



Learn all about **applying and registering**
for Dutch-speaking **nursery and primary schools**
in Brussels.

Don't miss out on the 2024-2025 school year and head over to:

WWW.INSCHRIJVENINBRUSSEL.BE

This is a translation of the Dutch brochure.

HOW TO REGISTER YOUR CHILD?

You need to **apply** for a place for your child **online first**. Only then can you register your child at a Dutch-speaking nursery or primary school in Brussels. Go to inschrijveninbrussel.be for full details. This brochure summarises the key information.

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WHICH CHILDREN SHOULD BE REGISTERED?

- All children born in 2022, even if they will only start in September 2025
- Older children who are not going to school yet
- Children who are changing schools

WHAT IS APPLYING FOR A PLACE?

An application is not a registration. Applying for a place means that as a parent you indicate digitally which schools you are interested in. After the application period the computer will assign the available spaces to the pupils who have applied for a place. Only then will you know in which school you can register your child.

FOR WHICH SCHOOLS DO YOU NEED TO APPLY FIRST?

- All nursery schools, including the reception class
- All primary schools
- Some nursery or primary schools for special education

APPLYING FOR A PLACE AND REGISTERING IN A NURSERY OR PRIMARY SCHOOL

WHEN TO REGISTER?

08.01.2024 - 19.01.2024

Priority for brothers, sisters and children of staff

You can register your child in advance if a brother or sister is already attending that school or if you yourself work there. Apply for a place for your child between 8 January (10 a.m.) and 19 January (noon). Only then can you actually register your child. Contact the school for more details on how to apply for a place.

APPLICATION

27.02.2024 - 19.03.2024

Apply online for a place for your child

Other children must first apply online before they can register. Go to inschrijveninbrussel.be and apply for a place for your child between 27 February (10 a.m.) and 19 March (4 p.m.). Some children have priority. Prepare your application properly!

REGISTRATION

22.04.2024 - 13.05.2024

Register the child for whom you have applied

On 16 April you will receive an allocation notice. This message will tell you whether or not your child has a place. Do you have a place? Go to the school between 22 April and 14 May and register your child. Your child doesn't have a place? Then you are on the school's waiting list.

As from 23.05.2024

Open registration

You don't have a place for your child or you did not apply for one? Then you can still register your child during the open registration period that starts on 23 May (9 a.m.). Go to the school and register your child. Attention: registrations take place in chronological order and no one has priority anymore.

02.09.2024

Start of the 2024-2025 school year

Still looking for a place for your child? Contact the school where you want to register your child. Is your child already on a waiting list? The school will contact you when a place becomes available.

PREPARE

1. Select schools: make a list of the schools of your choice. You will find plenty of tips on the website inschrijveninbrussel.be under 'Choosing schools'. The site also has an overview of all the schools.
2. Get to know the procedure: read this brochure or the information on the website attentively. Be sure to watch the info video.
3. Check whether your child has priority. Later in this brochure you will find who has priority.
4. Collect the necessary information and documents: the checklist will help you. You will find the checklist at the end of this brochure.
5. Check the number of available places on the website: are there any places in the schools where you wish to apply? Check on inschrijveninbrussel.be under 'Available places'.

WHO HAS PRIORITY?

What does 'priority' mean?

If your child has priority, he or she will be given preference when the available places are assigned. There are different types of priorities. Your child may qualify for more than one type of priority. Note that certain priorities cannot be combined, such as GOK and non-GOK. You can also apply for a place without priority but this means your child will only be assigned a place after the children with priority have received a place.

Who has priority?

- **Brothers, sisters and children of staff:** these children have priority during the priority period from 8-19 January 2024. Attention! After this date they no longer have priority.

After this period the other children can apply for a place and register. What other types of priority are there?

- **Priority Dutch-speaking parent:** 65% of all places are reserved for children with at least 1 parent who speaks sufficient Dutch. You speak sufficient Dutch but you don't have a diploma, certificate or another form of documented proof? Then contact Huis van het Nederlands asap and make an appointment for a language test: civielattest@huisnederlandsbrussel.be or 02 313 96 00.
- **Priority GOK or non-GOK:** in some schools 'GOK pupils' have priority. In other schools 'non-GOK pupils' have priority. They have priority for up to 20% of all places.
 - » Your child is a 'GOK pupil' if
 - > the child's mother doesn't have a secondary education diploma
 - > or if the family received an education allowance in the 2022-2023 or 2023-2024 school year.
 - » Your child is a 'non-GOK' pupil if
 - > the child's mother has at least a secondary education diploma
 - > and if the family didn't receive an education allowance in the 2022-2023 or 2023-2024 school year.

Do you want to know which schools give priority to either GOK or non-GOK pupils? You will find this info in the overview of free places: check how many places are available in your priority group (GOK or non-GOK).

More details on priority and the documents you need to prove it are available on inschrijveninbrussel.be/voorrang.

APPLYING FOR A PLACE AND REGISTERING IN A NURSERY OR PRIMARY SCHOOL FOR SPECIAL EDUCATION

Is your child going to a Dutch-speaking nursery or primary school for special education (BuBaO) in Brussels as from next year? The registration procedure is not always the same at every school. Some schools require you to apply for a place for your child before you can register. Check inschrijveninbrussel.be/bubao for full details.

For which schools do you need to apply first?

- GO! BuBaO Vila'Ket (Neder-over-Heembeek): 02 262 03 20
- Kasterlinden BuBaO (Sint-Agatha-Berchem): 02 430 67 00
- Klim Op School (Sint-Lambrechts-Woluwe): 02 761 29 17
- Koninklijk Instituut Woluwe BuBaO (Sint-Lambrechts-Woluwe): 02 735 40 85
- SPES BuBaO (Anderlecht): 02 426 61 23
- Sint-Jozefschool BuBaO (campus Anderlecht): 02 426 61 23

Which schools do not require you to apply first?

- Sint-Jozefschool BuBaO (campus Sint-Jans-Molenbeek): 02 428 17 97

WHEN TO REGISTER?

SCHOOLS WITH APPLICATION

29.01.2024 – 09.02.2024

Register brothers, sisters and children of staff

They can register in advance. Go to the school and register your child.

19.02.2024 – 08.03.2024

Apply for a place for your child

Apply via the school that is your first choice. Go to the website of the school for more information on how to apply for a place. Some children have priority Dutch-speaking parent. Prepare your application properly!

17.04.2024 – 08.05.2024

Register the child for whom you have applied

On 15 April you will receive an allocation notice. This message will tell you whether or not your child has a place. Do you have a place? Go to the school between 17 April and 8 May and register your child. Your child doesn't have a place? Then you are on the school's waiting list.

As from 14.05.2024

Open registration

You don't have a place for your child or you did not apply for one? Then you can still register your child during the open registration period that starts on 14 May (9 a.m.). Attention: as from 14 May registrations will take place in chronological order and no one has priority anymore.

SCHOOLS WITHOUT APPLICATION

29.01.2024 – 09.02.2024

Register brothers, sisters and children of staff

They can register in advance. Go to the school and register your child.

19.02.2024 – 01.03.2024

Register your child with priority Dutch-speaking parent

Children with at least 1 parent who speaks sufficient Dutch can register as long as places in this priority group are available. Go to the school and register your child. Registrations take place in chronological order. Prepare your registration properly!

As from 04.03.2024

Open registration

All children can register during the open registration period that starts on 4 March (9 a.m.). Attention: as from 4 March registrations take place in chronological order and no one has priority anymore. Prepare your registration properly!

02.09.2024

Start of the 2024-2025 school year

Still looking for a place for your child? Contact the BuBaO school where you want to register your child. Is your child already on a waiting list? The school will contact you when a place becomes available.

PREPARE

1. Get to know the schools. Every school offers a number of specific types of education. So take the time to collect information on the Dutch-speaking BuBaO (nursery and primary schools for special education) schools in Brussels. Contact the school board or the special needs coordinator of the school. The Pupil Guidance Centre (CLB) will also be happy to help.
2. Get to know the procedure. Read this brochure or the information on the website attentively.
3. Check whether your child has priority. Below you will read which children have priority.
4. Start by collecting the necessary documents.

Go to inschrijveninbrussel.be for more information on how to prepare.

WHO HAS PRIORITY?

If your child has priority, he or she will be given preference when the available places are assigned.

- **Brothers, sisters and children of staff:** these children have priority if they register between 29 January and 9 February 2024. After this date they no longer have priority.
- **Priority Dutch-speaking parent:** 55% of all places are reserved for children with at least 1 parent who speaks sufficient Dutch. You speak sufficient Dutch but you don't have a diploma, certificate or another form of documented proof? Then contact Huis van het Nederlands asap and make an appointment for a language test: civielattest@huisnederlandsbrussel.be or 02 313 96 00.

More details on priority and the documents you need to prove it are available on inschrijveninbrussel.be/voorrang.

NEED HELP?

QUESTIONS ABOUT REGISTERING IN A NURSERY AND PRIMARY SCHOOL?

Go to inschrijveninbrussel.be:

- Here you will find all information, tips, schools and available places.
- Watch the info video.
- Attend an info meeting on the registration procedure.

Need help applying for a place for your child online?

Contact an organisation that will help you. You will find the contact details on inschrijveninbrussel.be/help

QUESTIONS ABOUT REGISTERING YOUR CHILD IN SPECIAL EDUCATION?

Contact the school board or the special needs coordinator of the school. You can also contact 1 of the 3 Pupil Guidance Centres (CLB) in Brussels:

- GO! CLB Brussel: 02 479 25 05
- Vrij CLB Pieter Breughel: 02 512 30 05
- CLB N-Brussel: 02 482 05 72

Need help with your application?

- Go to the BuBaO school that is your first choice. They will help you with your application.

Checklist: what do you need to apply for a place for your child?

- Computer, tablet or smartphone with internet
- Your child's personal details:
 - » national registry number
 - » birth date
 - » domicile
 - » the year for which you wish to register your child
- Contact details parent(s):
 - » ID card
 - » application 'itsme' on your smartphone or eID card reader and PIN code ID card
 - » email address
 - » mobile and/or telephone number
 - » work address (optional)
- List of the schools of your choice in the order of preference
- Your child has priority? Collect the necessary documents.
Make a note here of the documents you still need to collect:
 - »
 - »
 - »

Need help applying for a place for your child online?

Make an appointment with an organisation that can help you. Go to [inschrijveninbrussel.be/help](https://www.inschrijveninbrussel.be/help).

- » Appointment date Time
- » Address

ANY QUESTIONS?

www.inschrijveninbrussel.be

Helpdesk LOP: 02 553 30 20 – lop.brussel@vlaanderen.be