

## Enrolment Procedure in the Brussels European Schools

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

**As from 8 January 2024**, 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.

- 1) 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.

	The eligibility request <i>MUST</i> be submitted	
<b>1<sup>st</sup> enrolment phase mandatory</b>	<b>From 8 January to 29 January 2024</b>	<b>from 8h to 16h (Brussels time)</b>
2 <sup>nd</sup> enrolment phase	From 21 May to 21 August 2024 <sup>#</sup>	from 8h to 16h (Brussels time)

<sup>#</sup> The enrolments secretariats of the schools/sites will be closed from 22 July to 16 August 2024

- a) 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.
- b) 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.
- c) 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.**

2) The **enrolment or transfer application** must be submitted within the deadlines below:

MANDATORY DEADLINES	PUPILS CONCERNED	UNLESS
<p><b>1<sup>st</sup> enrolment phase ONLY</b></p> <p><b>from 11 January 2024 to 31 January 2024 until 16h (Brussels time)</b></p>	<p><b>For category I pupils and Category II* pupils (children of the staff of Eurocontrol)</b></p> <p><b>Whose parent is in post on <u>31 December 2023</u></b></p>	<ul style="list-style-type: none"> <li>▪ the applicant's post terminates before the beginning of the school year</li> <li>▪ The pupil is being educated outside Belgium</li> <li>▪ Case of <i>force majeure</i></li> </ul> <p><b>→ 2<sup>nd</sup> enrolment phase</b></p>
<p><b>1st enrolment phase</b> from 11 January 2024 to 31 January 2024</p> <p><b>OR</b></p> <p><b>2<sup>nd</sup> enrolment phase</b> from 27 May to 7 June 2024 from 8 July to 19 July 2024<sup>#</sup> from 19 August to 23 August 2024<sup>#</sup> <b>until 16h (Brussels time)</b></p>	<p><b>For category I pupils and category II* pupils (children of the staff of Eurocontrol)</b></p> <p><b>whose parent is taking up his/her post in Brussels after <u>31 December 2023</u></b></p>	<p>N/A</p>
<p><b>2<sup>nd</sup> enrolment phase ONLY</b></p> <p>from 27 May to 7 June 2024 from 8 July to 19 July 2024<sup>#</sup> from 19 August to 23 August 2024<sup>#</sup> <b>until 16h (Brussels time)</b></p>	<ul style="list-style-type: none"> <li>- for <b>category II</b> pupils</li> <li>- for children of <ul style="list-style-type: none"> <li>▪ The civilian staff of <b>NATO (international civilian staff)</b></li> <li>▪ <b>UN employees (international civil servants)</b></li> </ul> </li> <li>- for category III pupils</li> </ul>	<p>N/A</p>

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## Deadlines of notifications of the Central Enrolment Authority's decision

The list of places awarded will be published on the website of the European Schools.

	Dates of submission of the application	Date of publication of the list of places awarded	Date of the notification of the CEA's decision
<b>1<sup>st</sup> enrolment phase</b>	<b>From 11 to 31 January 2024</b>	<b>25 April 2024</b>	<b>As from 25 April 2024</b>
2 <sup>nd</sup> enrolment phase	From 27 May to 7 June 2024	19 July 2024	As from 19 July 2024
2 <sup>nd</sup> enrolment phase	From 8 July to 19 July 2024 From 19 to 23 August 2024	2 September 2024	As from 2 September 2024