

REGULATION FOR ADMISSION TO INFANT SCHOOL

(approved with last modified by the School Administration Board with acts n. 31 - 11/11/2024)

ART. 1 - SUBMISSION OF THE APPLICATION

To access to one of the three municipal pre-school and one of the two statal pre-school on the basis of which is structured the territory of the Municipality of Correggio, the family of the boy / girl who turns three in the current year (or any "anticipatory" as defined by law) must submit a unique application, valid for the duration of the period spent at the pre-school, within the time limits are given annually by Isecs according to the Comprehensive School Correggio 2 and on the basis of ministry guidelines (approximately between January and February).

Isecs and Comprehensive School Correggio 2, which has the ownership to the public pre-schools on the area of Correggio, will inform, also on their institutional sites with specific material, the families concerned.

The application form must be completed in paper form and submitted within the deadlines and in accordance with the procedures defined each year.

The figures declared shall be met, unless otherwise provided regulations, at the time of submission of the application.

If a child/s is withdrawn from the service, they will not be able to re-apply for the same school year, except on formal notice from the Social Services.

ART. 2- APPLICATIONS AFTER THE DEADLINE

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- APPLICATIONS FROM NON-RESIDENTS

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 on 30/06.

If a child obtains residence after the deadline, it is possible to re-apply as a resident, valid from the time of submission.

ART. 4- RANKING OF THE PARTECIPANTS AND ENTRIES

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.

At the end of these steps, the provisional ranking lists by territory will be published by the ISECS Director, from which the deadline for submitting any appeals and counterclaims will start.

If there are still vacancies in one or more schools, within 30 days of the publication of the provisional ranking by territory, in order to respect the time necessary for the organization of services, the families of the children enrolled, may apply for transfer from the school of assignment to another school with available places.

The examination of precedence over any vacant places will follow the score attributed to the family status, but not taking into account that linked to the territory (point 2.8).

These applications can be accepted only if this does not involve changes to the initial training offer resulting from the provisional ranking by territory, thus eliminating the activation of sections.

Only by respecting the same condition as above, after hearing the families, they will also be able to act on the places that become free following the acceptance of transfer applications, subsequent entries in the territorial ranking or moves on the basis of preferences previously expressed by families.

The examination of precedence over the places freed by transfers will follow the score attributed to the family condition but without considering that linked to the territory (point 2.8).

Once these steps have been taken, the ranking by territory becomes final with subsequent publication.

Stage 4:

At the end of the procedure Publication of the definitive lists, It will be built a single ranking list of all those who may 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 for the municipal and the 15/9 for the statal) the allocation of places will eventually freed only for children not included in any school or schools autonomous.

The ranking are based on the following scores:

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 formal 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 ”
- 1.3. 100% invalidity in one parent needing continual assistance (attach appropriate documentation)”
- 1.4. 100% invalidity in another child needing continual assistance ”
- 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. Missing parent 14
- 2.1.2. Single mother, widower/widow, sole custody, revocation of authority 4

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 16-18 1
- 2.2.8 child who, in the year when the application is made, already attends the same creche / pre-school or primary school adjacent to that of the territory center 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)

Continuous contract time, including adding up more jobs

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

NON-PERMANENT EMPLOYMENT (up to 3 months max)

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

2.4 WORKPLACE OF PARENTS (maximum 6 points)

Municipality where the majority of the service is provided	
2.4.1. from 15 to 30 km from home	1
2.4.2. from 30 to 50 km from home or itinerant	2
2.4.3. more than 50 km from home	3
2.5 WORK SHIFTS OF PARENTS (maximum 6 points)	
2.5.1. alternating morning and afternoon shifts (up to 22)	1
2.5.2. alternating shifts, including night shifts (after 22)	3
2.6 ABSENCE FROM THE FAMILY FOR WORKING REASONS (maximum 6 points)	
2.6.1. for at least 2 days in a week	2
2.6.2. for at least 2 weeks in a month	3
2.7 FAMILY IN DIFFICULTY (attach documentation)	
2.7.1. Parent with permanent reduced working capacity for 2/3 invalidity (67% and over)	19
2.7.2. Father / mother offering continual assistance for 2/3 invalidity (67% 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)

3.1 Deceased (non-existent)	1
3.2 Over 2/3 invalid (resident in commune or neighbouring commune)	1.5
3.3 Aged over 70 years made	1
3.4 Cares for registered partner invalid with over 2/3 invalidity	0.75
3.5 Cares for cohabitant with less than 2/3 invalidity	0.25
3.6 Worker	0.5
3.7 Employed part-time	0.25
3.8 Resident in another municipality up to 25 km away	0.25
3.9 Resident in another municipality more than 25 km away	1

Part-time workers are those who make less 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 municipality to another, reference is made from road tables from municipality to municipality.

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. 5 - TRANSPORT SERVICE

The territory of each school is served by school transport, which can be used by every child enrolled. The User who resides outside the territory of the school attended, to use the school transport service, must reach the nearest stop point within the scope of the school bus journey.

ART. 6 – TERRITORIAL DIVISION

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

First 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

First 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- Statal Infant school

Districts of Budrio, Canolo, Fosdondo, San Prospero;

Gigi e Pupa Ferrari - Statal Infant school

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

ART. 7 – INSERTION OF 4 AND 5 YEARS-OLD CHILDREN

For applications for the placement of four- and five-year-olds in the following school year, if places are available, priority is given to applications received within the deadlines set for enrolment in three-year sections. 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 modalities.

In the first instance, in chronological order of presentation of the request, the applications of 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 and, following, instance applications for enrollment of children included in non-public schools.

Applications received after the deadline for registration will be considered in chronological order in the queue to the rankings drawn up after 30/6, applying for children attending public schools the same justified reasons as above.

In case of vacancies in several schools, the territorial residence will be considered for the assignment first then any requests from the family.

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 stata pre-school Collodi of Fosdondo, in which there are more easily 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.

ART. 8 - "ANTICIPATORY" CHILDREN

If it is decided to accommodate children/and cd. "anticipatory" this can only happen in the following fractional schools: municipal Arcobaleno and state Collodi, which are already organized with sections of age not homogeneous and have been affected more by the general decline in births and registrations.

For each structure can be accepted a maximum of n. 10 children/ e, not already inserted in the nest. The stay for 4 school years at the kindergarten will be guaranteed, as the children are still in school age, or, on request of the family, you can continue the school course as an "advance" also to primary schools, After the three-year period of attendance to childhood.

Applications from "anticipatory" children must be received within the deadlines for enrolment in pre-school; any applications received after the deadline may be accepted, following those in the only if received by the start date of registration for children's nurseries.

It will not be possible to accept the registration of "anticipatory" children who have applied for a pre-school place.