



**European Schools in Brussels**

**EEB1/EEB2/EEB3/EEB4**

**PROCEDURAL DOCUMENT FOR**

**TEMPORARY ADMISSION OF UKRAINIAN PUPILS  
(MARCH TO JULY 2022)**

Following the decision by written procedure of the Board of Governors of the European Schools, the 4 European Schools in Brussels have outlined the procedure that will be taken for the temporary and extraordinary admission of displaced Ukrainian pupils to the European Schools in Brussels.

The temporary admission of Ukrainian pupils to the European Schools in Brussels will also be in accordance with the European Council Implementing decision ((EU) 2022/382) of 4 March 2022 introducing temporary protection due to the mass influx of persons fleeing Ukraine as a consequence of the war. The definition of Ukrainian children is in terms of Article 2 of the above-mentioned document.

**The following categories of displaced Ukrainian children could be admitted in the European Schools** present in sites with a relatively large number of EU officials' families (E.g: Brussels, Luxembourg):

- a. displaced Ukrainian children of local agents of EU representations from Ukraine.
- b. displaced Ukrainian children hosted by EU officials or other agents of the EU,
- c. displaced Ukrainian children hosted by staff members of the European Schools.

Parents of Category 1 Pupils do not need to fill in the **TEMPORARY ADMISSION FOR UKRAINIAN PUPILS** application form, but are requested to fill in the **Enrolment Application** form.

1. **Applications can be made to one school per child only.** Kindly do not send applications in the different European Schools in Brussels. The application form should be sent to one of the following email addresses:

EEB 1: [UCC-ENROLMENTS@eursc.eu](mailto:UCC-ENROLMENTS@eursc.eu)

EEB 2: [WOL-DIRECTOR@eursc.eu](mailto:WOL-DIRECTOR@eursc.eu)

EEB 3: [IXL-DIRECTOR@eursc.eu](mailto:IXL-DIRECTOR@eursc.eu)

EEB 4: [LAE-DIRECTOR@eursc.eu](mailto:LAE-DIRECTOR@eursc.eu)



2. Each school has a responsible member of staff (liaison officer) dealing with the Temporary Admission of Ukrainian Pupil. Following are the contact details (person in charge of admission requests for Ukrainian pupils, telephone number and email address):

EEB 1: Helene Evrard - [UCC-ENROLMENTS@eursc.eu](mailto:UCC-ENROLMENTS@eursc.eu), + 32 (2) 340.16.05

EEB 2: Kamila Malik/ Nathalie Wauters – [WOL-DIRECTOR@eursc.eu](mailto:WOL-DIRECTOR@eursc.eu), + 32 (2) 774.22.24

EEB 3: Elisabeth Bedetti – [elisabeth.bedetti@eursc.eu](mailto:elisabeth.bedetti@eursc.eu) + 32 (2) 629.47.10

EEB 4: Laure Nossent – [laure.nossent@eursc.eu](mailto:laure.nossent@eursc.eu) – + 32 (2) 340.13.94

3. The 4 liaison officers will keep daily contact so as to ensure that there are no multiple applications in the schools.
4. While the application is sent to one school, this does not guarantee entry to that particular school. The 4 schools will collaborate to place such pupils amongst the 4 schools and keeping in mind the best interest of the pupil concerned as much as possible.
5. Once an application is received by the school, the application will be evaluated at school level. Various factors will be considered, including:
  - a. Whether the pupil is hosted by a family connected to the school (parent or staff member).
  - b. Linguistic competences of the pupil
  - c. Class size (Splitting of classes due to a temporary admission is not allowed).
  - d. The resources available in the school which will benefit the pupil.
6. If the school can welcome the pupil concerned, the temporary admission will be granted. In cases, where a school has difficulty in offering a place, the other three schools will be informed and the Directors or their delegates will discuss together to see which school can offer a place.
7. When filling in the Application Form – Part 1 and Part 2 (see Annex 1), it is important to add the requested documents if they are available and in possession. A privacy statement for information of how data will be collected and processed is found in Annex 2.
8. The temporary student placement will be up to the end of the school year in July 2022.
9. The temporary admission of Ukrainian pupils does not involve any school fees. This is valid for the time of operation of this admission (up to July 2022).
10. Once a pupil is admitted to a school, the Deputy Director of the cycle concerned will organize and implement the necessary pedagogical accommodations. If the pupil is hosted with a family who does not have a link or experience of the European Schools system, the school's Liaison Officer will provide all information that is normally given to new entrants.



11. The school will assign the pupil into the year group and language section that best benefits the pupil concerned.
12. Pupils admitted temporarily into S6 and S7 will not be able to sit for and obtain the European Baccalaureate.
13. Pupils admitted to other year groups will not be provided with the standard school reports due to the fact that the school year is well-advanced. However, in July schools may consider providing the pupil a general report stating the subjects studied and any other general comments and observations that can be made at that time.
14. Once a pupil is admitted to a school, the school will liaise with the parents' representatives in order to look into transport and canteen services and extra-curricular activities, if needed and if possible.
15. The school also liaise with the OIB (for Brussels) and OIL (for Luxembourg) in the case that after school care were necessary.
16. During the pupil's admission to the school, they will have access to the school's facilities, services and programmes. The schools have the possibility of adapting an educational programme in relation to the needs of the pupil concerned.
17. Due to the constraints of space in the European Schools in Brussels, there may be a limit to the number of pupils accepted in a particular school. This will be decided upon on a case by case basis.
18. At the end of the school year, in July 2022, this temporary programme will be reviewed and evaluated.

Directors of European Schools, Brussels

March 2022