



Ref.: 2024-12-D-20-en-1

Enrolment Procedure and calendar in the Brussels European Schools

The enrolment or transfer application is to be submitted **online via the Brussels European Schools enrolments portal**.

Information about the online enrolment procedure as well as the **link to the enrolments portal** will be available on the **intranets of the European institutions** as well as from the enrolments secretariat of the Brussels school/site corresponding to the first preference.

The procedure is organised in **two steps**:

- eligibility request via the enrolments portal to access the online enrolment form,
- then submission of the enrolment or transfer application.

The **eligibility request** has to be submitted via the enrolments portal through the enrolments secretariat of the school/site corresponding to the first preference school/site of the applicant for enrolment or transfer.

- 1) Without prejudice to the decision to be taken by the CEA, the secretariat of the school/site checks whether the pupil is eligible for enrolment in the Brussels European Schools.
- 2) Once the secretariat of the school/site has checked prima facie the pupil's eligibility, a personalised link allowing the applicant to access the Brussels European Schools enrolments portal will be transmitted.
- 3) This personalised link allows access to the enrolments portal and the creation of an account which remains valid for 10 years.

If you have already received this link and you have an account, it is not necessary to submit a new eligibility request.

If you have **IT issues** accessing your account or submitting your enrolment or transfer application, you can contact the Helpdesk service of the enrolments portal (es-enrolmentportal-support@eursc.eu) to report the problem.

CALENDAR

1ST ENROLMENT PHASE

<p>Mandatory for category I pupils and category II* pupils (children of the staff of Eurocontrol) whose parent is on post on 31 December 2024.</p> <p>Optional for category I pupils and category II* pupils (children of the staff of Eurocontrol) whose parent is taking up his/her post as from 1st January 2025.</p>	
<p>From 7 January 2025 – 8h (Brussels time)</p> <p>To</p> <p>27 January 2025 – 16h (Brussels time)</p>	Submission of eligibility applications
<p>From 7 January 2025 – 8h (Brussels time)</p> <p>To</p> <p>28 January 2025 – 16h (Brussels time)</p>	Submission of enrolment or transfer applications
20 February 2025	Publication of the random ranking on www.eurasc.eu
8 April 2025	Publication of the places awarded on www.eurasc.eu
As from 8 April 2025	Notification of CEA decisions by email
+ 8 calendar days as from the notification (at midnight Brussels time)	Deadline of acceptance or refusal of the propositions of the places awarded
+ 14 calendar days as from the notification (at midnight Brussels time)	Deadline to submit a complaint before the Complaint Board of the European Schools
Towards end of June 2025	Information from the School for the beginning of the 2025-2026 school year (Welcome pack)
3 September 2025	Beginning of the 2025-2026 school year

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Central Enrolment Authority (CEA) - In the event of discrepancy between the particulars in this document and in the Policy on Enrolment in the Brussels European Schools for the 2025–2026 school year (2024-12-D-14-en), the latter will take precedence.

2ND ENROLMENT PHASE

<p>1) For category I pupils and category II* pupils (children of the staff of Eurocontrol):</p> <ul style="list-style-type: none"> - whose parent is taking up his/her post in the EU Institutions after 31 December 2024 or, - the applicant's post terminates before the beginning of the school year or, - The pupil is being educated outside Belgium or, - Case of force majeure <p>2) For category II pupils</p> <p>3) For children of</p> <ul style="list-style-type: none"> - The civilian staff of NATO (international civilian staff) - UN employees (international civil servants) <p>4) For category III pupils</p>	
<p>From 19 May 2025 – 8h (Brussels time)</p> <p>To</p> <p>21 August 2025 – 16h (Brussels time)</p>	Submission of eligibility applications
<p>From 19 May 2025 – 8h (Brussels time)</p> <p>To</p> <p>11 June 2025 – 16h (Brussels time)</p>	Submission of enrolment or transfer applications
23 June 2025	Publication of the random ranking on www.eursc.eu
As from 1 July 2025	Notification of CEA decisions (refused) by email
11 July 2025	Publication of the places awarded on www.eursc.eu
As from 11 July 2025	Notification of CEA decisions (awarded places) by email
+ 8 calendar days as from the notification (at midnight Brussels time)	Deadline of acceptance or refusal of the propositions of the places awarded
+ 14 calendar days as from the notification (at midnight Brussels time)	Deadline to submit a complaint before the Complaint Board of the European Schools
Towards end of August 2025	Information from the School for the beginning of the 2025-2026 school year (Welcome pack)
3 September 2025	Beginning of the 2025-2026 school year

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3RD ENROLMENT PHASE

<p>1) For category I pupils and category II* pupils (children of the staff of Eurocontrol):</p> <ul style="list-style-type: none"> - whose parent is taking up his/her post in the EU Institutions after 31 December 2024 or, - the applicant's post terminates before the beginning of the school year or, - The pupil is being educated outside Belgium or, - Case of force majeure <p>2) For category II pupils</p> <p>3) For children of</p> <ul style="list-style-type: none"> - The civilian staff of NATO (international civilian staff) - UN employees (international civil servants) <p>4) For category III pupils</p>	
<p>From 19 May 2025 – 8h (Brussels time)</p> <p>To</p> <p>21 August 2025 – 16h (Brussels time)</p>	<p>Submission of eligibility applications</p>
<p>From 18 August 2025 – 8h (Brussels time)</p> <p>To</p> <p>22 August 2025 – 16h (Brussels time)</p>	<p>Submission of enrolment or transfer applications</p>
<p>26 August 2025</p>	<p>Publication of the random ranking on www.eurasc.eu</p>
<p>29 August 2025</p>	<p>Publication of the places awarded on www.eurasc.eu</p>
<p>As from 29 August 2025</p>	<p>Notification of CEA decisions by email</p>
<p>+ 8 calendar days as from the notification (at midnight Brussels time)</p>	<p>Deadline of acceptance or refusal of the propositions of the places awarded</p>
<p>+ 14 calendar days as from the notification (at midnight Brussels time)</p>	<p>Deadline to submit a complaint before the Complaint Board of the European Schools</p>
<p>3 September 2025</p>	<p>Beginning of the 2025-2026 school year</p>

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4TH ENROLMENT PHASE (AFTER THE BEGINNING OF THE SCHOOL YEAR)

<p>For category I pupils and category II* pupils (children of the staff of Eurocontrol), category II pupils, for children of the civilian staff of NATO (international civilian staff) or UN employees (international civil servants), applications will be accepted on a restrictive basis and on the strict condition that the three cumulative conditions set out in article 12.1. of the Enrolment Policy are met at the time the application is submitted, save in exceptional cases affecting the pupil concerned that are duly justified at the time of submission of the application.</p>	
<p>From 10 September 2025 – 8h (Brussels time) To 27 March 2026 – 16h (Brussels time)</p>	<p>Submission of eligibility and enrolment or transfer applications</p>
<p>Max 2 months before the beginning of the school year</p>	<p>Notification of CEA decisions by email</p>
<p>+ 8 calendar days as from the notification (at midnight Brussels time)</p>	<p>Deadline of acceptance or refusal of the propositions of the places awarded</p>
<p>+ 14 calendar days as from the notification (at midnight Brussels time)</p>	<p>Deadline to submit a complaint before the Complaint Board of the European Schools</p>