



RESOLUTION OF THE DEPARTMENT OF EDUCATION OF THE EMBASSY OF SPAIN IN THE UNITED KINGDOM ISSUING INSTRUCTIONS FOR THE ADMISSION, ENROLMENT AND PERMANENCE OF STUDENTS IN PRIMARY EDUCATION, COMPULSORY SECONDARY EDUCATION AND BACCALAUREATE AT THE SPANISH INSTITUTE VICENTE CAÑADA BLANCH IN LONDON FOR THE ACADEMIC YEAR 2026/2027

Royal Decree 1027/1993, of June 25 (BOE of August 6), complemented by Royal Decree 1138/2002, of October 31 (BOE of November 1), regulates Spanish educational action abroad. These Royal Decrees include the basic principles for the admission of students to Spanish schools abroad.

In development of these Royal Decrees, the Undersecretary of the Ministry of Education and Science issued the Instructions of May 24, 2005, which regulate the organization and operation of the Spanish State-owned educational centres abroad. Section VIII of this resolution contains the aspects related to the admission and permanence of students in the aforementioned centres. Thus, it establishes the requirements to be met by applicants, the establishment of the supply of school places for each school year, the weighting of the admission criteria, the functions of the bodies in the admission process, as well as the attribution of the Ministries of Education to issue the annual instructions, taking into account the peculiarities of their respective areas of competence.

On February 16, 2016, the Instructions of the Sub-Directorate General for the Promotion of Education Abroad approved new instructions on the admission and permanence of students in Spanish state-owned centres abroad.

In accordance with the regulations in force, the Counsellor of Education in the United Kingdom and Ireland hereby issues the present resolution, by means of which the instructions for the admission, enrolment and continuity of students in Primary Education, Compulsory Secondary Education and Baccalaureate in the Spanish Institute Vicente Cañada Blanch in London for the academic year 2026/2027 are dictated.

First: Scope of application

This resolution will apply to the process of admission and enrolment for students in Primary Education, Compulsory Secondary Education and Baccalaureate at the Spanish Institute Vicente Cañada Blanch in London, according to the availability of vacant school places for the 2026/2027 academic year (Annex I).

Likewise, the requirements for the permanence of students already enrolled in the school during the current school year are established

Second: admission requirements for new students

- I. Students of any nationality may be admitted, although proficiency in Spanish may be valued, in order to ensure that the pupil can fully benefit from the education provided.
- II. To obtain a school place, applicants must meet the age requirements established in Spanish legislation as well as the academic requirements demanded by the legal system in force for the corresponding courses.
- III. Likewise, the requirements that, due to the singularity of the centre, are specifically established in this resolution, must be complied with.





- IV. Applicants coming from other educational systems must submit the corresponding documentation, as applicable:
- a. For students coming from the British education system, please refer to the section "recognition of British non-university studies in Spain" on the website of the Department of Education in the United Kingdom and Ireland.
 - b. For students coming from other educational systems, the specific section can be consulted in the web pages of the corresponding education departments:
<https://www.educacionfpydeportes.gob.es/contenidos/ba/actividad-internacional/oficinas-centro-exterior/oficinas-educacion.html>

Third: requirements for the permanence of the students

Students enrolled at the school during the current academic year may continue in subsequent years without the need to take part in a new admissions process, provided that they have not engaged in serious behavioural and/or conduct issues and that they meet the requirements set out in Section Two of this resolution.

Fourth: schedule, vacancies and completion of the pre-registration form

- I. Annex I of this resolution contains the schedule for the admission and enrolment process applicable to this resolution.
- II. Annex II of this resolution lists the available places offered by year group for the 2026/2027 school year.
- III. The **deadline** for submitting pre-registration forms for new students will be **from November 10 to November 28, 2025**, both inclusive.
- IV. The pre-registration form to apply for a place at the school must be filled out online, using the corresponding link:
 - **Primary Education**
<https://forma.administracionelectronica.gob.es/form/open/corp/cbe1119a-85f2-43f4-bc55-2c600084458a/LUKz>
 - **Compulsory Secondary Education**
<https://forma.administracionelectronica.gob.es/form/open/corp/3fc83945-a5fc-41b9-8616-cdca9b947c5e/zVwA>
 - **Baccalaureate**
<https://forma.administracionelectronica.gob.es/form/open/corp/ba01346f-690a-4adc-b0fb-0cbf004819d5/lmFi>





- V. For the correct completion of the pre-registration form, applicants will have at their disposal a document-guide, as well as an explanatory video tutorial, both available on the school's website: <https://vicentecanadablanch.educacion.es/>
- VI. Before proceeding to fill out the form provided for this purpose, it will be necessary to have the following supporting documentation:
- Photocopy of passport or ID of the student and legal representatives.
 - Photocopy of large family certificate (if applicable).
 - Photocopy of single parent certificate or responsible declaration (if applicable).
 - A report from the student's current school regarding their schooling.
 - Report card from the previous academic year, in the case of Spanish schools, or equivalent documentation, duly signed by the Head Teacher of the non-Spanish schools, as applicable.
- VII. Once the form has been completed and sent, applicants will receive acknowledgement of receipt. In case it is necessary to correct any errors, the secretary of the centre will contact the applicant.
- VIII. In compliance with the Regulation EU Data Protection 2018 and the Organic Law 3/2018 of December 5, 2018, on the General protection of personal and guarantee of digital rights, the data of applicants will be incorporated into a file whose basic information is as follows:
- Responsible: Department of Education in the United Kingdom and Ireland.
 - Purposes of processing: management of records of students.
 - Legitimation: Royal Decree 1027/1993 of June 25, 1993, regulating educational action abroad.
 - Recipients: data will not be transferred to third parties, unless legally required.
 - Rights: access, rectification, deletion, limitation of processing, data portability and opposition.
- IX. For any questions related to the completion of the pre-registration form, applicants may send an e-mail to: canada.blanch.uk@educacion.gob.es

Fifth: Admissions Committee

- I. An Admissions Committee shall be formed, composed of the following members:
- President: the Headteacher.
 - Members
 - A representative of the Department of Education with the rank of Advisor
 - The representative of the Head of Studies of Primary Education
 - The representative of the Head of Studies of Secondary Education
 - One representative of the Primary Education teaching staff
 - One representative of the Secondary Education teaching staff
 - One representative of the families, designated by the AMPA
 - One representative of families, appointed by the School Board
 - Secretary: the bursar of the school, who will take minutes of the meetings held.





- II. The Admissions Committee, responsible for the complete management of the student admission process in application and compliance with this resolution, will perform the following duties:
- To inform applicants about the available places, the admission and permanence criteria, the admission scale system and the deadlines and procedures established for the submission of applications, publication of provisional and final resolutions, enrolment and appeals.
 - To hold the necessary meetings to consider, evaluate and resolve the submissions.
 - To verify the documentation provided by new applicants, ensuring compliance with the requirements established in this resolution. To this purpose:
 - The adequacy of the students' knowledge to the objectives of the centre's educational project will be evaluated, to guarantee an adequate use of the curriculum of the Ministry of Education, Vocational Training and Sports.
 - The admission scale will be applied in accordance with the admission criteria set forth in Annex III.
 - To supervise the enrolment formalization process, guaranteeing its correct execution.
 - To attend and resolve the appeals presented in relation to the provisional lists of admitted and excluded students, as well as those derived from the communications sent by the admission to the applicants for committee school after the deadline. places
 - To perform any other function entrusted to him/her by the Department of Education.

Sixth: adaptation of the knowledge of the new students to the objectives of the educational project.

- I. The Admissions Committee reserves the right to summon applicants to written tests and/or interviews, and to request the necessary information, both from the families and from the schools in which the student has been previously enrolled.
- II. Students who come from the Spanish educational system and have any subject pending, as well as those who have studied in a foreign educational system, must take a compulsory entrance test, in person, at the educational centre. This test will evaluate their competencies in Mathematics, Spanish Language and English Language.
- III. The entrance exam will take place on **December 15, 2025**.
- IV. Passing the entrance exam will be an indispensable requirement for admission to the centre, regardless of whether the applicant meets the rest of the admission criteria established in this resolution.

Seventh: evaluation of applications.

- I. The Admissions Committee will evaluate and rate each application individually **until December 12, 2025**. For this purpose, it will add up the score of all the sections of the admission criteria established in the Annex III, considering the maximum limit of each one of them, and will assign the total score, without exceeding the maximum established.





- II. In the event of a tie in the final score, the tie shall be broken according to the highest score obtained in section I. If the tie persists, the same criteria shall be used for each of the sections, according to the order in which they appear, and if the tie continues, it shall be resolved by drawing lots.
- III. In no case, will the provisional or definitive list of admission of new students include applicants who:
 - Have not submitted the supporting documentation within the application deadline established in the application schedule of this resolution (Annex I).
 - Do not reach, at least, 1.5 points, in total, in section II of the scale (Annex III), for not exceeding the minimum established for accreditation of acquired competencies.
 - Have incurred in serious behavioural and/or coexistence problems in the centres where they have attended school previously (including the Spanish Institute Vicente Cañada Blanch).
 - Require specific educational attention measures, not available at the centre.

Eighth: publication of lists and appeals

- I. Provisional admission and exclusion lists, in order of priority, will be published on **January 9, 2026** on the school's website. <https://vicentecanadablanch.educacion.es/>
- II. In these provisional lists, the names of the applicants will be ordered from highest to lowest score obtained. Likewise, it will be specified who have been admitted and who remain on the waiting list to cover eventual vacancies or new places that may arise at a later date.
- III. Against the provisional lists, an appeal may be submitted using the model included in Annex IV, addressed to the Admissions Committee and sent to the e-mail address indicated in said annex. The deadline for filing a complaint will be three working days from the date of publication of the provisional lists (**from January 12 to 14, 2026**).
- IV. The final lists of those admitted and excluded will be published on **January 19, 2026**, on the centre's website.
- V. Against the final lists, an appeal may be submitted using the model included in Annex IV, addressed to the Counsellor of Education and sent to the e-mail address indicated in said Annex. The deadline for its submission will be three working days from its publication (**from January 20 to 22, 2026**).
- VI. The Department of Education will issue a response to the appeal within **fifteen working days** of receipt.

Ninth: registration deadlines

- I. The formalization of the enrolment of admitted students implies the payment of the fees indicated in the tenth instruction, which must be made **between February 9 and March 27, 2026**.





- II. Students enrolled in the centre during the current school year must formalize their enrolment by paying the corresponding fees, within the deadlines established in the tenth instruction, provided that their academic results allow them to be promoted to the following year.
- III. In accordance with the school calendar, students who must take the extraordinary exams in September will formalize their enrolment after the extraordinary evaluation session, by paying the corresponding fees.
- IV. During the enrolment period, the Admissions Committee will follow up on the applications that need to be formalized.
- V. Admitted students who do not formalize their enrolment within the established period will lose their rights.

Tenth: fees

- I. There are three types of fees: the "fee for services, teaching and complementary activities", the "fee for the provision of teaching services" and the "canteen and surveillance fee".
- II. In the case of **admitted students of Spanish nationality**, applicants must pay the "**fee for services, teaching and complementary activities**" by bank transfer during the registration period. The enrolment of these students will be formalized once that fee has been paid.
- III. In the case of **admitted students of non-Spanish nationality**, applicants must pay, by bank transfer, the "**fee for the provision of teaching services**" and the "**fee for services, teaching and complementary activities**":
 - a. The "fee for the provision of teaching services" will be paid in two instalments: the first, 30% of the total amount, during the enrolment period; and the second, 70% of the total amount, in June 2026. At the request of the interested party and with the prior approval of the Counsellor of Education, a personalized payment plan for this fee may be requested in a maximum of 4 instalments.
 - b. The "fee for services, teaching and complementary activities" will be paid at the time of registration.

The enrolment of non-Spanish students will be formalized when the "fee for services, teaching and complementary activities" and the first instalment of the "fee for the provision of teaching services" have been paid.

- IV. All families of the centre, without exception, must pay quarterly the corresponding fees for meals and supervision fee", as appropriate:
 - "**School facilities use and supervision fee**" for students who bring lunch from outside the school or;
 - "**Meal and supervision fee**" for students who consume the canteen menu on a daily basis.





- V. The quantities to be paid by the families of students of non-Spanish nationality will be those established by the Ministry of Education, Vocational Training and Sports for the academic year 2026/2027. In the event that, once the enrolment period is open, the order establishing the public prices for the provision of teaching services in Spanish educational centres and the order establishing the fees for services, teaching and complementary activities have not been published, the enrolment will proceed according to the instructions established in the orders of the previous academic year. Once these orders have been published, the payment or refund of the difference of the amount corresponding to the fees for services, teaching and complementary activities may be requested, if applicable. The payment of the public price for the provision of the teaching service shall be regularized in the period established for the payment of the second instalment, if applicable.
- VI. All amounts paid for the academic year 2026/2027 will be subject to an 20% additional Value Added Tax (VAT) on the fees mentioned in the above instruction, as required by current UK legislation for independent schools. Updated information is available at <https://www.gov.uk/government/publications/vat-on-private-school-fees/ac8c20ce-4824-462d-b206-26a567724643>
- VII. Applicants who do not pay the corresponding fees during the school year will have an extraordinary period of five working days from the due date to regularize the payment. To this end, the centre will send a written notification. If, after the notification, the non-payment persists during the school year, the Counsellor of Education may determine the non-continuation of the student in the centre for the following school year.
- VIII. In no case, will the amounts paid be refunded, except for the excess that may have occurred due to an error in the amount paid, or in the event that the Counsellor of Education determines that there are exceptional and unforeseeable circumstances that justify the retroaction of the enrolment and authorizes, where appropriate, the refund, after documentary proof of such circumstances, in accordance with the provisions of the current regulations that set the public prices for the provision of education services in Spanish educational centres abroad.

Eleventh: effectiveness of enrolment

- I. The enrolment of new students will be subject to the educational offer authorized by the Ministry of Education, Vocational Training and Sports for the school year 2026/2027.
- II. New students shall not join the centre or begin the school year without complying with the following requirements:
- The verification of the accuracy of all information provided and that no events or circumstances arise or become known, between the enrolment period and the beginning of the course, that would prevent the pupil from making adequate progress in the curriculum.
 - The signing of the conditions of admission and permanence, in accordance with the Rules of Conduct, Organisation and Operation and the Educational Project of the Centre, as well as the commitment to comply with the dress code.
 - The submission of the documentation accrediting the right to reside and study in the United Kingdom (British or Irish nationality, *Settled* or *Pre-settled Status*, *Exempt Vignette*, student visa, etc.).

Twelfth: late applications





- I. From **April 13, 2026** onwards, those applying for a school place after the deadline established in this resolution must complete a pre-registration form, which will be provided by the centre upon request. To this end, interested candidates must contact directly the Admissions Committee by e-mail at canada.blanch.uk@educacion.gob.es
- II. The Admissions Committee may consider new pre-registration forms submitted after the deadline, provided that there are places, and if the applicant meets the requirements and admission criteria set forth in this resolution.
- III. In the event that the student comes from the Spanish educational system, has passed all the subjects in the centre of origin and there is a place in the centre, the Admissions Committee will proceed to notify the student by e-mail.
- IV. In the event that the student comes from the Spanish educational system and has any pending subject, as well as for those candidates coming from other educational systems, the Admissions Committee will summon the student to an entrance exam, which will be held in person at the educational centre on the date determined by the Admissions Committee.
- V. The processing procedure for late applications will be as follows:
 - a. The Admissions Committee will communicate its decision on the admission or rejection of the application to the candidate, by e-mail, within a maximum period of **ten working days** from the completion of the pre-registration form
 - b. In case of denial of admission, the applicant may file an appeal by filling out Annex IV. This document must be sent to the e-mail address of the educational centre indicated in the annex within **ten days working** following the communication of the denial.
 - c. The Admissions Committee will respond to the complaint submitted by the candidate, by e-mail, within a maximum period of **five working days** from its receipt.
 - d. If the Admissions Committee ratifies the decision of non-admission, the candidate may file a appeal with the Department of Education, filling out Annex IV again and sending it to the e-mail address indicated in said Annex, within a maximum period of **ten working days** from the notification of the committee's response.
 - e. The Department of Education will issue a response to the appeal filed by the applicant within **ten working days** of receipt.

Thirteenth: admission process report

Once the admission and enrolment process has been completed, the person holding the presidency of the Admissions Committee shall prepare and submit to the Department of Education, **before September 15, 2026**, a report on the development of the admission and enrolment process, which shall include information detailed on the following aspects:

- Data on the admission process: number of places offered, applications received, applications admitted and excluded, differentiating between those submitted within and outside the established deadline.
- Incidents recorded: description of unforeseen events or difficulties encountered during the procedure.
- Actions taken: actions implemented for the management and resolution of detected incidents.
- Aspects that could be improved: identification of possible areas for improvement in the admission process and proposals for its optimization in future calls.
- Other aspects of interest: any additional information considered relevant to the evaluation of the process.





Fourteenth: permanence of the student

- I. Students already enrolled in the centre during the current school year have the right to remain enrolled at the school for the school year 2026/2027, as long as they comply with the third instruction. This right may be lost when any of the criteria listed in the following paragraph is not met, as well as by resolution of disciplinary proceedings for conduct seriously detrimental to the coexistence of the centre, in accordance with Royal Decree 732/1995, of May 5, (BOE 2-6-95), which establishes the rights and duties of students and the rules of coexistence in schools.
- II. The criteria for the permanence of former students in the centre, applicable to each educational level, will be the following:
 - In Primary Education, students may remain in the whole stage for one additional year. If they have already repeated one year, they will only continue schooling in the centre when, in the opinion of the group's board of teachers and the Head of Studies, they can follow the educational process with guarantees of reaching the objectives of the level and developing sufficient competencies in the instrumental areas to ensure their educational process in the subsequent levels.
 - In Compulsory Secondary Education, as a general rule, students may only repeat once in the whole stage and, exceptionally, once more with special authorization from the Department of Education, at the request of the interested party, accompanied by a report from the group's board of teachers, ratified by the Head of Studies and provided that the student can achieve the objectives of the stage.
 - In Baccalaureate, students may not repeat more than once, except with special authorization from the Department of Education and at the request of the interested party, accompanied by a report from the school's administration and provided that there are objective reasons that justify the measure.
 - Permanence at the school may be denied when, in the opinion of the board of group teachers and the Head of Studies, there are circumstances of very poor academic performance, manifest discipline problems that seriously harm the coexistence in the centre or for repeated absences in one or more areas or subjects that make up the curriculum taught at the centre for each educational stage, or any other type of breach of serious rules of coexistence of the centre.
 - Permanence at the school may be denied when absences (whether authorised or unauthorised) exceed 15% of the total number of school sessions in the academic year, following an individual assessment of the circumstances by the Headteacher, the Head of Studies, and the Education Office.
 - Upon notification of continued non-payment during a school year of the school fees, the Counsellor of Education may decide on the no permanence at the school of the student for the following school year. Likewise, in the case of continuous non-payment during a school year of the prices for the provision of services and complementary activities, the Counsellor of Education may decide the non-participation in the activities that are financed with such fees.
 - In the event that any of the permanence criteria are not met, the management will communicate the resolution of non-continuance to the parents or legal guardians, who may file an appeal with the Department of Education within 15 calendar days from the date of receipt of the communication from the centre.

Fifteenth: subsidiary regulation





EMBASSY
OF SPAIN
IN THE UNITED KINGDOM

DEPARTMENT OF EDUCATION IN
THE
UNITED KINGDOM AND IRELAND



The following laws shall be of application subsidiary to this resolution:

- Organic Law 3/2020, of December 29, amending Organic Law 2/2006, of May 3, 2006, on Education.
- Law 39/2015, of October 1, on common administrative procedure of public administrations.

THE COUNSELLOR
Fernando Bartolomé Usieto

NOTE: In case of doubt, the Spanish version shall prevail.

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ANNEX I

**ADMISSION AND ENROLMENT PROCESS CALENDAR
AT THE SPANISH HIGH SCHOOL VICENTE CAÑADA BLANCH
ACADEMIC YEAR 2026/2027**

1	Regular deadline for submission of pre-registration forms	November 10 to 28, 2025
2	Evaluation and scoring of applications	Until December 12, 2025
3	Entrance exam	December 15, 2025
4	Publication of provisional lists: admitted students, with indication of the score, and excluded students, with indication of the reason for exclusion	January 9, 2026
5	Presentation of appeals against the provisional lists at the educational centre.	January 12 to 14, 2026
6	Publication of definitive lists of admitted and excluded students	January 19, 2026
7	Presentation of appeals against the final lists before the Department of Education	January 20 to 22, 2026
8	Ordinary enrolment of admitted students	February 9 to March 27, 2026

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ANNEX II

VACANCIES OFFERED FOR THE ACADEMIC YEAR 2026/2027

STAGE	MODALITY	COURSE	VACANT POSITIONS
PRIMARY EDUCATION		1º	12
		2º	12
		3º	14
		4º	14
		5º	5
		6º	15
COMPULSORY SECONDARY EDUCATION		1º	18
		2º	0
		3º	7
		4º	12
BACCALAUREATE	SCIENCE AND TECHNOLOGY	1º	4
		2º	1
	HUMANITIES AND SOCIAL SCIENCES	1º	5
		2º	1

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ANNEX III

SCALE FOR PRE-REGISTRATION ADMISSION CRITERIA

	ASPECTS TO BE VALUED	MAXIMUM SCORE
I	Applicants' ties to Spain, its language and culture:	3
	1. For having studied in the educational system Spanish or in a Spanish-speaking country.	1
	2. For having studied in a program of the Spanish educational action abroad.	1
	3. Because one of the parents or legal guardians is a native or dominant Spanish speaker.	1
II	Adequacy of the levels of knowledge of the applicants to the characteristics of the curriculum taught by the centre and to the general objectives of the educational project:	4
	Academic record of the previous academic year	
	Between 9 and 10	4
	Between 7 and 9	3
	Between 6 and 7	2
	Between 5 and 6	1
III	Siblings enrolled in this centre:	2
	1. First sibling	1
	2. Second and subsequent siblings	0,5
IV	Complementary criteria:	1
	1. Legal guardians assigned to Spanish Public Administration units in London.	1
	2. Large family accredited by means of a large family card and/or single parent family accredited by means of a single parent certificate or a responsible declaration, as applicable.	1

1. The maximum score will be 10 points, with the limits established in each section and subsection.
2. The final score of each applicant will be obtained by the sum of all the points obtained in each section, with the maximum limit established in each one of them.





ANNEX IV

FORM OF APPEAL AGAINST THE LISTS OF ADMITTED - EXCLUDED PERSONS

Name and surname of legal guardian.....

Student's name and surname:

Course for which you are applying for admission:

I SUBMIT (Mark with an x as appropriate):

- Statement of appeal against the provisional lists (January 12 to 14, 2026):
- Statement of appeal against the final lists (January 20 to 22, 2026):

I STATE:

.....
.....

I REQUEST:

.....
.....

ATTACHMENTS:

1.
2.
3.

Date:

Signature:

Send by e-mail to one of the two recipients:

- For provisional lists - to the Admissions Committee: canada.blanch.uk@educacion.gob.es
- For the final lists - to the Ministry of Education: consejeria.uk@educacion.gob.es

