

Pre-enrolment

2020-2021 school year

FAQs

What is the difference between pre-enrolment and enrolment?

Pre-enrolment is the process of applying for a publicly funded school place. Enrolment is the process of confirming admission in the school once the place has been awarded. Therefore, pre-enrolment is not valid for the purpose of enrolment if it is not made at the corresponding school in the corresponding period.

Who has to apply for pre-enrolment?

Students who want to:

Be admitted for the first time to attend any school supported by public funds.

- Access P-3.
- Access upper secondary school (*batxillerat*) specialising in the arts.
- Access any upper secondary school specialisation if coming from an educational cycle.
- Access any other post-compulsory education.
- Access integrated schools.
- Change school.

Students in the 6th year of primary education at a school which offers compulsory secondary education (ESO) should only apply for pre-enrolment on the first year of ESO if they want to change school.

What are the ages to access each educational level?

In general, the student's date of birth is used to determine their corresponding year level, as shown in the following table

year of birth	2020-2021 school year	stages
2017*	1st year (P3)	second cycle of early childhood education
2016	2nd year (P4)	
2015	3rd year (P5)	
2014*	1st year of initial cycle (1st)	primary education
2013	2nd year of initial cycle (2n)	
2012	1st year of intermediate cycle (3rd)	
2011	2nd year of intermediate cycle (4th)	
2010	1st year of upper cycle (5th)	

How can I find out the places being offered by schools at each educational level?

The availability of school places can be consulted at the schools or through the information section for pre-enrolment in early childhood, primary and compulsory secondary education. [Preinscripció d'educació infantil, primària i secundària obligatòria](#)

How many places are reserved for students with specific educational needs?

Students with specific educational needs (SEN) are those who are affected by certain illnesses or disabilities and are in a particularly disadvantaged economic or social situation. To ensure a balanced distribution of such students, the admission process to publicly funded schools (state, and state-assisted private schools) is conducted in line with the principle of equality and equal opportunities. Consequently and in general, two school places per group are reserved in the second cycle of early childhood education, in primary education, in compulsory secondary education (ESO) and in the cycles of vocational and professional training. One place per group is reserved on upper secondary school (*batxillerat*) educational courses. The number of reserved places may vary according to the needs of the area.

Where should I take the pre-enrolment application?

Preferably to the school of first choice.

The application can also be submitted to the Help and Registry Office of the Barcelona Education Consortium (Pl. Urquinaona, 6, ground floor), a Citizen Help and Information Office (OAC), or to one of the Education Offices (*Oficina de Escolarización*) in the districts of Ciutat Vella (Placeta del Pi, 2), Nou Barris (C. de Nil, 27, ground floor) or Sant Andreu (C. de Sant Adrià, 20).

Applications must be submitted in the established time period, along with the corresponding accreditative documentation.

Should I indicate the student's ID number on the pre-enrolment application?

No, in the case of students applying for pre-enrolment for the first time, or new students coming from outside Catalonia.

Yes, the student's ID number must be given on the application form in the case of students who have been enrolled at schools in Catalonia as from the 2015-2016 school year in the second cycle of early childhood education, and in compulsory secondary education (ESO), upper secondary school (*batxillerat*) or cycles of vocational and professional training or visual arts and design. The management of the school where these courses were taken should provide the students' families with this ID number. It may also be obtained from the Help and Registry Office of the Barcelona Education Consortium, or the Education Offices (*Oficines d'Escolarització*) of the municipal districts, or through an online application (providing you have a digital identification system and are of adult age, or if you are the legal guardian of the student).

Can the application be made by Internet?

Yes, the application can be made via the Internet, through the Education Consortium of Barcelona or the Department of Education website:

www.gencat.cat/preinscripcio

Once the procedure is completed, the application should be printed and submitted along with the corresponding documentation to the first-choice school, or to the Help and Registry Office of the Barcelona Education Consortium, the Citizen Help and Information Office (OAC) or to one of the Education Offices (*Oficines d'Escolarització*) of the municipal districts.

What documentation should be submitted for the pre-enrolment?

- **Original and photocopy of the family book** or other documents relating to parentage. If the student is adopted or fostered, the documentation relating to the adoption or fostering from the Ministry of Employment, Social Affairs and Families of the Government of Catalonia must be submitted.
- **Original and photocopy of the identity document of the person making the application** (parent, guardian or de facto guardian) or, if the applicant is not Spanish, the resident's card showing the identity number for foreign nationals (NIE) or passport. In the case of European Union citizens, the identity document of their country of origin. **When the usual residence provided is not that which appears on the identity document or NIE**, it should be accredited with the municipal document stating where a registered individual lives and with whom (*certificat o volant municipal de convivència*).
- **Original and photocopy of the student's identity document**, if he or she is over 14, or has such document if under 14. Exceptionally, the identification or parentage details for **foreign students** may be accredited with the **identity document, family book from the country of origin or such alternative documents as the person may provide**, translated, if necessary.
- Where applicable, the documentation (specific, general and complementary) accrediting priority criteria for each course.

Can someone who is not the parent, guardian or de facto guardian of the student present the pre-enrolment documentation?

Yes, with authorisation signed by the parent, guardian or de facto guardian, accompanied by a photocopy of their identity document.

Can more than one pre-enrolment application be submitted?

No, the submission of more than one application to access courses included in one same pre-enrolment procedure will result in the invalidation of any corresponding priority rights that may apply.

If no agreement among the people who share custody of the child results in various different applications or requests for pre-enrolment to change schools being made, and until such time as there is a court ruling, continuation at the school where the student is studying will be prioritised and the pre-enrolment applications will be cancelled. In the case of new enrolments or in other circumstances where, having heard the parties

involved, the admissions guarantees committees so consider, they will cancel one of the applications.

It is not considered that double applications have been made in the following cases:

- Students who apply for school places not included in the same procedure (for example, upper secondary school (*batxillerat*) and vocational training; or vocational training and visual arts and design). Each procedure has a different type of pre-enrolment form.
- Students who want to study music and dance at integrated schools, who must submit two applications in order to ensure an ordinary place if they fail to pass the specific entrance examination. Only in the case of IE Oriol Martorell and the Institut del Teatre
- Students who apply for a compulsory secondary education (ESO) or upper secondary school (*batxillerat*) place at the Institut Jaume Balmes or the Institut Josep Serrat i Bonastre, with music as their priority, who may also apply for a place at other schools.

Should students who have done the 1st cycle of early childhood educational (0-3 years old) at a school submit a pre-enrolment application if they want to continue at the same school to do the 2nd cycle (3-6 years old)?

Yes, they should submit the application, and have no priority access or additional score.

Families with early childhood education students (0-3) at schools with the same centre code for the 2nd cycle (3-6) are awarded the siblings additional score, where applicable, but do not have priority access. This is the case with the following schools: Peter Pan, Petit Aloma-Aloma, Petit Virolai -Virolai, and Molina Blau – Molina.

Can a school refuse to accept a pre-enrolment application?

No, the school must accept all ordinary applications and applications for children with specific educational needs (SEN), regardless of the number of places it has available, provided that school is the first choice on the application.

Is there a fee for making a pre-enrolment application?

No, schools cannot receive any fee to reserve a place or for any other reason in relation to pre-enrolment.

What is the catchment area?

The catchment area establishes the schools which qualify for the award of points according to the proximity scale and in relation to the applicant's declared usual residence or place of work. In the second cycle of early childhood education and in primary education the area includes at least six state and six state-assisted schools.

The list of schools for which proximity points may be obtained can be found:

- Via this [link](#) to the Barcelona Education Consortium website.
- At the schools, each of which has a map of its corresponding catchment area.

Can the scores corresponding to place of residence and place of work be added?

No, these scores cannot be added.

How does affiliation between schools affect the pre-enrolment process?

When students are enrolled at a primary school and want to access another with which there is a special affiliation they will be given preferred access to that school to do secondary education (12-16 years old).

This applies to both state and state-assisted schools.

The continuity of educational projects in schools with first (0-3) and second (3-6) cycles of early childhood education is not considered a special affiliation and, consequently, does not qualify for priority access.

There are seven cases of special affiliations between early childhood (3-6) and primary (6-12) education: Carles Riba, Jesús Maria, L'Esclop-Passeig, Mafalda, Magnòlia, Grimm and El Petit Santa Maria. Having no primary school, they are affiliated with Sant Ignasi, Maria Auxiliadora, Jesuïtes Casp-Sagrat Cor de Jesús, Escola Pia de Sarrià-Calassanç, Camí II, Virolai and Santa Maria dels Apòstols, respectively.

Can affiliated and non-affiliated schools be applied for in the same application?

Yes. Please note that if you apply for admission to a non-affiliated school you lose the right to affiliation for all following schools in the list, even if they are affiliated to the current school.

If a secondary school does not fill all its vacant places with students from affiliated schools, can it accept applications from students at non-affiliated schools?

Yes, this can happen. During the process of assigning places to a compulsory secondary education school preference is given to applications from students at schools with which it is affiliated. Once this stage is completed, if there are still vacancies places are assigned in the order of request – first those who have indicated the school as their first choice – and, among these, in order of the score obtained by general criteria (siblings, proximity, etc.), then the supplementary score, and finally if necessary, by the tiebreaker. Consequently, once places have been assigned to students from affiliated schools, preference will be given to those who have requested the school as their first choice over those who chose it as their second, ordered in accordance with the score obtained.

How does the scoring for siblings work?

Sibling points should be added if a student/applicant has a brother or sister enrolled and attending the school for which the enrolment application is made, in any of its stages.

In the case of affiliated schools, sibling points are only awarded if the student has a brother or sister enrolled at a school which is considered the sole affiliated institution with the one for which the application is made. The “sole affiliated institution” is the

state school offering early childhood and primary education and the secondary school with which it is affiliated, when the former is affiliated solely with the latter.

What happens in the case of twins?

In the case of twins, the necessary steps will be taken to ensure both have access to the same school.

Are children not of common parentage considered siblings?

Children not of common parentage living in the family unit with stable couples who form a reconstituted family and are considered siblings for the purposes of applying the general criteria of sibling points for the school.

When is a family considered to be single-parent?

Single-parent families should accredit this situation with the corresponding current and valid card issued by the Catalan Ministry of Employment, Social Affairs and Families.

An application for a single-parent family card is not admissible to accredit this situation.

What is considered to be a stable couple?

A couple is deemed to be in a stable relationship when they are married, registered as a domestic partnership (*parella de fet*) or have lived together for at least two years. This should be accredited, respectively, with the family book, the certificate of registration in the register of domestic partners, or the municipal historical record of domicile certificate (*certificat de convivència històric*) showing that the couple has lived together for at least the last two years.

The parents must have legal guardianship and custody of any child not of common parentage, who must be living with the couple. The relationship must be accredited by the family book, the guardianship and custody by the regulating agreement of the separation or divorce, and the couple's cohabitation by a record of domicile certificate (*certificat de convivència*).

How are applications placed in order?

The general criteria are applied for admission to the second cycle of early childhood education (P-3, P-4 and P-5) and supplementary criteria in the case of a tie. If scores continue to be tied, the order of successful applications will be established by a public draw.

Admission to primary education is based, in the first instance, on specific priority criteria (affiliation between schools). Subsequently, the general criteria are used, and supplementary criteria in the case of a tie. If scores continue to be tied, the order of successful applications will be established by a public draw.

In the case of compulsory secondary education (ESO) and non-artistic upper secondary school (*batxillerat*), specific priority criteria are first applied (affiliation between schools and simultaneous studies). Subsequently, the general criteria are used, and supplementary criteria in the case of a tie. If scores continue to be tied, the order of successful applications will be established by a public draw.

Details of all these criteria for all educational levels can be found via this [link](#).

When will the student know if he or she has been admitted?

Schools publish the following lists of the pre-enrolment and enrolment processes on the dates indicated in the calendar for each course:

- List of applications for pre-enrolment at the school, with the provisional score.
- List of applications for pre-enrolment at the school, with the score once appeals have been resolved.
- List of applications for pre-enrolment at the school, with the final score. This list is not the assignment of places; the definitive list of admitted students will be published later.
- Lists of students admitted to the school.

The dates for courses for 3- to 16-year-olds can be found on the pre-enrolment calendar.

Is it possible that I will not be assigned a place in my first-choice school?

Yes, for this reason you should indicate more than one school, in order of priority (on one sole pre-enrolment form) so that, in the event admission to the first choice is not possible, the place awarded is as near as possible to your stated preferences.

Is the score obtained for the first-choice school maintained for the remaining choices?

Yes, the score is always the same for all options.

What happens if I am not assigned a place in any of the schools I requested?

Compulsory education

Students of P3, 1st of secondary education (ESO) and other courses who have been assigned places automatically, with none of the requests on their pre-enrolment application being awarded, should complement the submitted application through a form which can be found on the Barcelona Education Consortium website (www.edubcn.cat/preinscripcio), indicating in order of priority a new list of schools from among those that have vacant places.

These forms will be ordered taking into account the score obtained and, if necessary, the number awarded in the tiebreaker in the pre-enrolment application. The assignment of places will be resolved in strict order.

Failure to submit the form to complement the application before the indicated deadline will result in the assignment being made automatically from among the remaining vacancies.

An application extension does not entitle the student to enter waiting lists for the new schools requested, nor does it modify the already existing waiting lists of ordinary assignment.

Procedure: families will receive an email to the address given on the pre-enrolment application, which will inform them that they have not been assigned a place in any of their preferred schools, and that they may extend their application to include those schools that have vacant places. This procedure will be conducted via the Internet.

Intermediate vocational training cycles

Students who have submitted a pre-enrolment application within the time frame established in the calendar and have not been assigned a place, or have been assigned one and not enrolled, may take part in a second phase of admission in the framework of existing vacancies, using the form available for this purpose on the Barcelona Education Consortium website (www.edubcn.cat).

Applications are ordered by access route and in accordance with the average of the marks obtained in the student's studies, or by passing the cycle entrance exam.

Where can I find the results of the public draw?

The results are published on the website of the Barcelona Education Consortium the same day the draw is conducted.

Is it possible to change schools once the school year has started?

Once the course has begun, applications for admission to the second cycle of early childhood, primary or compulsory secondary education (ESO) are only accepted, taking into account existing vacant places, in the following cases:

- a) If changes have occurred in the usual place of residence, which is now in another municipality, or district in the case Barcelona, or in details related to the parents, guardians or de facto guardians.
- b) In other exceptional circumstances.

See all the information relating to the **procedure for changing schools**.

Once the definitive lists have been published, how can I make an appeal if I am not happy with the place I have been assigned automatically?

An appeal can be lodged against an automatic assignment of place in those cases where none of the schools requested in the application form or in the extension application has been awarded. The appeal can be made via the Internet using an online form or personally at the district Education Offices (*Oficina de Escolarización*) or at the Help and Registry Office of the Barcelona Education Consortium. A prior appointment **is not necessary** to carry out this procedure in person.

When should I do the enrolment?

The enrolment of admitted students is formalised on the dates established in the calendar corresponding to each course.

Students who fail to formalise their enrolment in the established period will be deemed to have relinquished the awarded place, unless a delay has occurred for justifiable reasons.

What documentation should be submitted for the enrolment?

In addition to the documentation provided on submission of the pre-enrolment application, the following must be presented when formalising enrolment:

- A photocopy of the vaccinations card showing the doses of vaccine received and the corresponding dates. If you do not have a vaccinations card, you need to submit an official medical certificate or the child's health card showing the doses of vaccine received and the corresponding dates. If the child has not been vaccinated on a doctor's advice, or for other reasons, an official medical certificate justifying this must be submitted.
- The renewed DNI or identity document with the new address, if this could not be submitted with the pre-enrolment application.
- Documentation accrediting that the access requirements are met.

In the case of cycles of advanced vocational training and of visual arts and design, the corresponding government-regulated fees must be paid on formalising the enrolment.

Who can provide information or clarifications about the pre-enrolment and enrolment?

- The schools
- The Barcelona Education Consortium website
- The Catalan Ministry of Education website
- You can also send a message to the Barcelona Education Consortium: bustia.ceb@gencat.cat
- The 010 and 012 telephone numbers

What must I do if I have been assigned a place?

Enrol within the established time frame. Failure to do so will result in losing the place.

If there is no vacant place at the school that I want my child to attend, can I request an increase in ratio?

The increase in ratio is an exceptional measure and applied solely in very specific circumstances, always providing the capacity of school so permits.

Thus, an increase in ratio will only be approved in the following cases:

- To meet the schooling needs of newly arrived students.
- Where the student has moved to a different town in Catalonia (or district, in the city of Barcelona), and there are no vacant places in the area.
- For exceptional circumstances – among which are included changes of school deriving from acts of gender violence or school bullying – if it is found advisable to assign the child a place in a specific school for his or her better protection.
- To allow the reunification of siblings, only in the second cycle of early childhood and primary education, providing the reunification is made in the school which one of the sibling has attended for the longest time.
- In the case of students who were previously enrolled at the school and had left Catalonia, providing the return is made within no more than two school years following his or her leaving.

- Due to mistakes committed at the school in filling in data or to computer errors.