PRE-ENROLMENT GUIDE 2019-2020

Pre-enrolment step by step

 Second infant-school cycle

 Compulsory primaryschool education

www.edubcn.cat

(castellano / català / francais / اردو / العربية / 中文 / Русский)



Ajuntament de **Barcelona**



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

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

WHA1

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 carried out from 29 March to 9 April, including both of those dates.

Enrolment

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

- ✓ It is mandatory ✓ It is done from 20 to 26 June

WHO

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



Are starting P3 (born in 2016)



Need to change school



They are starting their 1st year of compulsory secondary-school education (ESO) at a new school



You are newcomers to Barcelona

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

FIND OUT ALL ABOUT IT

- (+info, p. 4-7)
- Priority criteria and required documents (+info, p. 8-13)
- (+info. edubcn.cat)
- ምምም Places on offer at schools (+info, edubcn.cat)
- Educational projects, extracurricular activities and private state-assisted

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.

	AGES 10 KEY DATES	HOW
0	INITIAL INFORMATION	1. You as a family att Information session
		2. You as a family go particular the ones open days . You ca 27 March*
2	MAKE A DECISION	3. You as a family cho you'll be applying preference.
3	SUBMIT YOUR APPLICATION	4. Fill in and submit y application as a fa options and requis
	WE'LL SORT OUT THE APPLICATIONS	Once the application will be allocated acco
	When and how will you know the place that has been secured?	 5. Publication of the scores 26 April* 6. Challenges to prove 29 April to 3 May, 7. Tie-break draw 9 8. Publication of the 14 May* 9. Lists with the alloce 12 June*
6	ENROL	10. You as families co of the place secur corresponding sch

*Provisional dates Confirm at a edubcn.cat.





IT'S TIME **TO FIND OUT ALL ABOUT IT!**

A good attitude is your best ally

- \checkmark 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 contrast, 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 in P3 and places reserved for students with specific educational needs.

100%

of the city's primary and secondary state schools will be part of Networks and Tools for Change innovation programmes during the next school year.

Make no assumptions before you visit a school.

MAKE A DECISION BASED ON CONFIDENCE



A STAGE IN LIFE THINK ABOUT...

1. THE CENTRE AND ITS SURROUNDING AREA

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. ALLOCATION AND ASSIGNED SECONDARY SCHOOLS

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 Each primary school will have a assigned secondary school, which ensures educational continuity.

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 schools offer extremely interesting projects and enjoy support from a large network of professionals, facilities and resources.

Mark 10 schools in order of priority 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. For the purposes of advancing towards desegregation and ensuring fairness, places reserved for students with specific needs will vary according to the school and the area. Find out about them at each school.

• Your preferences.



99%

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 it **clearly and** 0 correctly.

- Think hard about your first option: it has to be the one you prefer and the one that the criteria scores will mark.
- 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 them.



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, if any fraud occurs, the reserved place is lost.

The application must be submitted within the established time limit. Order of allocation does not imply priority or reservation of places.

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 on edubcn.cat.

PRE-ENROLMENT ON PAPER



DOCUMENTS

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



CALENDAR

Confirm final data at edubcn.cat or the schools concerned.

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.

Schools have to accept all the applications within the deadline and under no circumstance may they receive any payment for accepting them or reserving places.

A single application form only may be submitted. If more than one is submitted, this will invalidate priority rights.



- 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. 26 April*
- mistakes in the provisional eligibility scores at the school April to 3 May, including both those dates*
- ✓ **Tie-break draw** for families sharing the same score and place. 9 May*
- ✓ Publication of the lists with **final** eligibility scores. 14 May*
- ✓ 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. 30 April to 3 May, including both those dates*
- ✓ Publication of the lists of students admitted and, where necessary, waiting lists. You will receive a message with your allocated school. It is important the contact data are correct. 12 June*

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.

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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).

U

✓ Challenges: you can point out chosen as your first option. 29

*Provisional dates. Confirm at edubcn.cat.

PRIORITY CRITERIA: HOW CAN YOU ACCESS A PLACE?

The system prioritises a local (infants and primary) and educational continuity (secondary) school model. Consult the catchment area for vour home and the local schools.

4 out of every 10

families had siblings at the same school and obtained 40 points (2018).



- ✓ If a school receives more applications than its available **places**, 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, complementary criteria.
- ✓ These criteria give scores to families according to various circumstances.

- ✓ 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 stateassisted schools you can receive the highest scores for proximity.



- 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.
- An infant and primary state 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.



 In general, affiliation is taken into account when a place is requested in a secondary school. However, in exceptional cases, families with children who are in the last year of a centre that only offers primary education will also have to mark affiliation and request to continue primary education in a centre where they have affiliation.



LOCAL SCHOOLS*

You need to state unique localschool 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 quardian) is in the school's catchment area: 20 points.
- In the case of infant and primaryschool 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.



PARENTS WIT

quardian or sibling has an

above 33%: 10 points.

• Where a student or their parent,

accredited disability equal to or

DISABILITY*

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



* Requires supporting documents.



8 out of every 10

families educated their children in a local school and obtained 30 points (2018).

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

Complementary criteria*

- If the student is part of a large or single-parent family: 15 points.
- New feature: having a chronic illness (digestive, endocrine or metabolic, including coeliacs) or cases where parents or siblings have been students in the school are no longer considered as complementary criteria.

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.



 Infant, primary and secondary schools

FACE-TO-FACE

- Help and Information Office **Barcelona Education Consortium** Pl. d'Urguinaona, 6
- School Enrolment Offices Families opting for a school in Ciutat Vella, Nou Barris and Sant Andreu can contact, get information and submit a preenrolment 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)

OTHER INFORMATION POINTS



• Citizen Help and Information Offices ¹ Barcelona City Council

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

District of Ciutat Vella 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

- 012 Citizen Help and Information²
- Barcelona Education Consortium • 010 Barcelona City Council²
- educacio.gencat.cat **Department of Education**
- barcelona.cat/educacio Barcelona City Council



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/atenciociutadana.





REQUISITE DOCUMENTS

PRE-ENROLMENT

BASIC DOCUMENTS

(MUST BE SUBMITTED IN ALL CASES)

- Original copy and photocopy of your family book and other parentage-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 quardian) 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 parentage may be confirmed with an ID, the family book of their country of origin or alternative documents they may produce.

• 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 preenrolment application, the student has a sibling educated at the school.
- Where, on submitting the preenrolment 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.
- Local schools by usual residence Original copy and photocopy of the applicant's national ID, or, where they are a foreigner, the residence permit stating their foreignresident 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 Deregistration 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.

COMPLEMENTARY CRITERIA

Large or single-parent family Original copy and photocopy of the currently valid large or singleparent 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.

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.



WE WANT TO SHARE A PROPOSAL WITH YOU: WE WANT TO EDUCATE AND GROW AS A TEAM!

What does making a team mean in education? It means that educators and other professionals, the families and everyone in city neighbourhoods work towards the same goal: supporting our children and young people with resources, knowledge and experiences that will help them to grow and begin their paths through life with everything that an advanced city like Barcelona can offer. Making a team for every child and young person. Making a team so that everyone is a success. Making a team so that everyone wins.



Remember...

- Go to the open days.
- Provide an email address and a mobile phone number in your pre-enrolment application.
- Fill in the **10 options**.
- Include supporting priority-criteria documents.
- Hand in your application in person.

IN EDUCATION WE MAKE A TEAM

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



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A NEW STAGE, WE ARE GROWING BY MAKING A TEAM

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





HOW DO WE CREATE A SCHOOL WHERE EVERYONE WINS?

If we build a community, with schools that reflect the diversity of every neighbourhood, with stimulating learning and where everyone participates..., then everyone wins. Because then we are making a team for every child and young person. Each child's success is everyone's success.

GROWING UP NEAR HOME

Local schooling is a value for growth for children and young people. Walking to school and back, combining school time with afternoon activities near home, meeting up with neighbourhood friends... Local schooling means balancing life, education in the community and neighbourhood life.

INNOVATION IN EVERY SCHOOL

We are innovating for a quality, diverse and equivalent education. During the next school year, 100% of primary and secondary state schools will be part of Networks and Tools for Change innovation programmes. Barcelona has a wealth of educational projects and centres. And they all enjoy the support of a network of professionals, services and resources, to guarantee the quality and equivalence of their educational itineraries.

DIVERSITY IN EVERY CLASSROOM

We believe we want a school for everyone. Because we know that educational progress improves when we grow in diverse, balanced groups. Hence our educational support (CRP, EAP, ELIC...), school scholarships and reserved places for students with specific educational needs... To guarantee fairness and educational opportunities for every child and young person. Because every individual success is a success for the entire system.

What education do we want in **Barcelona?**

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LINKED PRIMARY AND SECONDARY SCHOOLS

Educating, growing and ensuring educational continuity. We work to ensure that every primary school has an affiliated secondary school. That is why centres and professionals share educational methods and programmes with a single goal: linking the transition from primary to secondary education and thereby ensuring that students follow coherent, wellfocused educational itineraries.

THE KEY IS RECEIVING AND CONTRIBUTING

Taking part enriches schools while students learn better in a dynamic school. Co-responsibility is a necessary condition for educational success. All of us, including families, have to be involved in children's education. Because the active interest of families in their children's school activities is vital for their success at school. Placing trust in professionals and each school's capacities also means accompanying them.



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



WHO MAKES THE TEAM?

Everyone is important in education and everyone has a job to do. Inside and outside the classroom. We have learnt that, if were are to this properly, we need to work as a team: by collaborating, enriching our lives and sharing. We

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





We network when schools are 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

WHEEKIN KATA OTBANNE MARKEEAN TEAM ENT STEP BY STEP

AN AUTHORITY SUITABLE FOR A CITY EDUCATIONAL NETWORK

The Barcelona Education Consortium has working hand in hand with the Generalitat of Catalonia and Barcelona City Council for the last ten years, to improve the management of education and make it more local. We are the sole educational authority for Barcelona, promoting and coordinating a large educational network made up of 237 state and 176 state-assisted centres, with over 11,000 professionals. And we aspire: **to develop bold, empowered citizens with a future.**

WE ARE DEMANDING

Education is dynamic and in constant evolution. We are involved and alert teachers and professionals well aware of the realities of education. Over 22 networks and working groups work towards change and for educational innovation in the more than 400 centres in the city. We provide responses and more opportunities in the educational itineraries for children, young people and adults in Barcelona.

WE ARE LOCAL AND FACILITATORS

We are over 500 locally based professionals serving and supporting state schools. We accompany them in their everyday activities, facilitating the necessary conditions to create **unique**, **singular educational projects** in all city schools, while reinforcing the **independence of each one**.

WE ARE THE HEIRS TO A BOLD, COHERENT DECISION

A complex city such as Barcelona needs combined efforts and a single authority for education, able to align and coordinate every authority and every one of us working in education with a shared perspective and project. When we combine resources efficiently we can multiply the expected results!



THEY MAKE A TEAM!

The teachers network and receive expert advice from services such as the Educational Resources Centres. Together, we meet the educational needs of every classroom and every centre.

We have created a new project that combines maths and cooking!



