

Preliminary registration and enrolment

Application for a place once the course has begun

Once the course has begun, applications for admission to the second cycle of nursery education, to primary education and to secondary education are only considered, taking into account the existing vacant places, if:

- They relate to pupils not receiving their schooling in Catalonia they arise out of parents', including foster parents', or guardians'.
- Moving house to another municipality, or district in the case of Barcelona.
- If the applicant(s) is/are claiming that other exceptional circumstances exist, amongst which are included changes of school arising out of acts of gender violence or bullying.

Where may one submit applications for admission?

- At the centre to which one is applying, which will admit the pupil if it has vacancies in the type of education and level requested and provided that the pupil meets the above conditions.
- At the [Oficina d'Atenció](#) (Schooling Office) of Consorci d'Educació de Barcelona.
- In the event that the pupil is already receiving schooling, enrolment must be done at the new school and the pupil must be formally taken off the roll at the school of origin.

Documentation that must be submitted

Original and photocopy of the following documents:

- Identity document of the father/mother/guardian.
- Birth certificate or Family Record Book (llibre de família) where the son or daughter is listed.
- Census certificate (volant d'empadronament) of the son/daughter and the father/mother/guardian.
- Census certificate (volant d'empadronament) of the child or young person who is to attend school.
- Primary school pupils in the case that they repeat a course: photocopy of the latest marks from the academic year 2009-2010.
- Secondary school pupils: photocopy of the latest marks from the academic year 2009-2010.

Who may submit applications for admission?

The father, mother, or guardian of the child or young person who is to attend school, duly documented (i.e. in possession of documents).