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INSTITUTO ESPAÑOL  
VICENTE CAÑADA BLANCH

Growing together to achieve international success



# School Admissions Policy

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## ADMISSIONS POLICY BASIC PRINCIPLES

Spanish education abroad is regulated by Royal Decree 1027/1993 of 25 June (BOE of 6 August), supplemented by Royal Decree 1138/2002 of 31 October (BOE of 1 November). They include the basic principles for the admission of pupils to Spanish state schools abroad. To this end, the Undersecretary of the Spanish Ministry of Education (MEFPD) issued the Instructions of 24 May 2005, which regulate the organisation and running of Spanish state schools abroad. Section VIII of these instructions deals with aspects concerning the admission and permanence of pupils in these schools.

Regarding admission, the law establishes the requirements for enrolment, the basic criteria to be admitted and the general process. It also states that the Head of the Spanish Embassy Education Office (ahead, SEEO) will issue the annual call.

The Instructions to Regulation 2005 (162 to 169) contain the following issues:

- In accordance with the provisions of articles 2.2 and 17 of Royal Decree 1027/1993, the admission and permanence of pupils in the schools are subject to the criteria set out in these Regulations or, where applicable, to the provisions of the relevant contracts.
- To be admitted to a Spanish state school abroad, it is necessary to meet the age requirements and, where appropriate, the academic requirements of the legal system in force for the level of education and year of education to which admission is sought.
- For each academic year, the General Technical Secretariat will determine the units and groups of pupils in the common subjects, based on which the Head of the Office will determine the number of places offered in the first year of schooling. If there are places available in other courses and at other levels, these may be offered in the same admissions procedure.
- The following criteria, with the weighting indicated below, shall apply to the admission of pupils to the Spanish State schools:
  - a) Links with the Spanish language and culture. Up to 3 points.
  - b) Adequacy of the level of knowledge of the candidates to the Spanish curriculum and to the general objectives set out in the educational project. Up to 4 points.
  - c) Existence of siblings in the school in the following year. Up to 2 points.
  - d) Complementary criteria established by the SEEO. Up to 1 point.

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- The SEEO, considering the specific context, will issue annual instructions establishing a scale to develop the criteria and maximum scores included in the previous paragraph, the deadlines for provisional and final decisions, the means of publicity and the procedures to be followed by the Admissions Committee.
- The Admissions Committee will examine the applications in accordance with the criteria laid down in the specific policy and in the annual regulations of the SEEO, ranking them according to the number of points obtained on the scale and admitting them until the places available are filled.
- Pupils who have been admitted in accordance with the provisions of these Instructions are guaranteed access to successive courses of the same level without the need for a new admission procedure if they meet the permanency criteria established based on their academic performance.
- The pupils in Primary Education will have priority access to Compulsory Secondary Education, without the need for a new admission process.
- A pupil's right to remain at the school will only be forfeited if any of the criteria listed below are not met, as well as in the case of disciplinary actions initiated because of behaviour that is seriously detrimental to the school's coexistence. These are considered criteria of permanence:
  - In Primary Education, the student may remain within the same stage for one more year. If the pupil has already stayed back once, he/she may remain at school only if, according to the group's teaching staff and with the resources available, he/she is able to continue his/her educational process with guarantees that stage objectives and basic competences in the core subjects will be achieved.
  - In Compulsory Secondary Education, the student may only be held back once within the whole stage and, exceptionally, once more with special authorisation from the SEEO, at the request of the pupil, accompanied by a report from the group's teaching staff, ratified by the Head of Studies, specifying that the student is able to achieve the stage objectives. In any case, at the age of 18, pupils need the special authorisation to continue their studies at the school.
  - In the Baccalaureate, pupils may not stay back more than once, except with the special authorisation of the SEEO, at the request of the student, accompanied by a report from the Head Teacher and if there are reasons that justify the measure.
- Remaining in the school may be refused if, in the opinion of the group's teaching staff and the Head of Studies, the student demonstrates a very low level of academic achievement, has behavioural problems that seriously compromise coexistence in the school, or due to repeated absenteeism.

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## MAIN ASPECTS OF THE ANNUAL INSTRUCTIONS (SEEO)

### Enrolment

All pupils who apply for a place must meet the age and academic requirements (level, year, modality, etc.) laid down in Spanish legislation. They must also meet the specific requisites set out in the annual instructions.

All nationalities are welcome, although proof of Spanish nationality is required. By law, these pupils are exempt from paying enrolment fees.

Pupils from other educational systems must present a certificate, in Spanish or English, proving that they have fulfilled the established academic requirements and, in the case of the Baccalaureate, that they have submitted the certificate of validation of the Compulsory Secondary Education Diploma or, where appropriate, the proof of application for such validation.

### Permanence

Pupils who have been admitted according to these regulations can continue to study at the same level without having to re-apply for admission.

The same consideration will be given to pupils who promote from primary to Compulsory Secondary Education and from this stage to Baccalaureate.

### Admissions Committee

The Admissions Committee will be responsible for the implementation of the student admissions process.

This committee is made up of the Director, the Deputy headteachers, a technical advisor from the SEEO, two representatives of the teaching staff (primary and secondary), two representatives of the parents and the school Secretary, who is also in charge of taking the minutes of the committee's meetings.

To carry out interviews and tests referred to in the Instructions, the Admissions Committee will have as many sub-committees as necessary for each stage and, where appropriate, each year, which will be made up of two or more teachers from the school, depending on the level.

The content of the interview will be revised and included in the annual Instructions.

### Applications

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The number of places available in Early Years or Primary and Secondary Education and the official deadline to apply for places are determined in the annual Admissions Instructions.

Applications must be submitted through the electronic form linked to the school's website at <https://vicentecanadablanch.educacion.es/>

### **Appraisal**

The Admissions Committee will proceed to review the applications. The applications will be dealt with according to the scale specified in the Instructions.

School records from the school of origin, test results and, where appropriate, interview results should demonstrate that the student can successfully follow the school curriculum.

### **Adequacy of knowledge to the school educational project**

The criteria and procedure for the suitability of the candidate's knowledge to the general objectives of the educational project will be specified in the annual instructions.

Pupils applying for an Early Years place will be invited by the Admissions Committee to an interview with their parent or guardian as per the annual instructions.

Other pupils will be asked to provide previous academic information, to attend an interview or to take specific tests in core subjects from the immediately preceding year. Each test will preferably be prepared by the Head of Year or Head of Department, together with the teaching staff.

Pupils who do not meet the eligibility requirements will be informed accordingly.

Failure to attend the tests and interviews will result in being disqualified.

### **Scoring**

The Admissions Committee assigns each applicant a score based on the sum of the different sections of the scale.

Evidence for assessment must be submitted before the closing date for applications and will not be accepted after this date.

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Regarding candidates for Primary and Secondary Education, those who have a total score of less than 1.5 in section II of the scale will not be included in the list of admitted candidates, as their score is below the minimum required for the recognition of acquired competencies. Those who have a poor academic record (retaking a year, failing several subjects etc.) or who have had serious behavioural and/or social problems at their previous school will not be included in the list of those admitted.

Regarding candidates at each academic level, those who require special educational intervention not provided by the school will not be included in the list of admitted candidates.

### List publishing

The provisional lists will rank applicants from highest to lowest and will indicate who will be admitted until all the places on offer are filled. They will also indicate who will be placed on the waiting list for any vacancies or new places that may arise later.

Complaints against the provisional lists may be lodged with the Admissions Committee through the claim form provided within three working days of their publication.

The final lists will be on display in the school offices once any appeals to the provisional lists have been dealt with.

Appeals against the final lists can be lodged with the Head of the SEEO through the claim form provided within three working days, which closes the administrative procedure.

### Deadlines

Deadlines for student enrolment and payments are published annually in the Instructions.

### Fees

To formalise their enrolment, admitted pupils must pay the fee for services, teaching and complementary activities and, if applicable, for the tuition fee.

Spanish pupils, who must provide proof of Spanish nationality, are exempt from paying tuition fees.

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The tuition fee is paid only by the families of non-Spanish nationals, and payment is made in two instalments, the first one at the time of the enrolment and the second one in January.

The fee for Services, Teaching and Complementary Activities must be paid in a single instalment at the time of enrolling.

All pupils at the school are required to pay either the Canteen Fee and Supervision Fee for pupils who use the Canteen, or the Canteen Facilities Fee and Supervision Fee for pupils who bring food from outside the school.

The fees to be paid by non-Spanish pupils are those set by the Ministry of Education, Vocational Training and Sport for each academic year in the regulations published in June.

Pupils who fail to pay the tuition fee during the school year will be given an exceptional period of five working days from the due date to pay the fee. They will be notified in writing. In the event of persistent non-payment during the school year, the Head of the SEEO may, after notification, decide that the pupil will not continue to attend the school for the following school year.

Under no circumstances will the sums paid be refunded, with the exception of any excess that may have arisen as a result of an error in the amount paid, or if the Head of the SEEO deems that there are exceptional and unforeseeable circumstances that justify the cancellation of the enrolment and authorises, where appropriate, the refund, subject to the provision of documentary evidence of such circumstances, in accordance with the aforementioned regulations that set public prices for education in Spanish schools outside Spain.

## Enrolment

Admission depends on the curriculum approved by the Spanish Ministry of Education, Vocational Training and Sport for each academic year.

The validity of the enrolment is subject to the following conditions: the signing of the conditions of admission and permanence, in accordance with the school's rules of organisation and the school's educational project; the verification of the data provided; and the recognition of the right to live and study in the United Kingdom.

Bachillerato students must also comply with the Spanish legal requirements.

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## Report

Once the admission and enrolment process has been completed, the Headteacher must send the SEEO a report on the progress of the process, with reference to any incidents that may have occurred and the measures taken, so that the SEEO can continue to monitor and coordinate the process.

## Permanence

Pupils have the right to remain at the school. This right may be lost if any of the criteria set out in the above-mentioned Instructions of 2005 are not met, or if disciplinary proceedings are concluded for behaviour that is seriously detrimental to the coexistence of the school, in accordance with Royal Decree 732/1995 of 5 May (BOE 2-6-95).

Following those Instructions, permanence at the school may be refused if, in the opinion of the teaching staff, there are circumstances of very poor academic performance, manifest disciplinary problems that seriously affect coexistence at the school, or repeated absences from one or more subjects, or any other type of non-compliance with the school's rules of coexistence.

In the event of persistent non-payment of public-school fees during a school year, the Head of the SEEO may decide not to allow the pupil to continue attending the school for the following school year.

Similarly, in the event of persistent non-payment of complementary services and activities during a school year, the Head of the SEEO may decide not to allow the pupil to participate in the activities financed by these fees.

If any of the above criteria for continuation are not met, the Headteacher will notify the parents or guardians of the decision not to continue, who may appeal to the SEEO within 15 days of receipt of the Headteacher's notification.

## Waiting list

If the number of applications exceeds the number of places available, a waiting list will be established, and candidates will be able to enrol if there are still places available at the end of the regular enrolment period.

Applications received after the closing date will be considered if there are vacancies at the level applied for. In this case, the same criteria as set out in this guide will be applied.



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## Admission scale

A maximum of 10 points will be awarded with the limits indicated in each section and sub-section:

VALUABLE ASPECTS		MAXIMUM SCORE: 10
I	<b>Applicants' links with Spain and the Spanish language and culture:</b>	<b>3</b>
	1. For having studied in the Spanish education system or in a Spanish-speaking country	1
	2. For Having studied in a Spanish Education Action Programme abroad	1
	3. For one of the parents/legal guardians having Spanish as their mother tongue or dominant language	1
II	<b>Adequacy of the levels of the knowledge of applicants to the characteristics of the curriculum and to the school's educational project:</b>	<b>4</b>
	<b>1. Academic record of the previous academic year:</b>	
	• Between 9 and 10	2
	• Between 7 and 9	1,5
	• Between 6 and 7	1
	• Between 5 and 6	0,5
	<b>2. Academic record of the first term of the current academic year:</b>	
	• Between 9 and 10	2
	• Between 7 and 9	1,5
	• Between 5 and 6	0,5
III	<b>Siblings enrolled in the same school:</b>	<b>2</b>
	• First sibling	1
	• Second and subsequent siblings	0,5
IV	<b>Complementary criteria:</b>	<b>1</b>
	• Any parent posted to Spanish Administration Units in London	1
	• Accredited large family	1

## EXPLANATORY NOTE

The Spanish language version of this policy shall prevail in case of any inconsistencies with this translation.