



European Schools

Office of the Secretary-General

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## **POLICY ON ENROLMENT IN THE BRUSSELS EUROPEAN SCHOOLS FOR THE 2009-2010 SCHOOL YEAR**

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**CENTRAL ENROLMENT AUTHORITY**

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## **I. CONTEXT**

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 20, 21 and 22 October 2008, the Board of Governors charged the Central Enrolment Authority with devising the 2009-2010 enrolment policy with reference to the guidelines which it approved.

## **II. BASIS ON WHICH DECISIONS ON ENROLMENT IN BRUSSELS WILL BE TAKEN**

The basis of the enrolment policy devised by the Central Enrolment Policy 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, whatever the category to which the child belongs.

The reason for this is that the Brussels European Schools face considerable difficulties in terms of capacity, as the availability of the Brussels IV School’s permanent site at Laeken has been postponed until 2012. In this context, the filling of the European School, Brussels IV having actually been started thanks to the enrolment policies of the previous years, the benefit of these policies should be preserved and transfers between the Brussels Schools should be restricted to duly substantiated cases. It should be pointed out that at the beginning of the 2009-2010 school year in September 2009, the Brussels IV School will accommodate the nursery classes and primary years 1-5 inclusive on the Berkendael site. Pupils enrolled at the Brussels IV School will be transferred to the Laeken School in September 2012.

On the basis of the analysis and the conclusions established by the Secretary-General regarding the application of the enrolment policy for the 2008-2009 school year, the Board of Governors decided, at its meeting of 20, 21 and 22 October 2008, on the following objectives, which are not classified in any particular order of priority, for the 2009-2010 enrolment policy:

- To ensure balanced distribution of pupils amongst the Brussels Schools and amongst language sections,

- To guarantee optimum use of resources in order to meet pupils’ needs. 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,

- To guarantee a place in a Brussels European School for all Category I pupils applying for enrolment,

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- To 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 the *'Conclusions of the meeting of the Central Enrolment Authority for the Brussels European Schools of 21 May 2007'* (2007-D-275-en-2).

abiding by the following principles:

- Enrol Nursery and Primary Year 1 pupils in the four Schools according to the distribution proposed in the Annex, up to a maximum of 25 pupils per class. The actual creation of these classes will be dependent on the number of applications admissible under the provisions of the enrolment policy. Should the number of enrolment applications be larger than the number of places offered in a School, there will be a draw, the detailed arrangements for which will be set out by the Central Enrolment Authority in the 2009-2010 Enrolment Policy.

- Guarantee that the siblings of pupils already on roll in a School during the 2008-2009 school year and continuing to attend it during the 2009-2010 school year will be admitted to the same School,

- Guarantee return to the original School where the pupil had spent at least one full school year before the parent was sent on assignment on behalf of the European Commission or was assigned to another post outside Brussels for other EU institutions,

- Restrict transfers between Schools to duly substantiated cases,

- Limit the enrolment of Category III pupils to the siblings of present pupils and to pupils coming from another European School not based in Brussels, 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.

### **III. IMPLEMENTATION**

The Central Enrolment Authorities has endeavoured to devise the enrolment policy for the 2009-2010 school year on the basis of the decision of the Board of Governors and taking account of the structure of the four Schools. This policy has been established using the data from the beginning of the 2008-2009 school year. 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 not covered by special criteria, a random computerised ranking will be produced, of which account will be taken whenever the number of enrolment applications exceeds the number of places available or 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 open three enrolment phases for enrolments for the 2009-2010 school year.

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The first enrolment phase is the initial enrolment phase, during which the places available in accordance with the distribution of classes in Annex I will be awarded. As these phases will be successive, the first two will have an opening date and a closing date, to enable parents to be given a response within reasonable time periods. The third phase will be continuous.

During each enrolment phase the Central Enrolment Authority will analyse the trend in pupil numbers and will distribute pupils amongst the Schools with reference to the objectives to be pursued. It should be pointed out that the award of a place during an enrolment phase is definitive and rules out the possibility of obtaining a place which might become free after the closing date of this phase. Accordingly, these phases will operate separately, according to a fixed timetable.

#### **IV. ENROLMENT POLICY FOR 2009-2010**

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| <ol style="list-style-type: none"><li>1. Enrolment or transfer applications</li><li>2. Formation of classes – places available</li><li>3. General enrolment rules</li><li>4. Special priority criteria</li><li>5. Transfers from one Brussels School to another Brussels School</li><li>6. First enrolment phase: procedure and decisions on enrolment</li><li>7. Second enrolment phase: procedure and decisions on enrolment</li><li>8. Third enrolment phase</li></ol> |
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##### **1. Enrolment or transfer applications**

- 1.1. The enrolment or transfer application will be submitted by the pupil's legal representative, invested with parental authority over him/her, hereinafter referred to as the applicant for enrolment. If there are several legal representatives they will be 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.
- 1.2. The application will be handed in or sent to one of the Brussels European Schools corresponding to the first preference expressed on the enrolment form. The applicant will also express an order of preference for the other three European Schools. On receipt of the application, the School's secretariat will check that the form has been properly completed and that all the supporting documents have been produced and attached.
- 1.3. **Only one enrolment or transfer application per pupil may be submitted throughout the 2009-2010 enrolments session.**
- 1.4. The application will give an email address and an ordinary postal address

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valid throughout the enrolment procedure, either of which may 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 application.

- 1.5. Each application will be allotted a reference number, which will be communicated by email to the applicant for enrolment. He/She will be invited to acknowledge receipt of the reference number to enable his/her email address to be validated.
- 1.6. The applicant for enrolment 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 for enrolment 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.

## **2. Formation of classes – places available**

- 2.1. Annex I determines for each of the four Schools the number of classes by language section and by year groups for the year 2009-2010.
- 2.2. Should it prove impossible to offer a place in one of the four Schools to a Category I or II\* pupil in the year group and language section applied for, the Central Enrolment Authority will decide to open an additional class in a given School so as to guarantee balanced distribution of the total pupil population amongst the different Schools and optimum use of resources.
- 2.3. **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 25 pupils and the number of pupils already enrolled and/or who were actually in the class below during the 2008-2009 school year. The five places remaining per class to reach the maximum of 30 pupils will be kept in reserve for applications for the enrolment of Category I or II\* pupils received after the closing date of the first enrolment phase, in accordance with the general rules for enrolment referred to in Article 3 and with the existence of a special priority criterion within the meaning of Article 4.

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\* This applies only to applications for the enrolment of Category II pupils whose parents are members of the staff of Eurocontrol, referred to in Article 3.3.

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- 2.4. The maximum number of 25 pupils was fixed by the Board of Governors having regard to the maximum class size, fixed at 30 pupils<sup>1</sup>, to the objective of reducing this number to 28 pupils as from the 2011-2012 school year, to the limitation on admission of Category III pupils up to 24 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.
- 2.5. **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 28 pupils and the number of pupils already enrolled and/or who were actually in the class below during the 2008-2009 school year. The two places remaining per class to reach the maximum of 30 pupils will be kept in reserve for applications for the enrolment of Category I or II\* pupils received after the closing date of the first enrolment phase, in accordance with the general rules for enrolment referred to in Article 3 and with the existence of a special priority criterion within the meaning of Article 4.
- 2.6. The maximum number of 28 pupils was fixed for primary years 2 to 5 and for all the secondary classes having regard to the maximum class size, fixed at 30 pupils<sup>2</sup>, to the objective of reducing this number to 28 pupils as from the 2011-2012 school year, to the limitation on admission of Category III pupils up to 24 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. The difference in the fixed number of places available between the nursery classes and primary year 1 and all the other classes is due to the far greater number of enrolments in the nursery classes and primary year 1, which justifies a larger safety margin.

### **3. General enrolment rules**

#### **3.1. Category I pupils**

- 3.1.1. In accordance with the general mission assigned to the European Schools, Category I pupils are entitled to attend one of the four European Schools, but not necessarily the one which they have chosen, unless the existence of a special priority criterion, within the meaning of Article 4, can be demonstrated.

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<sup>1</sup> In accordance with the decisions of the Board of Governors of 17-18 April 2007

\* This applies only to applications for the enrolment of Category II pupils whose parents are members of the staff of Eurocontrol, referred to in Article 3.3.

<sup>2</sup> In accordance with the decisions of the Board of Governors of 17-18 April 2007

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3.1.2. However, the Central Enrolment Authority will endeavour as far as possible to award the places available according to the preferences indicated in the enrolment application and so as to guarantee balanced distribution of the total pupil population amongst the different Schools and optimum use of resources.

3.1.3. The placing of the language sections in the four Brussels Schools is as follows:

Brussels I: FR, EN, DE, ES, IT, DK, HU, PL  
Brussels II: FR, EN, DE, IT, NL, FI, PT, SV, LT (Nursery-Primary)  
Brussels III: FR, EN, DE, NL, EL, ES, CS (Nursery-Primary)  
Brussels IV: For the Nursery and Primary FR, EN, DE, NL, IT

### 3.2. SWALS

3.2.1. Category I pupils from the Member States which have acceded to the European Union since 2004 and for which there is no language section corresponding to their mother tongue in the European Schools (SWALS) may be admitted only to the Schools specified below, where they will have priority for enrolment purposes.

3.2.2. Slovenian and Maltese pupils, and Bulgarian and Romanian pupils for the secondary level, will be accepted solely at Brussels I.

3.2.3. Latvian and Estonian pupils, and Lithuanian pupils for the secondary level, will be accepted solely at Brussels II.

3.2.4. Slovak pupils, and Czech pupils for the secondary level, will be accepted solely at Brussels III.

3.2.5. Bulgarian and Romanian pupils for the nursery and primary levels will be accepted solely at Brussels IV.

3.3. In accordance with the special agreements negotiated by the Board of governors, **Category II pupils whose parents are members of the staff of Eurocontrol** \* 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 the one which they have chosen, unless the existence of a special priority criterion, within the meaning of Article 4, can be demonstrated.

3.4. 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 the one which they have chosen, in the case of an agreement covering several Schools, unless the existence of a special

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\* 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.

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priority criterion, within the meaning of Article 4, can be demonstrated and provided that this does not lead to class division.

3.5. **Children of the civilian staff of NATO** are entitled to attend one of the four European Schools, but not necessarily the one which they have chosen, unless the existence of a special priority criterion, within the meaning of Article 4, can be demonstrated. Such children qualify for entitlement to enrolment in the European Schools only in so far as this does not lead to class division and places remain available after the award of places to Category I pupils and to Category II pupils within the meaning of Articles 3.3 and 3.4.

3.6 **Category III pupils** will be admitted only 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 2008-2009 school year and who will continue to do so during the 2009-2010 school year or who have transferred from another European School not located in Brussels.

- enrolment applications for Category III pupils will be considered on the basis on the previous decisions of the Board of Governors which, in particular, restricted their admission to a maximum class size of 24 pupils<sup>1</sup>.

- these applications will be considered during the third enrolment phase from 30 June 2009 to 28 August 2009.

#### 4. **Special priority criteria**

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

##### 4.2. ***Grouping of siblings***

4.2.1. The brothers and sisters of Category I pupils already enrolled in one of the Brussels European Schools who attended that School during the 2008-2009 school year and will continue to do so during the 2009-2010 school year will be accepted in the same School as their sibling(s) if a request to that effect is made.

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<sup>1</sup> Decision of the Board of Governors of 17 July 2007

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4.2.2. The principle of the grouping of siblings will also be applicable when applications for enrolment and/or transfer are made at the same time for several children belonging to the same group of siblings. Their applications will be dealt with jointly and the grouping of siblings will be guaranteed, subject to compliance with the other provisions of the Policy.

4.2.3. Children recognised as being actual dependants<sup>1</sup> of the applicant for enrolment will be considered to belong to the same group of siblings even if they are not related to the applicant.

#### **4.3. Return from assignments**

Category I pupils whose legal representatives, having returned from assignments on behalf of the European Commission or other EU institutions, apply for their children's enrolment in their original School, i.e. the one where they spent at least one full school year immediately before the assignment, will be given priority for enrolment purposes, if a request to that effect is made.

#### **4.4. Particular circumstances**

Where a pupil's interest so requires, duly established particular circumstances which are beyond the control of the legal representatives 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 applicable solely to enrolment or transfer applications for Category I pupils or Category II pupils in the case of an agreement covering several Schools, including pupils whose parents are members of the civilian staff of NATO.

4.4.1. 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.

4.4.2. The following circumstances are not relevant for this purpose: location of the place of residence (home) of the child and/or his/her legal representatives, location of the place of employment of the legal representative or the legal representatives (this includes all the categories of members of staff of the European Schools), occupational or practical constraints on organisation of travel, location of the place where other members of the group of siblings attend school (without prejudice to Article 4.2.), attendance or acceptance of enrolment in

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<sup>1</sup> 'Children recognised as being actual dependants' means children for whom the applicant for enrolment receives family and 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.

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one of the European Schools for a previous school year (without prejudice to Article 4.3).

- 4.4.3. Any medical complaints from which a child might suffer will be taken into consideration only in so far as evidence is provided that the choice of School designated in the enrolment application is essential for the treatment of his/her condition.
- 4.4.4. Any particular circumstances alleged by parents 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.
- 4.4.5. The Central Enrolment Authority reserves the right to request complementary information.

## **5. Transfers from one Brussels School to another Brussels School**

- 5.1. Transfers of pupils from one Brussels School to another Brussels Schools will be allowed 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 4.4.
- 5.2. In order to assess the application, the advisory opinion of the Director of the School attended the previous year and that of the Director of the School chosen may be required by the Central Enrolment Authority.
- 5.3. Should the transfer application be rejected, the pupil will continue to be enrolled in the School he/she attended during the 2008-2009 school year and, where applicable, in which his/her sibling(s) for which grouping is requested will also be enrolled.

## **6. First enrolment phase: procedure and enrolment decisions**

### **▪ Submission of applications and ranking**

- 6.1. **Enrolment and transfer applications must be submitted between 9.00 on 2 February 2009 at the earliest and 16.00 on 20 February 2009 at the latest** to the Brussels European School corresponding to first preference expressed on the enrolment form. Any application submitted before 2 February 2009 will be considered null and void.
- 6.2. Between 9 and 13 March 2009, the reference number allotted to each enrolment application will be communicated to the applicant for enrolment by email.

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- 6.3. During the week of 16 to 20 March 2009, a random computerised ranking will be produced of the enrolment applications submitted during the first enrolment phase, for all the year groups, for Categories I and II\* pupils, under the supervision of *Etude des Huissiers de justice* (Bailiffs' Office) Lambert & Lombaert.
- 6.4. **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 20 March 2009.** This publication exempts the Central Enrolment Authority from the obligation to notify applicants for enrolment individually.
- **Decisions of the Central Enrolment Authority**
- 6.5. **The Central Enrolment Authority will award places, in accordance with the general rules referred to in Articles 3.1, 3.2 and 3.3, 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]),
  - b) Category I SWALS, in accordance with the provisions of Article 3.2.,
  - c) Categories I and II\* pupils for whom there is a special priority criterion within the meaning of Article 4,
  - d) Pupils for whom a transfer application deemed justified within the meaning of Article 5 has been submitted,
  - e) Categories I and II\* pupils according to the number of the ranking referred to in Article 6.3. taking account of the preferences expressed by the applicant for enrolment.
- 6.6. **As from 27 April 2009, the Central Enrolment Authority will notify applicants for enrolment or transfer of its decision.** The list of places awarded will be published on the European Schools' website on 27 April 2009.
- 6.7. **Applicants for enrolment or transfer will be required to confirm by 8 May 2009 at the latest that they wish to accept the place offered to them.** Enrolment will be definitive only when applicants for enrolment accept the place offered to them without prejudice to the other regulations in force in the European Schools.
- 6.8. **Should a place awarded not be accepted by the deadline set or should the applicant relinquish the place, it will be deemed to be free.**

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- 6.9. **As from 9 May 2009, the Central Enrolment Authority will award these places to applicants for the enrolment of Categories I and II\* pupils according to the number of the ranking referred to in Article 6.3 or, failing that, will award them a place in the School corresponding to their subsequent preferences in the order expressed by the applicant for enrolment.**
  - 6.10. **As from 13 May 2009, the Central Enrolment Authority will notify applicants for enrolment of its decision.** The list of places awarded will be published on the European Schools' website on 13 May 2009.
  - 6.11. **Applicants for enrolment will be required to confirm by 26 May 2009 at the latest that they wish to accept the place offered to them.** Enrolment will be definitive only when applicants for enrolment accept the place offered to them.
  - 6.12. **Should the applicant relinquish a place, the place thus becoming free will be offered, solely between 13 May and 26 May 2009 at 14.00, in succession to the applicants for enrolment whose number appears next on the ranking list referred to in Article 6.3.**
  - 6.13. **Applicants for enrolment will be required to confirm by 8.00 at the latest on 29 May 2009 that they wish to accept the place offered to them.** Should a place awarded not be accepted by the deadline set or should the applicant relinquish the place, it will be deemed to be free and offered for award during the second enrolment phase.
  - 6.14. It is pointed out that acceptance of a place awarded during the first enrolment phase is definitive and rules out the possibility of claiming a place which might become free after the end of this phase.
  - 6.15. **The closing date of the first enrolment phase will be 29 May 2009.**
  - 6.16. 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 2 June 2009.

## **7. Second enrolment phase: procedure and enrolment decisions**

- **Submission of applications and ranking**
- 7.1. **Enrolment and transfer applications must be submitted between 21 February 2009 at the earliest and 29 May 2009 at the latest** to the Brussels European School corresponding to first preference expressed on the enrolment form.
  - 7.2. The reference number allotted to each enrolment application will be communicated to the applicant for enrolment by email.

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- 7.3. During the week of 5 to 9 June 2009, a random computerised ranking will be made of the enrolment applications submitted during the second enrolment phase, for all the year groups, for Categories I and II\* pupils, under the supervision of *Etude des Huissiers de justice* (Bailiffs' Office) Lambert & Lombaert.
- 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 10 June 2009.** This publication exempts the Central Enrolment Authority from the obligation to notify applicants for enrolment individually.
- **Decisions of the Central Enrolment Authority**
- 7.5. **The Central Enrolment Authority will award places, in accordance with the general rules referred to in Articles 3.1, 3.2 and 3.3, 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]),
  - b) Category I SWALS, in accordance with the provisions of Article 3.2.,
  - c) Categories I and II\* pupils for whom there is a special priority criterion within the meaning of Article 4,
  - d) Pupils for whom a transfer application deemed justified within the meaning of Article 5 has been submitted,
  - e) Categories I and II\* pupils according to the number of the ranking referred to in Article 6.3., taking account of the preferences expressed by the applicant for enrolment.
- 7.6. **As from 22 June 2009, the Central Enrolment Authority will notify applicants for enrolment or transfer of its decision.** The list of places awarded will be published on the European Schools' website on 22 June 2009.
- 7.7. **Applicants for enrolment or transfer will be required to confirm by 3 July 2009 at the latest that they wish to accept the place offered to them.** Enrolment will be definitive only when applicants for enrolment accept the place offered to them. Should a place awarded not be accepted by the deadline set or should the applicant relinquish the place, it will again be deemed to be free and will be offered for award during the third enrolment phase.
- 7.8. It is pointed out that acceptance of a place awarded during the second enrolment phase is definitive and rules out the possibility of claiming a place which might become free after the end of this phase.
- 7.9 **The closing date of the second enrolment phase will be 7 July 2009.**

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- 7.10 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 8 July 2009.

## **8. Third enrolment phase**

- 8.1. **Enrolment and transfer applications will be submitted after 29 May 2009** to one of the Brussels European Schools corresponding to the first preference expressed on the enrolment form.

- 8.2. The reference number allotted to each enrolment application will be communicated to the applicant for enrolment by email.

- 8.3. Enrolment applications will receive a number according to the date of reception of the complete file by the School's secretariat.

- 8.4. **On 10 July 2009**, the Central Enrolment Authority will award places in accordance with Article 3, in the following order:

- a) Categories I and II\* pupils for whom an enrolment application was submitted after 29 May and up to 9 July 2009:

- 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]),

- Category I SWALS, in accordance with the provisions of Article 3.2.,

- Categories I and II\* pupils for whom there is a special priority criterion within the meaning of Article 4,

- Pupils for whom a transfer application deemed justified within the meaning of Article 5 has been submitted,

- Categories I and II\* pupils according to the number of the ranking referred to in Article 8.3.

- b) The Category II pupils referred to in Article 3.4 for whom there is a special priority criterion within the meaning of Article 4,

- c) The Category II pupils referred to in Article 3.4,

- 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 4,

- e) Pupils whose parents are members of the civilian staff of NATO,

- f) Category III pupils in accordance with the provisions of Article 3.6.

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- 8.5. Applicants for enrolment or transfer will be required to confirm by 17 July 2009 at the latest that they wish to accept the place offered to them.** Enrolment will be definitive only when applicants for enrolment accept the place offered to them.
- 8.6.** Should a place awarded not be accepted by the deadline set or should the applicant relinquish the place, it will again be deemed to be free and will be offered for award to the applications received after 9 July 2009.
- 8.7. Applications for enrolment or transfer submitted from 10 July 2009 onwards** will be processed as from 24 August 2009, in the order of award of places appearing in Article 8.4.
- 8.8. As from 24 August 2009,** the places available will be awarded gradually as enrolment applications are submitted, in accordance with the ranking order appearing in Article 8.4.

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## ANNEX I

<b>Structure of the School: number of classes per School</b>
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### 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	2	1	2	1	1	1	10
P3	1	1	2	1	3	1	1	1	11
P4	1	1	2	1	3	1	2	1	12
P5	1	1	2	1	3	1	2	1	12
S1	2	1	2	1	4	1	1	1	13
S2	1	1	2	1	4	1	2	1	13
S3	1	1	2	1	4	1	1	1	12
S4	1	1	2	2	4	1	1	1	13
S5	1	1	2	1	3	1	1	1	11
S6	1	1	2	1	3	1	1	1	11
S7	1	1	2	2	3	1	1	1	12
Total	14	13	24	15	41	13	16	13	149

### European School, Brussels II

Section / Class	DE	EN	FI	FR	IT	LT	NE	PT	SW	Total
Nursery	1	1	2	2	1	1	1	1	2	12
P1	1	1	2	2	1	1	1	1	2	12
P2	1	1	2	1	1	1	1	1	2	11
P3	1	1	2	2	1	1	1	1	2	12
P4	1	2	2	2	1	1	1	1	1	12
P5	1	1	1	2	1	1	1	1	1	10
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	3	1		1	2	1	12
S7	1	2	1	2	1		1	2	1	11
Total	13	21	18	30	13	6	13	15	17	146

It should be pointed out that the actual creation of these classes, which will be determined by the Central Enrolment Authority on the basis of the guidelines decided by the Board of Governors, will be dependent on the number of enrolment applications admissible under the provisions of the enrolment policy.

The rules for the grouping of classes decided by the Board of Governors<sup>1</sup> are applicable.

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<sup>1</sup> Decisions of the Board of Governors of 17 and 18 April 2007

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**European School, Brussels III**

<b>Section / Class</b>	<b>CS</b>	<b>DE</b>	<b>EL</b>	<b>EN</b>	<b>ES</b>	<b>FR</b>	<b>NE</b>	<b>Total</b>
Nursery	1	1	1	2	2	2	1	10
P1	1	1	1	1	1	2	1	8
P2	1	1	1	1	1	2	1	8
P3	1	1	1	1	1	2	1	8
P4	1	1	2	2	1	2	1	10
P5	1	1	1	2	1	2	1	9
S1		2	2	2	1	3	1	11
S2		1	2	2	1	3	1	10
S3		1	2	3	1	3	1	11
S4		1	2	2	2	3	2	12
S5		1	2	2	2	3	1	11
S6		1	1	2	2	3	1	10
S7		1	2	2	1	2	2	10
Total	6	14	20	24	17	32	15	128

**European School, Brussels IV**

<b>Section / Class</b>	<b>DE</b>	<b>EN</b>	<b>FR</b>	<b>IT</b>	<b>NE</b>	<b>Total</b>
Nursery	1	2	3	1	1	8
P1	1	2	2	1	1	7
P2	1	2	2	1	1	7
P3	1	2	2	1	1	7
P4	1	1	1	1	1	5
P5	1	1	1	1	1	5
Total	6	10	11	6	6	39

It should be pointed out that the actual creation of these classes, which will be determined by the Central Enrolment Authority on the basis of the guidelines decided by the Board of Governors, will be dependent on the number of enrolment applications admissible under the provisions of the enrolment policy.

The rules for the grouping of classes decided by the Board of Governors<sup>1</sup> are applicable.

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<sup>1</sup> Decisions of the Board of Governors of 17 and 18 April 2007