV	SK	Total	Satellite classes					Total	
					DE	EL	EN	ES	IT		Total
Nursery (N1 + N2)	3	1	1	5	1	1	1	1	1	5	10
P1	3	1	1	5	1	1	1	1	1	5	10
P2	3	1	1	5	1	1	1	1	1	5	10
P3	3	1	1	5	1	1	1		1	4	9
P4	4	1	1	6	1					1	7
P5	3	1	1	5	1					1	6
<i>Subtotal</i>	16	5	5	26	5	3	3	2	3	16	42
Total	19	6	6	31	6	4	4	3	4	21	52

In view of the finding that the Brussels I – Uccle and Berkendael Sites, II and III European Schools have reached the maximum limit of the number of classrooms available, the Central Enrolment Authority has the right to adapt this structure, including by means of the creation of new classes, primarily at the European School, Brussels II – Evere Site and at the European School, Brussels IV, in the language sections and year groups that are open there. The rules for grouping of classes decided by the Board of Governors¹ are applicable.

¹ Decisions of the Board of Governors adopted by written procedure 2014/13 on 14 May 2014.

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

	DE	EN	FI	FR	IT	LT	NL	PT	SV	Total
Nursery (N1 + N2)	1	1	1	2	1	1	1	1	1	10
P1	1	1	1	2	1	1	1	1	1	10
P2	1	1	1	2	1	1	1	1	1	10
P3	1	1	1	2	1	1	1	1	1	10
P4	1	2	1	2	1	1	1	1	1	11
P5	1	1	1	2	1	1	1	2	1	11
<i>Subtotal</i>	5	6	5	10	5	5	5	6	5	52
S1	1	1	1	5	1	1	1	1	1	13
S2	1	1	1	5	1	1	1	1	1	13
S3	1	1	1	4	1	1	1	1	1	12
S4	1	1	1	4	1	1	1	1	2	13
S5	1	2	1	4	1	1	1	1	1	13
S6	1	1	1	3	1	1	1	1	2	12
S7	1	1	1	2	1	1	1	1	1	10
<i>Subtotal</i>	7	8	7	27	7	7	7	7	9	86
Total	13	15	13	39	13	13	13	14	15	148

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

	DE	EN	FI	FR	IT	LT	NL	PT	SV	Total
Nursery (N1 + N2)	1	1	1	5	1	1	1	1	1	13
P1	1	1	1	3	1	1	1	1	1	11
P2	1	1	1	2	1	1	1	1	1	10
P3	1	1	1	2	1	1	1	1	1	10
P4	1	1	1	2	1	1	1	1	1	10
P5	1	1	1	2	1	1	1	1	1	10
<i>Subtotal</i>	5	5	5	11	5	5	5	5	5	51
Total	6	6	6	16	6	6	6	6	6	64

In view of the finding that the Brussels I – Uccle and Berkendael Sites, II and III European Schools have reached the maximum limit of the number of classrooms available, the Central Enrolment Authority has the right to adapt this structure, including by means of the creation of new classes, primarily at the European School, Brussels II – Evere Site and at the European School, Brussels IV, in the language sections and year groups that are open there. The rules for grouping of classes decided by the Board of Governors² are applicable.

² Decisions of the Board of Governors adopted by written procedure 2014/13 on 14 May 2014.

EEB3: European School, Brussels III

	CS	DE	EL	EN	ES	FR	NL	Total
Nursery (N1 + N2)	1	1	2	1	1	2	1	9
P1	1	1	1	1	1	2	1	8
P2	2	1	1	1	1	2	1	9
P3	1	1	1	1	1	2	1	8
P4	2	1	2	1	2	2	1	11
P5	2	1	2	1	2	2	1	11
<i>Subtotal</i>	8	5	7	5	7	10	5	47
S1	2	1	2	1	2	3	1	12
S2	1	1	2	1	1	3	1	10
S3	1	1	2	1	2	4	1	12
S4	1	1	2	2	1	4	1	12
S5	1	1	2	1	2	4	1	12
S6	1	1	2	2	2	4	1	13
S7	1	1	3	1	1	3	1	11
<i>Subtotal</i>	8	7	15	9	11	25	7	82
Total	17	13	24	15	19	37	13	138

EEB4: European School, Brussels IV

	BG	DE	EN	ET	FR	IT	NL	RO	Total
Nursery (N1 + N2)	1	1	2	1	3	1	1	1	11
P1	1	1	1	1	3	1	1	1	10
P2	1	1	1	1	3	1	1	1	10
P3	1	1	1	1	3	1	1	1	10
P4	1	1	2	1	3	1	1	1	11
P5	1	1	2	1	4	1	1	1	12
<i>Subtotal</i>	5	5	7	5	16	5	5	5	53
S1	1	1	2		4	1	1	1	11
S2	1	1	3		5	1	1	1	13
S3	1	1	2		6	1	2	1	14
S4	1	1	2		5	1	2	1	13
S5	1	1	2		5	1	1		11
S6		1	2		4	1	1		9
S7		1	2		4	1	1		9
<i>Subtotal</i>	5	7	15		33	7	9	4	80
Total	11	13	24	6	52	13	15	10	144

In view of the finding that the Brussels I – Uccle and Berkendael Sites, II and III European Schools have reached the maximum limit of the number of classrooms available, the Central Enrolment Authority has the right to adapt this structure, including by means of the creation of new classes, primarily at the European School, Brussels II – Evere Site and at the European School, Brussels IV, in the language sections and year groups that are open there. The rules for grouping of classes decided by the Board of Governors³ are applicable

³ Decisions of the Board of Governors adopted by written procedure 2014/13 on 14 May 2014.