



## 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 EARLY YEARS EDUCATION 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 specifications 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 General Sub-Directorate for the Promotion of Education Abroad on the admission and permanence of students in Spanish state-owned centres abroad were approved.

In accordance with the regulations in force, the Counsellor of Education in the United Kingdom and Ireland 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 be applicable to the admission and enrolment process for students in early Years Education 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

To be admitted to the school, applicants must meet the requirements established in Spanish legislation regarding age and the academic prerequisites required by the current legal framework for the level of education sought. They must also comply with the requirements established in these instructions, specific to the nature of this school, and provide, where applicable, a report from the nursery or school previously attended by the child.

The school admits pupils of any nationality. Pupils of Spanish nationality are exempt from paying the "fee for the provision of teaching services". To apply this exemption, it is essential to present documentary proof of Spanish nationality.

Pupils starting their schooling in the first year of Early Years Education must have reached the age of 3 before joining the school.





### Third: requirements for the permanence of the students

Students admitted in accordance with these instructions may remain enrolled at the same school in subsequent years of Early Childhood Education or Primary Education, without the need to undergo a new admission process, provided that they continue to meet the retention criteria set out in the school's organisational and operational regulations.

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

The vacancies offered for Early Childhood Education can be consulted in Annex I.

The admission and enrolment calendar is detailed in Annex II.

The application period for admission will be from **November 10 to November 28, 2025**, both dates inclusive.

Applications must be submitted online using the corresponding application form and must be accompanied by the documents required for enrolment.

Application form:

<https://forma.administracionelectronica.gob.es/form/open/corp/36d3ba5e-6e76-41b2-9a36-5f54048c64c1/CXet>

### Fifth: Admissions Committee

An admissions committee shall be established, which, in accordance with and in compliance with these instructions, shall be responsible for managing the student admissions process.

This committee shall be composed of the following members: the head of the school or a delegate, a representative of the education department holding the rank of adviser, the Head of Primary Education, a representative of the Early Childhood Education teaching staff, two representatives of parents or guardians, one appointed by the Parents' Association of the school and the other by the parent representatives on the School Council, and finally, the school bursar, who shall record the minutes of the meetings held.

### Sixth: evaluation of applications

Between **December 1 and December 12, 2025**, the Admissions Committee shall examine and assess the applications submitted, as well as the certificate from the previous school, where applicable, in order to verify that the pupil is able to follow the school's curriculum with appropriate progress.

The Admissions Committee shall assign each applicant the score corresponding to them in accordance with the criteria established in Annex III. In the event of a tie in the final score, it shall be resolved in favour of the applicant obtaining the higher score in Section I. Should the tie persist, the same criterion shall be applied successively to the remaining sections, in the order in which they appear. If equality still remains, the tie shall be settled by drawing lots.

For the assessment of applications, the committee reserves the right to request additional information or documentation from the applicants. In any case, the supporting documentation must be submitted before the end of the application period, i.e. by 28 November 2025.





In order to safeguard the well-being of pupils, applicants requiring specific educational support measures not available at the school shall not be included on the list of admitted students. This provision ensures that pupils can be enrolled in a school that is suited to their individual needs.

### **Seventh: interview**

While the submitted applications and, where applicable, the report from the previous school are being reviewed, the legal guardians, together with the child, shall be invited by the Admissions Committee to attend an interview, which will be conducted in accordance with the guidelines set out in Annex IV.

This interview shall assess all aspects necessary for the pupil to successfully follow the Spanish curriculum, as well as their knowledge of the Spanish language. However, knowledge of the language shall not be a determining factor for admission to the Early Childhood Education stage.

In order for a candidate to be admitted to the Early Childhood Education stage, they must successfully complete the interview, regardless of the score obtained according to the criteria set out in Annex III.

### **Eighth: publication of lists and appeals**

Provisional admission and exclusion lists will be published on **January 9, 2026**, on the school's website. <https://vicentecanadablanch.educacion.es/>

In these provisional lists, the names of the applicants will be ordered from highest to lowest score obtained. Likewise, it will be specified who has been admitted and who remains on the waiting list to cover eventual vacancies or new places that may arise at a later date.

Against the provisional lists, an appeal may be submitted addressed to the Admissions Committee. 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**).

The final lists of those admitted and excluded will be published on **January 19, 2026**, on the school's website.

### **Ninth: registration deadlines**

The formalization of the enrolment of admitted must be made between **January 21 and February 11, 2026**, both dates inclusive.

### **Tenth: fees**

To complete the enrolment process, in addition to meeting the required conditions, applicants must pay, as applicable, the fees indicated below.

- i. Any applicant whose child is admitted and wishes to complete the enrolment process must pay the "**fee for services, teaching and complementary activities**". For Year 3 enrolment, the fee shall be paid in two instalments: the first upon enrolment and the second in December 2026. For Year 4 and Year 5 enrolment, the fee shall be paid in a single instalment at the time of enrolment.





- ii. In the case of students of non-Spanish nationality, applicants must, in addition to the fee mentioned in the previous paragraph, also pay the **"fee for the provision of teaching services"**. Payment of this fee shall be made in two instalments: the first upon enrolment and the second in December 2026. At the request of the applicant, and subject to the approval of the Counsellor of Education, a personalised payment plan for this fee may be arranged, allowing for payment in up to four instalments.
- iii. All families of the centre, without exception, must pay quarterly the corresponding fees for meals and supervision, 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 daily.
- iv. Enrolment shall be considered complete once the applicant has paid the "fee for services, teaching and complementary activities", as well as the first instalment of the "fee for the provision of teaching services" in the case of applicants whose children do not hold Spanish nationality.
- v. All amounts paid for the academic year 2026/2027 will be subject to the corresponding additional Value Added Tax (VAT) on the fees mentioned in the above instruction, as required by current UK legislation for independent schools <https://bit.ly/4ecwErb>
- vi. 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. The published fees Will be subject to the applicable VAT rate.
- vii. Once the payment deadline for the "fee for the provision of teaching services" has passed, if the applicant has not paid the required amount, a written notice shall be issued. From the date of this notice, the applicant will have an additional period of five working days to make the payment. 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 schools abroad.

#### Eleventh: effectiveness of enrolment

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.





In all cases, for enrolment to become effective, the legal guardian(s) must sign the conditions of admission and attendance, in accordance with the school's organisational and operational regulations and its educational project.

As an extraordinary admission and enrolment procedure, the Admissions Committee shall monitor the applications of those listed as admitted who have not yet completed the enrolment process.

Enrolment shall also be conditional upon verification of the accuracy of the information submitted, and upon the absence of any facts or circumstances arising or becoming known during the first term of the academic year that would prevent the pupil from making satisfactory progress in the curriculum or from following the curriculum appropriately.

In such cases, a decision by the Head of the school not to allow an already enrolled pupil to begin or continue their studies may be appealed before the Education Office within ten working days of notification of the decision.

#### **Twelfth: late applications**

From **February 12, 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](mailto:canada.blanch.uk@educacion.gob.es)

#### **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, in order for the Education Office to continue the supervision and coordination of this process.

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.

#### **Fourteenth: permanence of the student**

The criteria for continued enrolment at the school are set out in the Instructions of 24 May 2005 issued by the Undersecretariat, which regulate the organisation and operation of state-owned Spanish schools abroad.

Students have the right to remain enrolled at the school. Permanence at the school may be denied when, in the opinion of the teaching staff board and the head of studies, there are circumstances of very low academic performance, serious disciplinary issues that significantly disrupt the school environment, or repeated absences from one or more of the subjects that make up the curriculum taught by the school at each educational level.

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.

#### **Fifteenth: waiting list**





EMBAJADA  
DE ESPAÑA  
EN REINO UNIDO

CONSEJERÍA DE EDUCACIÓN



In the event that no vacancies are announced, individuals interested in enrolment in the Early Years Education may submit the required documents so that, should places become available, they may be considered for admission.

If such circumstances arise, the same criteria established in these instructions shall be applied.

THE COUNSELLOR  
Fernando Bartolomé Usieto

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





**ANNEX I**

**VACANCIES OFFERED FOR THE ACADEMIC YEAR 2026/2027**

<b>EARLY YEARS</b>	<b>PLACES</b>
<b>YEARS</b>	<b>VACANCIES</b>
YEAR 3	20
YEAR 4	20
YEAR 5	16

**ANNEX II**

**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 and interviews	December 1 to 12, 2025
3	Publication of provisional lists of admitted students, with indication of the score,	January 9, 2026
4	Presentation of appeals against the provisional lists at the educational centre.	January 12 to 14, 2026
5	Publication of definitive lists of admitted and excluded students	January 19, 2026
6	Ordinary enrolment of admitted students	January 21 to February 11, 2026





**ANNEX III**

**SCALE FOR PRE-REGISTRATION ADMISSION CRITERIA**

The maximum score will be 10 points, with the limits established in each section and subsection

	<b>ASPECTS TO BE VALUED</b>	<b>MAXIMUM SCORE</b>
<b>I.-</b>	<b>Applicants' ties to Spain, its language and culture:</b>	<b>3</b>
	1.- On the grounds of birth or family heritage.	2
	2.- For having studied Spanish in another country and/or under a different educational system.	1
<b>II.-</b>	<b>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:</b>	<b>4</b>
	1.- Assessment of the report from the previous school.	1
	2.- Students coming from the Spanish educational system.	1
	3.- Assessment of the interview	3
<b>III.-</b>	<b>Siblings enrolled in the school</b>	<b>2</b>
	1.- First sibling	1
	2.- Second and subsequent siblings	0,5
<b>IV.-</b>	<b>Complementary criteria</b>	<b>1</b>
	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 responsible declaration (as applicable).	1

1. If there are two or more applications from siblings, once one of them obtains a school place, the remaining siblings shall be considered second/subsequent siblings.
2. The applicant's final score shall be the sum of all points obtained in each section, up to the maximum limit established for each.





## ANNEX IV INTERVIEW

### 1. Aspects to be assessed:

- Confirmation of the personal and academic information provided in the application.
- Linguistic competence in the pupil's mother tongue and in other languages.
- The pupil's and family's relationship with Spain and their knowledge of the country.
- Reasons for transferring, where applicable, from other educational systems to the Spanish one.
- Verification that families are aware of and accept the school's aims and Educational Project, as well as the characteristics of the curriculum and the school's operating rules.
- The child's cognitive development.

### 2. The interview must be attended by the pupil and at least one of the legal guardians.

