

From 29 January to  
16 February 2024

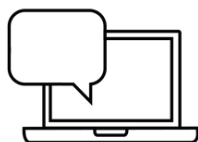


# Registration in 1st secondary education year

*2024-2025 school year*



0800/188.55



[inscription@cfwb.be](mailto:inscription@cfwb.be)  
[www.inscription.cfwb.be](http://www.inscription.cfwb.be)



This document is intended for parents whose child is attending a 6th primary year in a school of the “Fédération Wallonie-Bruxelles”. It contains all the important information for registration of a pupil for the 1st secondary year. You will find all you need to know to complete and submit the single registration form (FUI).

# Registration in a few words

This page contains the essential elements to know about the registration period.



Fill in the “formulaire unique d’inscription (**FUI**)” (single registration form) which is the compulsory document to register your child for the 1st year of secondary education. Please pay attention to residences and priorities. Those elements have consequences for the status of your child’s registration

→ Pages 3 to 6



Between **29 January and 16 February 2024**, you must submit your child’s FUI to the secondary school of your first choice.

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The school informs you of your child’s registration status **from 19 February 2024**

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Some schools are said to be “**présumées incomplètes**” (presumed incomplete). They can immediately validate your child’s registration when you submit your FUI to them. The list of presumed incomplete schools will be available on the registration page of the website [www.inscription.cfwb.be/docs/](http://www.inscription.cfwb.be/docs/) from the week of 22 January 2024.



If you have any questions, please contact the registration department by phone (**0800/188.55** - free call) or by e-mail ([inscription@cfwb.be](mailto:inscription@cfwb.be)).

# How to fill in your child's FUI ?

The single registration form (FUI) consists of two parts, a general part and a confidential part.

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## LE VOLET GÉNÉRAL (GENERAL PART)

It contains your child's personal data. Be particularly careful when when completing residences, priorities and immersion details :

A. residences

B. priorities

C. immersion

This information is used to rank students in schools that receive too many applications applications and that have to rank children.

### Le volet général

#### A. RESIDENCES

##### Le "domicile actuel de l'élève" (student's current place of residence)

Your child's current place of residence is printed on the FUI.

If it is not correct, you must change it and bring a certificate of main residence.

##### Other possible residences

##### Le "domicile du 2e parent" (residence of the 2d parent)

This is the residence of the parent with whom the child is not domiciled, when the parents do not live together. If you choose to mention this address, it will replace the address printed on the FUI and will be used for the ranking of your child.

In this case, you must bring a certificate of main residence.

## Le volet général

### Le "domicile au moment de l'inscription en primaire" (residence at the time of registration in primary school)

This is the residence of one of the parents at the time of the child's entry into his/her current primary school (not nursery). If you choose to indicate this residence, it will only be used to determine the proximity of your residence to the primary school.

In this case, you must bring a certificate of residence with history.

**The documents must be submitted to the secondary school of your first choice at the time of registration.** You can obtain them from the municipality or download for free on the website of the "Service public fédéral intérieur (Mon dossier)",

- ✓ You can claim both residences at the same time. In that case, the residence of the 2nd parent will determine the proximity to the secondary school and the residence at the time of registration in primary school will determine the proximity to your child's primary school.
- ✓ If you choose to indicate the residence of the 2nd parent, you may also, under certain conditions, indicate your child's current place of residence as the place at the time of registration in primary school.

Before filling in these places of residence, make sure they are suitable for your child. Run simulations and calculate your **indice composite** (composite index) on the website [www.inscription.cfwb.be](http://www.inscription.cfwb.be) or call **0800/188.55** for assistance.



### What is the "indice composite" (composite index) ?

If the secondary school of your first choice receives too many applications, it must rank them. A composite index is calculated for each child based on 8 criteria. Pupils are ranked by composite index, from highest to lowest.

If you would like more information on the calculation of the composite index, you can visit the website [www.inscription.cfwb.be/ic/](http://www.inscription.cfwb.be/ic/) or call **0800/188.55**.

## B. PRIORITIES

You can only claim priorities in your 1st choice secondary school and only if you submit the FUI between 29 January and 16 February 2024.

There are 5 different priorities :

### 1. La priorité "Fratie" ("sibling" priority)

- You have a child who is already attending the first choice secondary school ;
- In the case of a blended family, you are either married or legally cohabiting, or have been living for at least one year with the parent of a pupil who is already attending the first choice secondary school ;
- Your child has been living for at least one year with a pupil who is already attending the first choice secondary school.

Document to be provided: a household composition.

### 2. La priorité "Enfant en situation précaire" ("child in precarious situation" priority)

The child is placed in a foster family, a children's home or a boarding school.

Document to be provided: evidence of placement.

### 3. La priorité "Enfant à besoins spécifiques" ("child with special needs" priority)

- Either your child will benefit from "intégration permanente totale" in the first year of secondary school ;
- Either your child has a proven disability and an integration project is concluded with the secondary school of first choice.

If your child is concerned by this priority, you should contact the secondary school of your first choice as soon as possible. This may take some time.

### 4. La priorité "Interne" ("boarding school" priority)

Your child will attend the boarding school of your first choice or a boarding school with which it collaborates.

Document to be provided: proof of registration at the boarding school.

### 5. La priorité "parent prestant" ("employed parent" priority)

If one of the parents works in the secondary school of first choice.

**The documents to be provided must be given to the secondary school of your first choice at the time of application**



### C. IMMERSION

Some secondary schools offer language immersion. In this programme, part of the lessons is taught in a language other than French. Even if your child did not take immersion in primary school, he or she can take immersion from the 1st year of secondary school.

If you want your child to take immersion, you must indicate this on the FUI.

The number of immersion places is usually limited. **A pupil who obtains a place in one of the schools of his or her choice will not automatically receive an immersion place.**



The list of schools organising immersion is available on the website page :  
[www.inscription.cfwb.be/immersion/](http://www.inscription.cfwb.be/immersion/)

## 2 LE VOLET CONFIDENTIEL (CONFIDENTIAL COMPONENT)

It allows you to indicate, in order of preference, **up to 10 schools**. It is preferable to choose more than one, especially if the ones you are interested in are in high demand.

- ➔ Choosing one school does not guarantee you a place.
- ➔ Choosing more than one school does not reduce your chances of getting a place in your first choice school.

For greater ease and speed, you can fill in the **confidential section online** in "Mon Espace Inscription". In this case, you only need to hand over the general section part of the document to the school of your 1st choice.



You can also complete the confidential section in paper form. You must submit it in a sealed envelope to the school of your first choice, together with the general section. You must indicate your child's first and last name and the FUI number on the envelope.

# How to register your child ?

## WHEN ?

Registration runs **from 29 January to 16 February 2024**.

Beware the 13th of February is a holiday for most schools.

## WHERE ?

1. You must go to the school of your first choice ;
2. Give your child's FUI to the person in charge of registration (neither deposit in the mailbox of the school nor registration by e-mail or phone call) ;
3. Receive an acknowledgement of receipt from the school

During that period, the order of arrival at the school is not important. It is therefore not necessary to rush to register your child in the first few days.

Do not hesitate to contact the school before 29 January to find out how it organises registrations (opening hours, duty hours, etc.).

If you are unable to go to the school during this registration period, you can ask someone of age to go in your place by giving him/her a proxy. A template is available at the end of the document. If necessary, you can contact **0800/188.55**.



## WHAT TO LOOK OUT FOR ?

### Location of residences

The registrant should show you a map on their computer screen to confirm the location of the residence(s) claimed. If it is not correct, the location must be changed. This verification is important in the event of a ranking.

### The acknowledgement of receipt

After your application has been registered, the person in charge of registration will give you an acknowledgement of receipt. This document contains all the information that could be used in the event of a ranking. It is therefore important to check that nothing has been forgotten (e.g. residence(s), priority, etc.).



If you submit an application for enrolment in a school that is presumed to be incomplete, your child will be given a place directly. You will therefore receive a certificate of registration instead of an acknowledgement of receipt.

# How will you be informed of your child's registration status ?

At the end of the registration period, secondary schools are either **full or incomplete**.

- ➔ In incomplete schools, all children are registered. The enrolment process is therefore complete.
- ➔ In full schools (which have received too many applications), a ranking is made to allocate places.

In all cases, during **the week of 19 February 2024**, the school of your first choice will inform you of your child's registration status by post or e-mail.

If your child has not yet secured a place at this stage, he will be included in the ranking of the "Commission de Gouvernance des inscriptions" (CoGI). This commission will inform you of their enrolment status by **mid-March 2024**.

For more information about the rankings, please visit :

- [www.inscription.cfwb.be/classementecole/](http://www.inscription.cfwb.be/classementecole/);
- [www.inscription.cfwb.be/classementcogi/](http://www.inscription.cfwb.be/classementcogi/).

## WHAT NEXT ?

**22 April 2024** : registration resumes

If you did not participate in the registration period or if your child is on the waiting list, you can enrol your child in a school that has places available. From this date onwards, enrolments are registered in chronological order (first come, first enrolled). These enrolments are registered after applications submitted during the registration period.

**At this time, some schools are already full. The possibilities of obtaining a place are reduced.**

As a consequence, we strongly recommend that you submit your child's FUI to the school of your first choice between 29 January and 16 February 2024.

**19 August 2024 at the end of the day** : end of the evolution of the waiting lists for children who have obtained a place in a school

**26 August 2024** : start of the school year.



# Tools available on the website

## [www.inscription.cfwb.be](http://www.inscription.cfwb.be)



On the website you can find all the information about the application procedure for the first year of secondary education.

### SCHOOL SEARCH

You can search for secondary schools on the basis of different criteria and find their FASE number (identification number). By clicking on the name of a school, you can :

- know the school status (presumed incomplete or not) ;
- consult registration status of the school for the last 5 years (complete or not) ;
- obtain additional information: presentation, options, accessibility, etc.

### MON ESPACE INSCRIPTION

This platform allows you to:

- calculate the composite index and obtain advice on the choice of addresses and, for information purposes, situate your child in comparison with the registration situation of the preceding year
- fill in the “volet confidentiel” (confidential component) online ;
- check your child's registration status from mid-March onwards.

### LES DOCUMENTS UTILES

On the [www.inscription.cfwb.be/docs/](http://www.inscription.cfwb.be/docs/) page, you will find documents designed to make your registration process easier: list of secondary schools, example of proxy document, commented single registration form (FUI), translated information documents, etc.

### FOR ALL YOUR QUESTIONS

A page on the site is dedicated to frequently asked questions. Don't hesitate to consult it: [www.inscription.cfwb.be/faq/](http://www.inscription.cfwb.be/faq/).

The Registration Department can also answer all your questions by phone on **0800/188.55** (free call) or by e-mail at [inscription@cfwb.be](mailto:inscription@cfwb.be)

# WHO SHOULD I CONTACT IF I HAVE ANY QUESTIONS?

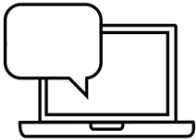
The Registration Department of the Wallonia Brussels Federation remains at your disposal for any further information you may require:



**By calling the Freephone number: 0800/188.55**

→ free call

→ from 8.30am to 12pm and 1pm to 4.30pm from Monday to Friday



**By e-mail :** [inscription@cfwb.be](mailto:inscription@cfwb.be)

This document summarises the procedure for enrolment in the first common year of ordinary secondary education as laid down in Articles 1.7.7-5 to 1.7.7-37 du **Code de l'enseignement fondamental et de l'enseignement secondaire**.

**Fédération Wallonie-Bruxelles / Ministère**

[www.fw-b.be](http://www.fw-b.be) - 0800/20.000

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## PROCURATION

Pour une inscription en 1<sup>re</sup> année commune de l'enseignement secondaire

Ce document doit être accompagné du volet général dûment complété et, s'il n'a pas été encodé en ligne, du volet confidentiel placé sous enveloppe fermée mentionnant le nom, le prénom et le numéro de FUJ de l'enfant.

Attention : seule une **personne majeure** peut être mandatée pour procéder à l'inscription.

**Je soussigné-e**, .....

né-e le ..... / ..... / .....

domicilié-e .....

.....

### Responsable légal de :

Nom et prénom de l'enfant : .....

Né-e le ..... / ..... / .....

Numéro de FUJ : .....

### Donne procuration à :

Nom et prénom : .....

né-e le ..... / ..... / .....

domicilié-e .....

.....

### Pour procéder à l'inscription de mon enfant dans l'école correspondant à ma 1<sup>re</sup> préférence :

Nom : .....

Numéro FASE : ..... / .....

Adresse : .....

.....

Fait à : ....., le ..... / ..... / .....

Signature :