



PRE-ENROLMENT GUIDE 2018-2019

Pre-enrolment
step by step

- ✓ Second cycle infant school
- ✓ Compulsory primary-school education
- ✓ Compulsory secondary-school education

edubcn.cat

(Catalan / Spanish / French /
العربية / اردو / 中文 / Русский)



Generalitat
de Catalunya



Consorci d'Educació
de Barcelona
Generalitat de Catalunya
Ajuntament de Barcelona

Ajuntament de
Barcelona



SCHOOL PRE-ENROLMENT AND ENROLMENT: WHAT, WHO AND HOW?

WHAT

Pre-enrolment

Pre-enrolment is essential for **securing a place for your child at one of the more than 400 schools in Barcelona's education system** maintained by public funds.

- ✓ It is mandatory
- ✓ It is done in March or April

Enrolment

Enrolment means **confirming your child's registration** for a place assigned at the new school.

- ✓ It is mandatory
- ✓ It is done in June

WHO

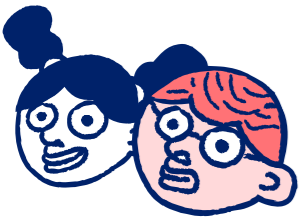
Families have to pre-enrol their children for the coming school year when they...



Will be starting **P3** (born in 2015)



Will be starting their **1st year of compulsory secondary-school education (ESO)** at a new school





Need to **change school**





Are new to Barcelona and want access to any level of education for the first time


FIND OUT ALL ABOUT IT

 Process calendar and times (+info, p. 4-7)

 Priority criteria and required documents (+info, p. 8-13)

 Proximity of schools (+info, edubcn.cat)

 Places on offer at schools (+info, edubcn.cat)

 Educational projects, extra-curricular activities and private state-assisted schools (+info, p. 4 and edubcn.cat)

Remember: It is very important to submit your applications and documents within the established deadline.

All children aged 3 to 16 who are registered residents of Barcelona are guaranteed the right to a place in the city's education system.

5 STAGES and 10 KEY DATES

HOW

*Further info and dates, edubcn.cat

1 Initial information

February*

1. You as a family attend your district's **Information sessions**.
2. You as a family go and visit schools, in particular the ones closest to your home, on **open days**.

2 Take a decision

March*

3. You as a family choose the **schools** where you'll be applying for places, by order of preference.

3 Submit your application

March or April*

4. You as a family fill out and submit your pre-enrolment **application** with its **10 prioritised options** and requisite documents.

We'll sort out the applications

When and how will you know the place that has been secured?
April or May*

Once the applications have been submitted, places will be allocated according to the following steps:

5. Publication of the lists with **provisional eligibility scores**
6. **Challenges** to provisional eligibility scores
7. **Tie-break** draw
8. Publication of the lists with **final eligibility scores**
9. Lists with the **places awarded and waiting lists**

4 Enrol

June*

10. You as families confirm your acceptance of the place secured by **enrolling** at the corresponding school.

5 We start the new school year in

September*

IT'S TIME TO GET GENNED UP!

A good attitude is your best ally

- ✓ **Visit, experience and explore** as many schools as you can and meet their teams in person. That's the most reliable way for getting information and taking a decision.
- ✓ **Ask, listen and check, with an open mind**, with families and teachers you know (from your child's nursery or current primary school) and from the schools you visit. Barcelona's entire education system is committed to interesting and innovative projects. You'll be amazed by the range of schools we have on offer nearby you!
- ✓ **Think ahead and prepare** any questions or queries you would like to raise at each of your visits or meetings.



WHERE?

INFORMATION SESSIONS

The Consortium organises talks in each district, aimed above all at families whose children are starting their school education for the first time.

OPEN DAYS

Go and visit schools, especially the ones closest to your home. Discover their spaces and projects and ask everything you need to know about their teaching teams.

WEBSITES

Consult the websites of the schools and the Consortium. They contain important information on educational projects, extracurricular activities etc.

FAMILIES

Ask other families, the AMPA [Student Parents' Association] or AFA [Student Families' Association] at the schools. They will offer you their own personal assessments.

WHAT INFORMATION?

When you are researching a school, focus on:

- **School educational project**, unique activities or flagship projects, style of learning, values, support for students and so on.
- **Educational community**: teaching team (profiles, careers etc.), families and AMPA or AFA (school life and participation).
- **Functioning**: timetables, excursions, quotas, extracurricular activities, canteen service and so on.
- **School and living environment**: amenities, neighbourhood facilities, school path and so on.
- **Places on offer**, provision for siblings and places reserved for students with specific educational needs.

Make no assumptions before you visit a school. Innovative methods and projects are launched year after year.

TAKE A DECISION BASED ON CONFIDENCE



A STAGE IN LIFE THINK ABOUT...

1. THE SCHOOL AND ITS ENVIRONMENT

Think about your child's personal and educational itinerary. The new school and neighbourhood network will accompany them through a stage of relating, living and growing that will last for several years. Do you like the educational project, values, educational style, etc.? What facilities, services and resources are there in the neighbourhood for children and young people?

2. PROXIMITY

Opting for a school close to home makes organising the family easier. But, above all, it fosters your children's independence, by going to school on their own, building up a circle of friends or arranging to do school work.

3. AFFILIATION

Primary and secondary schools make a huge effort to coordinate projects, methods and educational content. This enables students to connect one educational level to another. Have you seen the secondary schools affiliated to your school?

10 OPTIONS AND A NETWORK OF CONFIDENCE

You as a family take part in choosing the school by stating where you would like your children to be educated. Sometimes, however, a school can receive more applications than it has available places.

All Barcelona's centres offer extremely interesting projects and enjoy support from a large network of professionals, facilities and resources.

Mark your 10 preferred schools and take your decision bearing in mind the following:

- **Priority criteria** (p. 8 and 9).
- Provision for places **reserved for siblings** and students with **specific needs**. New developments for the 2018-2019 school year: to advance towards desegregation and ensure fairness, places reserved for students with specific needs will vary according to the school and the area. Get informed at each school.
- Your **preferences**.

98 %

of students secure a place at one of their chosen options.

This system ensures educational quality at any school in the education system. Choose your 10 prioritised options.



FILL IN THE APPLICATION

It is mandatory to provide an **email address** and advisable to give a **mobile phone number**. Make sure you write **clearly and correctly**.

- Think hard about your **first option**: it has to be the one you prefer and the one that will mark the criteria scores.
- Fill in the **10 options**: all schools have quality projects and you will have more possibilities to secure a place in one of the schools you prefer.
- You cannot change the order of your options once you have submitted it.

Fill in the **8 sections** of the form according to the student's family and personal situation:

1. Student's data
2. School data
3. Place applied for
4. Specific criteria
5. General criteria
6. Supplementary criteria
7. Voluntary choice on religion
8. Signed declaration

All the data supplied (residence, criteria etc.,) must be true and verifiable. Legal action can be taken to verify **whether the data are true**. And, where fraud occurs, the reserved place is lost.

Submitting an application early or the order they are handed in does not entitle reservation of a place.

SUBMITTING APPLICATIONS

Don't leave it to the last day to take your application to your first-choice school. You can do that at the Consortium's Help and Information Office, the Municipal Enrolment Offices (OME) or at a Citizen Help and Information Office (OAC).



ONLINE PRE-ENROLMENT

Fill in the data online and print out the application to **edubcn.cat**.



PRE-ENROLMENT ON PAPER

Fill in the application form you will find at any school, on the Consortium's website or at its Help and Information Office, at Enrolment offices (OME) and at Citizen Help and Information Offices (OAC).



DOCUMENTS

Consult page 12 for basic supporting documents that you have to enclose in your application when you submit it.



CALENDAR

Find out about data on **edubcn.cat** or at the schools.

WHEN AND HOW WILL YOU KNOW THE PLACE THAT HAS BEEN SECURED?

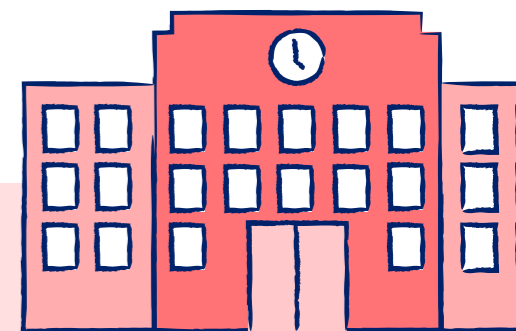
- The school you originally applied for is your main source of information.
- You will receive information by email and on your mobile phone, if you provided the number.
- You must pay attention to the calendar (**edubcn.cat**) for the following:
 - ✓ Publication of the lists with **provisional eligibility scores**: check whether the criteria scores are correct.
 - ✓ **Challenges**: you can point out mistakes in the provisional eligibility scores at the school chosen as your first option.
 - ✓ **Tie-break draw** for families sharing the same score and place.
 - ✓ Publication of the lists with **final eligibility scores**.
 - ✓ **Final offer**.
Extending applications: as an exception, families without a place at any school they applied for can extend their application to schools with vacancies.
 - ✓ **Publication of the lists of students admitted** and, if necessary, waiting lists. You will receive a message with your allocated school. It is important the contact data are correct.

Once submitted, applications are processed under equal conditions and objectively under priority criteria. Every application has an **identifying number**, thereby guaranteeing the traceability of the documents submitted and assessed.



ENROLMENT

Once the places have been allocated, don't forget to confirm your registration by enrolling at the new school. Pay attention to the dates on **edubcn.cat**. If you do not enrol within the established period, you will lose your reserved place (+info on p. 13).



PRIORITY CRITERIA: HOW CAN YOU ACCESS A PLACE?

The system prioritises a local (infants and primary) and educational continuity (secondary) school model. Consult which is the catchment area of your home and the schools affiliated at edubcn.cat or the schools.

1 out of every 4 families had siblings at the same school and obtained 40 points (2017).



- ✓ Where a school receives **more applications than places** available, the priority criteria establish which child takes precedence.
- ✓ Access to a school place is determined solely by the application of **general criteria** and, where appropriate, supplementary criteria.
- ✓ These criteria give scores to families according to **various circumstances**.

SIBLINGS OR PARENTS AT THE SCHOOL*



- Where a student has a sibling educated at the school, or parents or legal guardians who work there: **40 points**.
- This also applies to students who are being fostered by a family, based on the members of the foster family.
- A public infant and primary school and the secondary school it is affiliated to are regarded as a "single centre" where the former is only affiliated to the latter. The scoring applies where two schools are in the process of merging or integrating to become a single centre.

AFFILIATION



- Students have a preferential right when they come from schools and classes affiliated to the secondary school applied for.
- Students simultaneously doing professional studies in music, dance or high-level sports programmes take precedence at schools with adapted hours.

- ✓ In the **event of a tie**, applications then follow the order that results from a public draw.
- ✓ **Catchment area** is an important factor in scores: based on **your home address**, you can find out at which state and private state-assisted schools you can receive the highest scores for proximity.



PROXIMITY*



You need to state unique proximity circumstances, taking into account the school stated in the application's first option. Points for these various situations cannot be accumulated.

- If the student's **usual residence** is in the catchment area of the school: **30 points**.
- If the **workplace** (of the parent or guardian) is in the school's catchment area: **20 points**.
- In the case of infant and primary-school education, if the usual residence is in the same municipal **district** as the school, but not in its catchment area: **15 points**.
- If the usual residence is in the same **municipality** as the school applied for in the first place but not in its catchment area: **10 points**.



CHILDREN OR PARENTS WITH A DISABILITY*

- Where a student or their parent, guardian or sibling has an accredited disability equal to or above 33%: **10 points**.

MINIMUM INCOME*



- Where the parent or guardian is a beneficiary of income support, calculated according to children under their care: **10 points**.



* Requires supporting documents.

4 out of every 5 families educated their children in a local school and obtained 30 points (2017).

- Any criterion that is not accredited within the deadline shall not be considered for eligibility-score purposes.
- Look at the documents that have to be produced for each criterion on page 12.

Supplementary criteria*

- If the student is part of a **large or single-parent family**: **15 points**.
- If the student has a **chronic illness** that affects their digestive, endocrine or metabolic system, including coeliacs: **10 points**.
- If the parent, guardian or sibling has been educated at the school where the application is submitted: **5 points**.

WHERE CAN YOU FIND FURTHER INFORMATION?

Information points for families with **children with specific needs**:

- Each district has a psycho-educational advisory and guidance team (EAP) specialising in providing guidance and assistance to families with children with specific educational needs.
- You as a family can arrange a private visit with your district's EAP.
- Contact information at **edubcn.cat** or by calling **010**.



FACE-TO-FACE ASSISTANCE



- Infant, primary and secondary schools
- **Help and Information Office**
Barcelona Education Consortium
Pl. d'Urquinaona, 6
- **School Enrolment Offices**
Families opting for a school in Ciutat Vella, Nou Barris and Sant Andreu can contact, get informed and submit a pre-enrolment application to the municipal offices operating in these districts.

Ciutat Vella
Placeta del Pi, 2

Nou Barris
C/ de Nil, 27 baixos

Sant Andreu
C/ de Sant Adrià, 20
(former Fabra i Coats offices)
- **Citizen Help and Information Offices** Barcelona City Council

Sant Miquel Citizen Help and Information Office¹ Pl. de Sant Miquel, 3

District of Ciutat Vella²
C/ de les Ramalleres, 17

District of l'Eixample
C/ d'Aragó, 328

District of Sants-Montjuïc
C/ de la Creu Coberta, 104

District of les Corts
Pl. de Comas, 18

District of Sarrià-Sant Gervasi
C/ d'Anglí, 31

District of Gràcia
Pl. de la Vila de Gràcia, 2

District of Horta-Guinardó
C/ de Lepant, 387

District of Nou Barris
Pl. Major de Nou Barris, 1

District of Sant Andreu
C/ del Segre, 24

District of Sant Martí
Pl. de Valentí Almirall, 1

ONLINE ASSISTANCE



- **edubcn.cat**
Barcelona Education Consortium
- **gencat.cat/ensenyament**
Department of Education
- **barcelona.cat/educacio**
Barcelona City Council



- **935 511 000**
Barcelona Education Consortium²
- **012** Citizen Help and Information²
- **010** Barcelona City Council²



1. You will need to book an appointment in advance for requesting information and/or carrying out this procedure in a Citizen Help and Information Office (OAC) by:

- Accessing ajuntament.barcelona.cat/cita.
- Using a procedures and services booth (BCN-Point).
- Calling 010.
- By mobile, downloading the Mobileid app (www.mobileid.cat/ca).

2. Cost of the call according to the operator.

Consult the office addresses as well as the locations of the booths and the 010 service conditions at ajuntament.barcelona.cat/atenciociudadana.

REQUISITE DOCUMENTS

PRE-ENROLMENT

BASIC DOCUMENTS

(MUST BE SUBMITTED IN ALL CASES)

- **Original copy and photocopy of your family book** and other parent-age-related documents. If the student is being fostered, the fostering decision issued by the Department of Social Welfare and Family.
- **Original copy and photocopy of the applicant's national ID** (parent or guardian) or, where they are a foreign national, a residence permit showing either their foreign-resident identification number (NIE) or their passport number. If they are a foreign national from the EU, an ID from their country of origin.
- **Original copy and photocopy of the student's national ID** where they are older than 14 or have their own ID despite being younger than 14. As an exception, students' identification or parent-age may be confirmed with an ID, the family book of their country of origin or alternative documents they may produce.
- **Original copy and photocopy of their TSI** (individual health-care card). Where they do not have one, the Department of Education will consult CatSalut over their individual health-care card's Personal ID Code (CIP).
- **Supporting documents for the criteria** only need to be submitted where they have been marked in the application.

GENERAL CRITERIA

Siblings educated at the same school

There are some circumstances that can be directly verified by the school and which therefore do not require any documents to be submitted.

- Where, on submitting the pre-enrolment application, the student has a sibling educated at the school.
- Where, on submitting the pre-enrolment application, the parent or guardian has been performing an uninterrupted activity in person for a minimum of 10 hours a week, with the corresponding interim or substitute appointment or under an employment or administrative contract.
- Where it is argued that the sibling has been educated at a state school that is regarded as the same school the place is being applied for, a certificate from the centre where they have been educated must be submitted.

Proximity of usual residence

Original copy and photocopy of the applicant's national ID, or, where they are a foreigner, the residence permit stating their foreign-resident identification number.

- Where the usual residence that is stated does not coincide with the one given on the national ID or residence card stating the national identification number or the person concerned has no

foreign-resident identification number, the student's municipal certificate or cohabitation certificate will have to be submitted and it must state that they live with the applicant.

- Renewed national IDs that have not been previously submitted must be produced during enrolment.
- Where, under these criteria, a workplace is treated as a residence, a copy of the employment contract or a certificate issued by the company to that end must be submitted. Where workers are freelancers, account is taken of the residence confirmed with the Inland Revenue and supported by a copy of the form for Tax Register Registration, Amendment and De-registration with the Taxpayers' Register (form 036).

Minimum income (family unit's annual income).

Documents confirming the person concerned is a beneficiary of income support.

Disability of student, parent or sibling. Original document and photocopy of the certificate of disability of the person who claims to have this condition, issued by the Department of Social Welfare and Family.

SUPPLEMENTARY CRITERIA

Large or single-parent family

Original copy and photocopy of the currently valid large or single-parent family card, issued by the Department of Social Welfare and Family. Where this is not available, the person concerned must produce the provisional certificate issued by the Department itself during the processing of the card. Applications for cards are not used for confirming this situation.

Chronic illness

Report issued by a public health-care system doctor or official medical certificate with an authenticated signature from the doctors' association of the corresponding area, stating expressly:

1. That the student has been diagnosed with a chronic illness.
2. That the illness affects their digestive, endocrine or metabolic system (including coeliacs).
3. What the illness in question is.

Parent, tutor or siblings at the school

The person who had received their education at the school that the application is submitted to must provide their data to the school so that the latter can check them.

ENROLMENT

Once the process for allocating places has ended, enrolments must be formally made within the established deadline. The following has to be produced:

- Documents confirming compliance with the **academic or other requirements** set by the school.
- If the **renewed national ID** with the new address could not be submitted (where a change of residence has occurred, demonstrated by the cohabitation certificate produced with the application), it will have to be produced during the enrolment.
- Photocopy of the **vaccination card** showing the doses of vaccines received along with their corresponding dates. If the student has not been vaccinated, on medical or other grounds, an official medical certificate justifying this must be produced.

False or **fraudulent** data provided as well as a submission of **more than one application**, will invalidate any potential priority rights.

Applications (or receipts of applications sent online) **and documents must be sent within the established deadline.**



IN EDUCATION WE MAKE A TEAM

Barcelona boasts over 400 schools,
20,000 professionals and 150,000
families working together for every
child's future



IN A NEW STAGE, WE GROW BY MAKING A TEAM

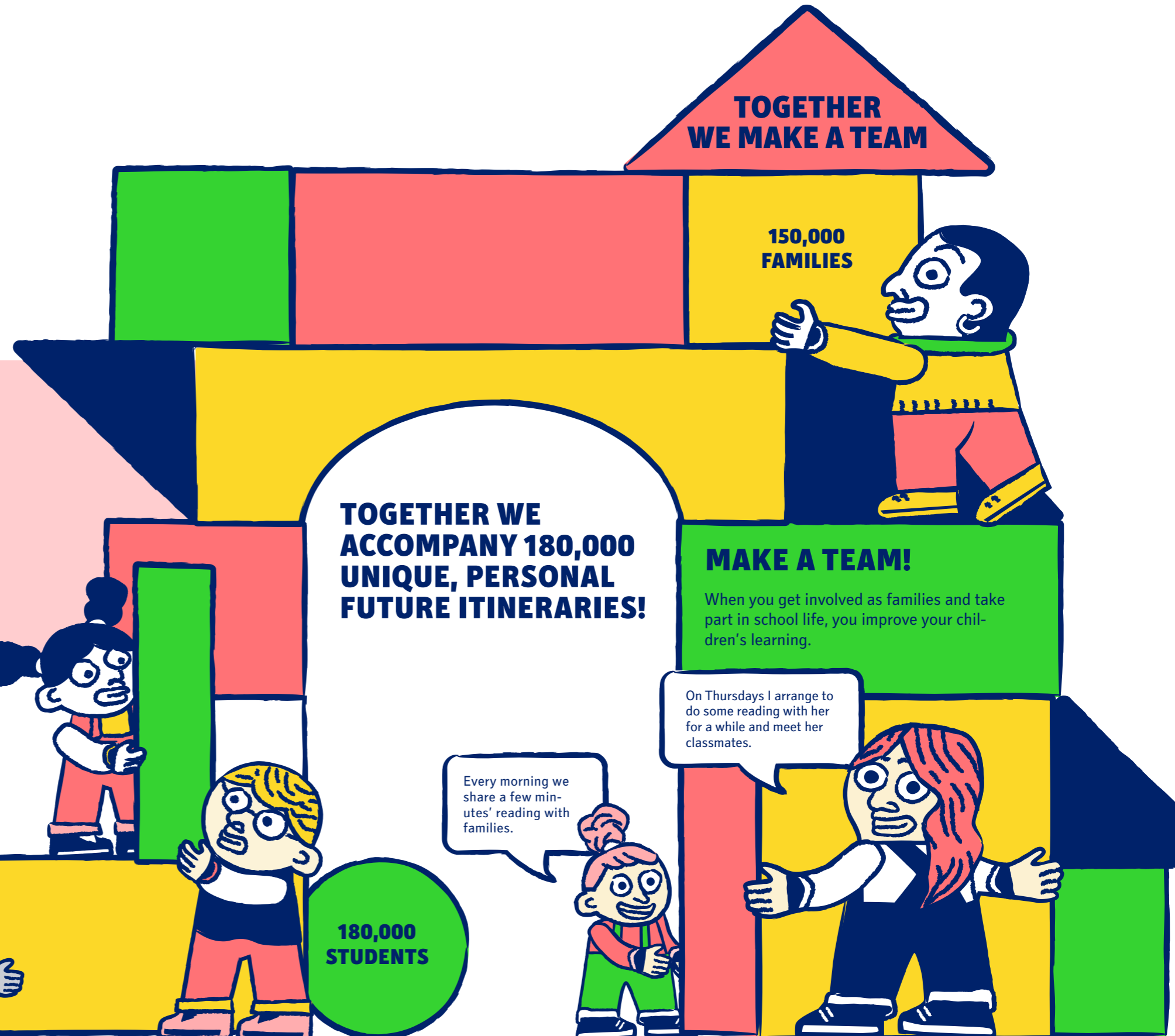
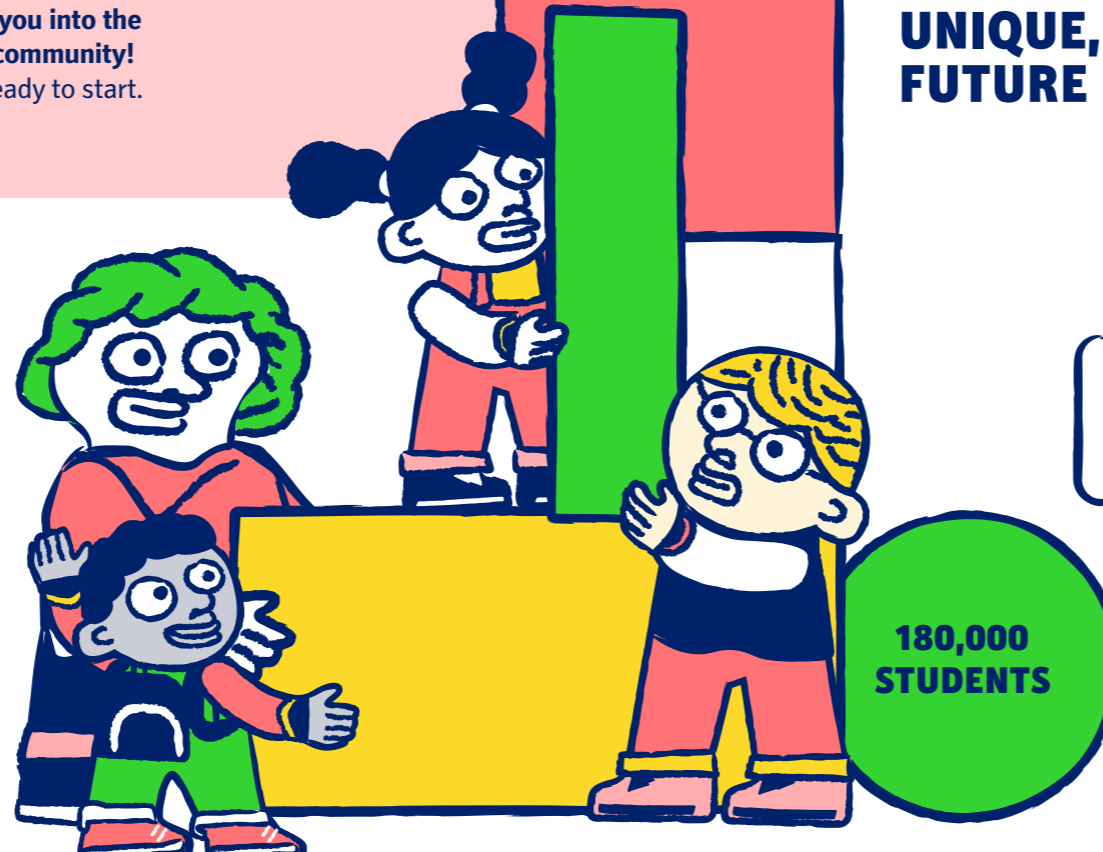
A **new stage of education** is about to start for your children at Barcelona's schools. The city will pull together to support you in their growth and learning and thereby ensure that each child and young person in Barcelona can build their future educational itinerary. You will also play a key role as families.



P3 FAMILIES AND CHILDREN: WELCOME!

This is an **important time for your family**. And for Barcelona's education system, which will usher in a school year with over 13,800 children in P3.

Discover how we teachers, monitors, porters and other professionals are **preparing to welcome you into the city's big educational community!** It's time for us to get ready to start.



**TOGETHER
WE MAKE A TEAM**

**150,000
FAMILIES**

**TOGETHER WE
ACCOMPANY 180,000
UNIQUE, PERSONAL
FUTURE ITINERARIES!**

MAKE A TEAM!

When you get involved as families and take part in school life, you improve your children's learning.

On Thursdays I arrange to do some reading with her for a while and meet her classmates.

Every morning we share a few minutes' reading with families.

THE VALUES THAT GUIDE 180,000 ITINERARIES

How do we accompany Barcelona's 180,000 children and young people in building their future itineraries? What values and principles sustain education in Barcelona?

- 1 Working and **innovating** for **quality education**.
- 2 Responding to **different and unique realities**, by ensuring **equal opportunities** for all children and young people.
Working to achieve **equivalence for all the education system's schools**.

- 4 **Placing trust in professionals** and each school's capacities and accompanying them in this work.
- 5 And **experiencing this** as a community, with people from our area, our neighbourhood. Experiencing this **nearby our homes**.

4

CO-RESPONSIBILITY IN EDUCATIONAL WORK

We all need to support the more than 400 schools and 20,000 professionals, while also supporting them in their work. Did you know that, according to an OECD report, **the active interest of families in the school activities of their children is key to their success at school? Taking part enriches schools and students learn better in a living school.**

5

PROXIMITY, AN INDISPUTABLE VALUE FOR CHILDREN AND YOUNG PEOPLE

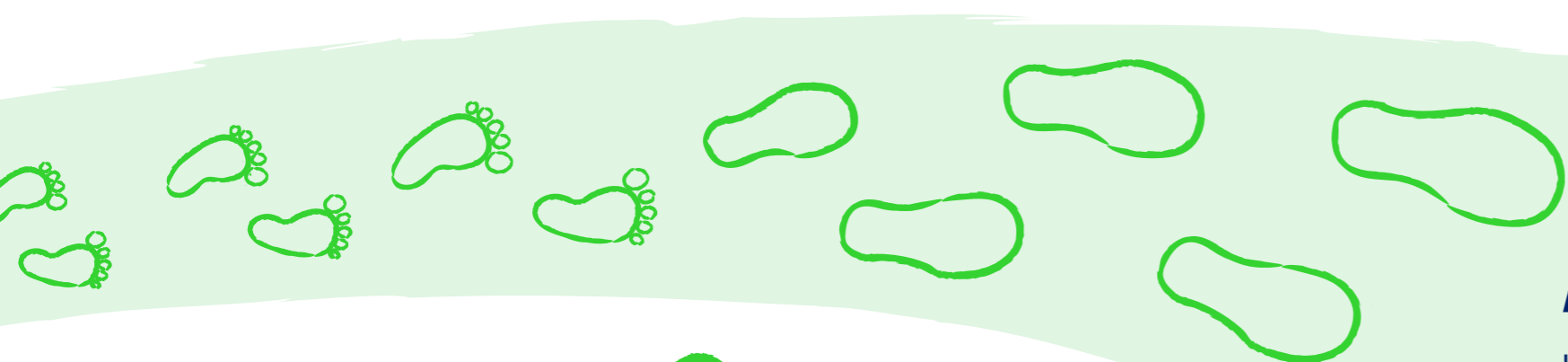
Travelling to and from primary or secondary school on foot, being able to combine everyday life at school with afternoon activities at healthy times and close to home, **meeting up with classmates and friends from the neighbourhood** or arranging to share recreation and study time. **This is a neighbourhood-scale life model**, a model where **the proximity** of households to schools is an indisputable value that **helps families to balance work and family life.**

THEY MAKE A TEAM!

Children and young people improve their skills together. At the same time, as an educational community, we are making Barcelona more accessible and inclusive.

Would you like Raghida to come over and do the Olympic Games project at home?

Yes, you'd be doing me a favour. When they're together she enjoys it even more.



1

A QUALITY EDUCATION: NETWORKS AND TOOLS FOR CHANGE

Barcelona's education model is clearly committed to educational innovation in schools. The Networks for Change programme launched by the Barcelona Education Consortium is one of the programmes that guarantees that **all the city's schools run educational innovation initiatives.**

2

A MODEL THAT ENSURES FAIRNESS AND INCLUSION

Education must ensure that all children and young people have access to opportunities and are able to develop in a city as rich and diverse as Barcelona. Educational planning, scholarship programmes, support for educational services (CRP, EAP, ELIC etc.) and reserving places for students with special educational needs also ensures making the most of **opportunities for children and young people with fewer resources.**

3

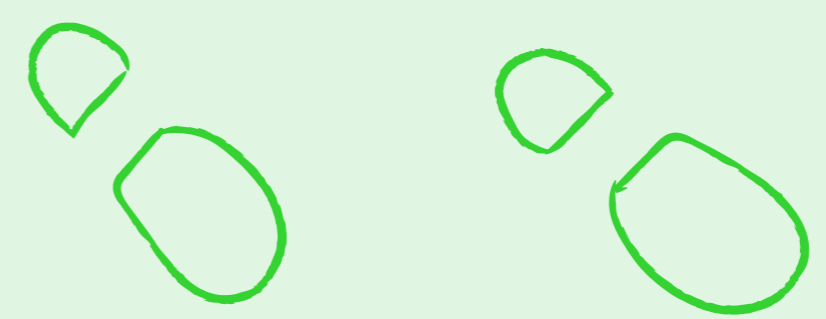
SCHOOL EQUIVALENCE: A MODEL WHERE WE ALL WIN

We are working to **enable all schools to offer equivalent itineraries**, with a diversity of realities and educational projects. This is a collective challenge for schools and the entire educational community, and we are working together on this with the support and confidence of families.

A SHARED PURPOSE!

In Barcelona being committed to education for our children and young people means making a team. And as the city's educators, professionals, schools, families and stakeholders, we share

principles and values for filling their backpacks with resources, tools and experiences to help them on their life journeys. That way we raise bold, empowered citizens with a future.



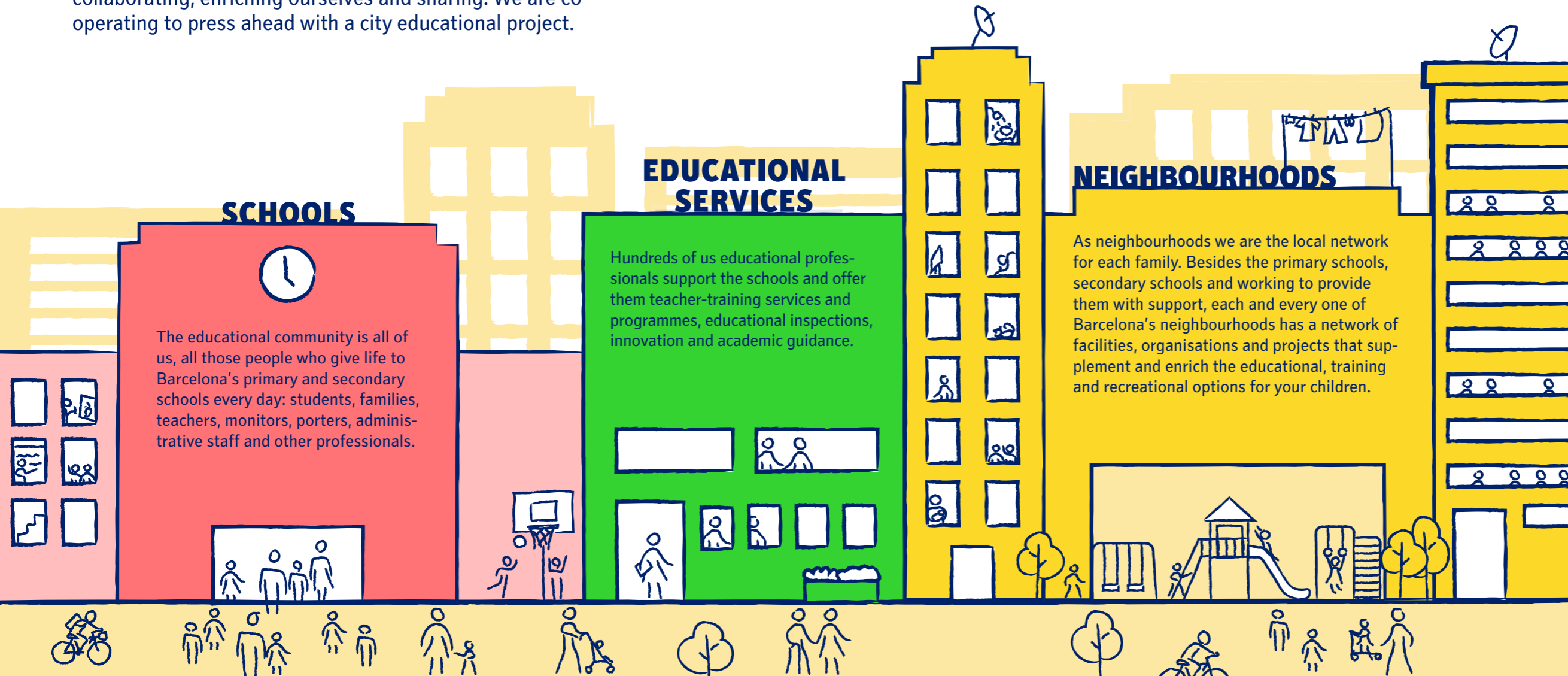
WHO MAKES THE TEAM?

Everyone is important in education in Barcelona and everyone has a job to do here. We have learnt that we need to work like an ecosystem to do that properly: by collaborating, enriching ourselves and sharing. We are co-operating to press ahead with a city educational project.

Barcelona is an educating city with educational resources and services for families, children and young people

THEY MAKE A TEAM!

We network when a school is not alone. We make a team when we help children and young people in getting their values and aspirations to grow. At school and outside.



SCHOOLS

The educational community is all of us, all those people who give life to Barcelona's primary and secondary schools every day: students, families, teachers, monitors, porters, administrative staff and other professionals.

EDUCATIONAL SERVICES

Hundreds of us educational professionals support the schools and offer them teacher-training services and programmes, educational inspections, innovation and academic guidance.

NEIGHBOURHOODS

As neighbourhoods we are the local network for each family. Besides the primary schools, secondary schools and working to provide them with support, each and every one of Barcelona's neighbourhoods has a network of facilities, organisations and projects that supplement and enrich the educational, training and recreational options for your children.

WE MAKE A TEAM AT SCHOOL



WE MAKE A TEAM WITH THE SCHOOLS



WE MAKE A TEAM IN THE CITY

