

# 2018/2019 ENROLMENTS

## **Policy on enrolment in the Brussels European Schools for the 2018/2019 school year:**

available on the European Schools' website [www.eurisc.eu](http://www.eurisc.eu) under “Enrolments in the European Schools”.

## **Terms and conditions of admission in the European Schools (breakdown of pupils into 3 categories):**

available on the European Schools' website [www.eurisc.eu](http://www.eurisc.eu) under “Enrolments in the European Schools”.

## **General Rules of the European Schools:**

available on the European Schools' website [www.eurisc.eu](http://www.eurisc.eu) under “The Office – Official texts – Basic texts”.

### **1. Age requirement - cf. article 49:**

- a) Pupils shall be admitted to the nursery school at the beginning of the school year in September of the calendar year in which the child reaches four years of age (born in 2014).
- b) Pupils shall be admitted to primary year 1 at the beginning of the school year in September of the calendar year in which the child reaches six years of age (born in 2012).
- c) In principle, no child may be admitted to the school if he/she is two years (three years for secondary years 4-6) older than the normal age resulting from application of the above provisions to his/her particular case.
- d) Pupils with special educational needs (SEN): the cases of these pupils shall be dealt with in accordance with the Regulations adopted by the Board of Governors concerning the provision of Educational Support in the European Schools (procedural document 2012-05-D-15-en-11). For more information, parents can contact the educational support coordinator:

- *Nursery and primary cycles:* Mrs Katrien FERNANDEZ,  
[katrien.fernandez@teacher.eurisc.eu](mailto:katrien.fernandez@teacher.eurisc.eu)
- *Secondary cycle:* Mrs Anabela SANTOS, for the DE-FR-IT-NL-PT sections  
[anabela.santos@teacher.eurisc.eu](mailto:anabela.santos@teacher.eurisc.eu)  
Mrs Géraldine GATTO-ROISSARD, for the EN-FI-SV sections  
[geraldine.gatto-roissard@teacher.eurisc.eu](mailto:geraldine.gatto-roissard@teacher.eurisc.eu)

### **2. Level required for acceptance - cf. article 47 a):**

please refer to the table of equivalences in annex 2 of the General Rules.

### **3. Choice of the language section - cf. article 47 e):**

A fundamental principle of the European Schools is the teaching of mother tongue/dominant language as first language (L1). This principle implies the pupil's enrolment in the section of his/her mother tongue/dominant language where such a section exists.

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

In schools where the section corresponding to a pupil's mother tongue/dominant language does not exist, he/she will generally be enrolled in one of the vehicular language sections. He/She will attend the classes in his/her mother tongue/dominant language organised for so-called SWALS (Students Without A Language Section) as L1.

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

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

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

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

Should a new language section be created, children previously enrolled with SWALS status and who had the language of this new section as their Language 1 will automatically be admitted to the newly created language section without the need for them to be required to take comparative language tests.

In that case, a change of L1 may only be authorised by the Director for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members.

#### **Information sessions:**

The school will organise two information sessions which are intended for potential new parents of **nursery and primary cycles** who fulfil the conditions of admission in the Brussels European Schools. During these meetings, the Management will present the school and answer various questions. Afterwards there will be a guided tour.

The dates and registration procedure are available on the School's website [www.eeb2.eu](http://www.eeb2.eu) under "Enrolments".

For the **secondary cycle**, the school does not organise any information sessions, nor any visits. A special welcome meeting, followed by a guided tour of the buildings, will take place the day before the beginning of the school year for new pupils and their parents.

Parents who would like more pedagogical information are invited to refer to the School's website ([www.eeb2.eu](http://www.eeb2.eu)) and/or to contact:

- Mr Javier Arnedo for the nursery and primary cycles: [javier.arnedo@eursc.eu](mailto:javier.arnedo@eursc.eu)
- the coordinator for the secondary cycle:
  - 1<sup>st</sup> and 2<sup>nd</sup> years                      Mr Antonio Fabio RUSSO, [antonio.russo@eursc.eu](mailto:antonio.russo@eursc.eu)
  - 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> years                      Mrs Francesca DIONISI, [francesca.dionisi@teacher.eursc.eu](mailto:francesca.dionisi@teacher.eursc.eu)
  - 6<sup>th</sup> and 7<sup>th</sup> years                      Mrs Elaine IRVINE, [elaine.irvine@eursc.eu](mailto:elaine.irvine@eursc.eu)

### Dates and enrolment procedure :

#### 1. Time periods for submission of applications

ALL enrolment and transfer applications for categories I and II\* (Eurocontrol) pupils, whose parent is in post on 31<sup>st</sup> December 2017, **MUST** be submitted **during the first phase, from 11<sup>th</sup> to 30<sup>th</sup> January 2018**, failing which applications will be inadmissible and will automatically be rejected.

Except in duly justified cases of force majeure, ONLY applicants for the enrolment or transfer of categories I and II\* (Eurocontrol) pupils, who will be taking up their post as from 1 January 2018, will be allowed to submit their application **during the second phase**, i.e. **either from 19<sup>th</sup> February to 15<sup>th</sup> June 2018 or from 2<sup>nd</sup> July to 24<sup>th</sup> August 2018**.

Applications for the enrolment and transfer of category II pupils, of pupils whose parents are international civilian staff of NATO or are UN international civil servants and of category III pupils (who fulfil the conditions of admission) **MUST** be submitted **during the second phase**.

Applications for enrolment **after the beginning of the school year** will be submitted **between 6<sup>th</sup> September 2018 at the earliest and 22<sup>nd</sup> March 2019 at the latest**, and within a period of one month at the earliest before the planned start of the child's schooling.

Applications submitted outside the time periods will be inadmissible.

2. Only one enrolment or transfer application per pupil may be submitted throughout the enrolment procedure for the 2018/2019 school year.
3. A common form must be completed and signed by the legal representatives, invested with parental authority over the child, who are required to act jointly, applying for enrolment or transfer.

The forms can be downloaded from the intranets of the European Institutions (NOT from the Schools' websites). They are also available from the enrolments' secretariat of the schools/sites.

4. The enrolment or transfer application - duly completed and signed - with ALL the documents required must be handed in or sent by post (regular, registered or express letter) to the secretariat of the school/site corresponding to the first preference expressed on the form.

An applicant for a transfer will, moreover, hand in or send a copy of the form to the school/site attended previously.

A scanned version of the enrolment or transfer application will not be taken into consideration.

5. Concerning the **European School Brussels II (EEB2)**, the enrolment or transfer applications with all the documents required should be returned to Mrs Isabelle OVERBERGH.

The enrolments' secretariat is located in the Administration building - 1<sup>st</sup> floor - room 410.

**Opening hours:**

During the first enrolment phase, the office is open from Monday to Friday (without any appointment) from 9.00 to 12.00 and from 14.00 to 16.00, with the exception of Wednesday afternoons.

During the second enrolment phase, the office is open from Monday to Friday from 9.00 to 12.00 or on appointment.

For security reasons, parents who come to the EEB2 in order to personally present the documents are kindly requested to carry their identification document.

6. The date of submission of the application will be the one affixed by the school secretariat after having checked that the form has been properly completed and signed by the child's legal representatives, and that all the original supporting documents have been duly produced and attached to the application.

**For any additional information, feel free to contact:**

- Mrs Isabelle OVERBERGH, tel. +32 2 7742258, [isabelle.overbergh@eursc.eu](mailto:isabelle.overbergh@eursc.eu)

- Mrs Christiane BREEUR, tel. +32 2 7742279, [christiane.breur@eursc.eu](mailto:christiane.breur@eursc.eu)



Simon SHARRON  
Headmaster.