

## **REGULATION FOR ADMISSION TO INFANT SCHOOL**

(approved with last modified by the School Administration Board with acts n°1 19/1//2016)

### **ART. 1**

To access to the municipal and public infant school for the following year, the family of the boy / girl of 3 years old must submit an application within the time limits are given annually by Isecs according to the Comprehensive School Correggio 2 and on the basis of ministry guidelines. Isecs and Comprehensive School Correggio 2, which has the ownership to the public pre-schools on the area of Correggio, will send and make available, on their websites, the specific information materials. The application form must be completed in paper form and submitted within the deadlines set at the Communal Services officers (URP and Isecs). The figures declared shall be met, unless otherwise provided regulations, at the time of submission of the application.

### **ART. 2**

Applications received from the day following the expiry of the deadline will be placed chronologically in bottom of the list of the excluded, regardless of the territory of belonging, and will be considered if there is availability, only after having exhausted the applications received in terms.

### **ART. 3**

Requests for children residing outside the municipal district of Correggio are placed at the bottom of the list and can be considered only when the requests, within or outside the deadlines, have been satisfied for children residing in Correggio.

### **ART. 4**

Each infant school has a public area of jurisdiction, described in a later part of the Rules, that for the two municipal school Ghidoni is itself divided, for historical reasons and practices of proximity, in a first area of belonging and one of the alternative.

With applications received in terms, we forms a ranking for each preschool, formed by the questions of those who reside in the territory of belonging to each school.

In their applications, each family can also possibly express only one preference for a school other than their territory of residence.

The ranking is made on the basis of the scores given by family circumstances indicated below.

For the acceptance of applications, we proceed in stages

#### **Stage 1:**

Attributed the seats, school by school, to those who by regulation the maximum score as absolute priorities, set out in point 1 of the item scores: disabled, families in serious difficulty and disability of 100%

If in a single school occurred a concentration of requests that could have consequences on the well-being of children and on the educational activities, It can be possible, with the families agreement, a different choice, always within the different municipal and public administrations.

#### **Stage 2:**

Places are allotted to requests by residents in the district to which each school belongs, classified on a points system according to family situation.

#### **Stage 3:**

Define the rankings of individual schools and absolute precedence to score, we examine the questions of those who have expressed a preference for a school other than the territory, and is formed, with these questions, a single ranking list ordered by score (ranking for preference). Those wishing to remain assigned to the school territory not need to report any preference.

The preference for other school is active, however, only for those who have got the place in the school territory.

The free seats or that are released as a result of the movements that are made from one school to another are assigned first to those who are on the list waiting for territory and, exhausted this, to those who are on the list for preference. For this assignment order it is based on the score and the school is assigned only one chosen.

If a school places remain available, out of the list of territory or preference, these places will be offered, in order to score, to the excluded other territories.

Acceptance is always voluntary.

This phase ends with the publication of the final lists for the territory by the Director of Isecs, after expiry of the deadline for appeals and counterclaims.

#### **Stage 4:**

At the end of the procedure Publication of the lists, It will be built a single ranking list of all those who have not yet found a place in public preschools (list of the excluded).

The ranking is formed on the based on the score given by the traditional family and the places that are going to release, due to retirement or other, they will be awarded by scrolling the list, regardless of the territory and the preference expressed.

In compiling this list does not only take into consideration the points referred to in 2.8 "Residence and territory" of successive scores.

Any assignment to a school other than the territory, carried out at any stage, will remain provisional until the beginning of the school year, to allow residents in case of withdrawals take place in the school territory, to be inserted therein

With the start of the school year (approximately 1/9 to 15/9 for the municipal and state) the allocation of places will eventually freed only for children not included in any school or schools autonomous.

#### **ART. 5**

In order to make use of the transport to the infant school, provided only within the territorial jurisdiction, children living outside the district of the school where they attend can go to the nearest stop on the school bus route.

#### **ART. 6**

At stage 2 of art. 4, for each individual school, a classified entry list is made up on the basis of the following situations:

#### **ITEMS**

#### **POINTS**

#### **1 INFORMATION REGARDING CHILD**

1.1. Child with a disability certified (to be attached)

Maximum

It is not possible to insert more than 2 disabled in the same section, in which case we will proceed with priority given to the gravity of the cases and subsequently to the calculation of the scores of families; those who remain excluded will be inserted in the nearest school, also in agreement with the family.

1.2. Family in serious difficulty, by indications from the Social Services (one parent family, absence of mother or father, death of one parent, one parent in prison); child in foster care

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1.3. 100% invalidity in one parent needing continual assistance

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1.4. 100% invalidity in another child needing continual assistance

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Children who fall into these series are entitled to the inclusion in the nearest school, then that of territory

#### **2. INFORMATION REGARDING FAMILY**

## 2.1 COMPOSITION OF FAMILY: ADULTS

2.1.1. Single-parent family 18

## 2.2 COMPOSITION OF FAMILY: CHILDREN (maximum 18 points)

2.2.1. mother expecting a child 6  
2.2.2. one or more children aged 0-2 attending crèche 6  
2.2.3. one or more children aged 0-2 not attending crèche 9  
2.2.4. one or more children aged 3-5 attending infant school 4  
2.2.5. one or more children aged 3-5 not attending infant school 7  
2.2.6. one or more children of compulsory school age 4  
2.2.7. one or more children aged 15-18 1  
2.2.8 child who, in the year when the application is made attends the same school or creche/infant/elementary next to the school chosen 3

If the children reside abroad, they are not included in the calculation of points because they are not an actual burden on the family.

## 2.3 WORK HOURS OF PARENTS (maximum 28 points) P M

2.3.1. up to 20 hours per week 8 8  
2.3.2. up to 25 hours per week 10 10  
2.3.3. up to 36 hours per week 12 12  
2.3.4. over 36 hours per week 14 14

## NON-PERMANENT EMPLOYMENT (up to 3 months max) P M

2.3.5. up to 20 hours per week 0.5 0.5  
2.3.6. up to 25 hours per week 0.8 0.8  
2.3.7. up to 36 hours per week 1 1  
2.3.8. over 36 hours per week 1.5 1.5  
2.3.9. student, intern or trainee 2 2  
2.3.10 unemployed 4 4  
2.3.11. housewife 0

## 2.4 WORKPLACE OF PARENTS (maximum 6 points) P M

2.4.1. from 15 to 30 km from home 1 1  
2.4.2. from 30 to 50 km from home or itinerant 2 2  
2.4.3. more than 50 km from home 3 3

## 2.5 WORK SHIFTS OF PARENTS (maximum 6 points) P M

2.5.1. including evening shifts (up to 22) 1 1  
2.5.2. including night shifts (after 22) and public holidays 3 3

## 2.6 ABSENCE FROM THE FAMILY (maximum 6 points) P M

2.6.1. from 2 to 4 days per week 2 2  
2.6.2. for entire working weeks 3 3

## 2.7 FAMILY IN DIFFICULTY (must provide proper documentation)

2.7.1. Father / mother needing continual assistance for 2/3 invalidity (66% and over) 19  
2.7.2. Father / mother offer continual assistance for 2/3 invalidity (66% and over) of others living in family 10

## 2.8 RESIDENCE AND TERRITORY

The child residing in the territory of belonging to the school in art. 7 for the former municipal schools Ghidoni

3

**3. INFORMATION ABOUT GRANDPARENTS** (max. 6 points; max. 1.5 points for grandparent)

	Paternal grandfather	Paternal grandmother	Maternal grandfather	Maternal grandmother
3.1 Deceased (non-existent)	1	1	1	1
3.2 Over 2/3 invalid (resident in commune or neighbouring commune)	1.5	1.5	1.5	1.5
3.3 Aged over 70 years	1	1	1	1
3.4 Cares for family invalid with over 2/3 invalidity	0.75	0.75	0.75	0.75
3.5 Cares for family long-term patient	0.25	0.25	0.25	0.25
3.6 Worker	0.5	0.5	0.5	0.5
3.7 Employed part-time	0.25	0.25	0.25	0.25
3.8 Resident in another commune up to 25 km away	0.25	0.25	0.25	0.25
3.9 Resident in another commune more than 25 km away	1	1	1	1

Part-time workers are those who make a different time than full-time

- A maximum of 1.5 points per person can be scored, and the total score cannot exceed 6 points.
- What is considered is the most favourable situation concerning each component.
- In working out the distances from one comune to another, reference is made to technical tables and maps.

**TO BE EVALUATED ONLY IN CASE OF EQUAL SCORES:**

Parents' type of work: Points (for each parent)

- Entrepreneur 2
- Artisan/Trader (with employees) 4
- Other types of self-employed work (without employees) 6
- Employee 8
- Unemployed or other 10

In case of further equality he will prefer himself who has an only parent, then one will proceed to the sorteggio.

**ART. 7**

The school districts are as follows:

**Arcobaleno San Martino Piccolo municipal Infant School**

Districts of Cantona, Mandrio, San Martino Piccolo, Fatima, and area lying between via Don Minzoni and cemetery;

### **Ghidoni Mandriolo municipal Infant School**

Fisrt area: Mandriolo District's, Giardino, Ciliegi e Coriandoline village; alternative: center and district "Le Corti" (Mussini and Davolio street);

### **Ghidoni Le Margherite Espansione Sud municipal Infant School**

Fisrt area: Espansione Sud, Villaggio Artigiano and S.Biagio; alternative: area Repubblica's street and "Cantina del gallo";

If the numbers are excessive for the residents in the above-mentioned districts, a stop can be established for the bus for the State Crèche.

### **Collodi Fosdondo State's Infant school**

Districts of Budrio, Canolo, Fosdondo, San Prospero;

### **Le Corti State's Infant school**

Districts of Prato, Lemizzone, Fazzano, area PEEP Conventino and delle Monache street

### ART. 8

For the apply of children of four and five years, they are considered priority applications received within the deadlines set by the Ministry of Education. After June 30, we will form two separate rankings for children of four and five years. These lists will be compiled based on the following criteria.

In the first instance, in chronological order of presentation of the request, the children already attending a public school, who have applied for transfer, following justified reasons:

- 1) changing family conditions and / or health (possibly related to grandparents);
- 2) changing working conditions;

In the second instance applications for enrollment of children not included in any school, in the last instance applications for enrollment of children included in non-public schools

The ranking will be formed using the same scores used for the ranking of the children of three years.

Applications received after the registration deadline will be considered in chronological order, with the same modality of the previous points.

In case of presence of free places, It will take into consideration, always with the same procedures described above, before the territorial residence and then any requests of the families

For places that, during the year, will be freed as a result of withdrawals, it will not be taken into account the demands of families whose children already attend public schools.

Only for the public preschool Collodi of Fosdondo, in which there are also sections for children mixed, also because of the greater number of sections present, applications made in terms of territory from users that require the frequency of the sections other than the 3 years, they may take precedence in receiving enrollment than age children, also for educational reasons, based on the indicated by the Comprehensive School Correggio 2.