



## **PRE-ENROLMENT FOR THE 2022-2023 SCHOOL YEAR**

Dear Family,

We are reaching out to you again to inform you about the guidelines for the pre-registration process for the 2022-2023 school year. Only online pre-enrolment is available.

**We would be very pleased to assist you in person and help you throughout the pre-enrolment process if you have any doubts when following the attached pre-enrolment guide. If this is the case, we kindly ask you to set up an appointment by calling 932 123 499 between 9 a.m. and 6 p.m.**

Keep in mind that, before you begin the process, you will need to have scanned and saved the following documents to your mobile device.

### **DATES FOR SUBMISSION OF APPLICATIONS:**

- EARLY CHILDHOOD and PRIMARY: **from the 7th to the 21st of March, 2022.**
- SECONDARY SCHOOL (ESO): **from the 9th to the 21st of March, 2022.**

### **STEPS TO FOLLOW:**

- Go to: <https://preinscripcio.gencat.cat/ca/inici/>
- Click on the school cycle you wish to apply for (Early Childhood, Primary or Secondary School (ESO)).
- Apply for pre-enrolment and submit (section 2).
- Once you reach the pre-enrolment section, you will be able to choose between two ways of submitting your application:

### **OPTION A: APPLICATION WITH COMPUTER SUPPORT (WITHOUT DIGITAL CERTIFICATE)**

1. Fill out the application form.
2. John Talabot's code is: **08032099**
3. Student Identification Code from the RALC - -
  - a. **Not required for P3**
  - b. If you are applying to other grades, this code will be provided by the student's current school.
4. Attach all required personal documents accrediting the priority criteria (previously digitalized):
  - **Family book or other documents related to affiliation.**
  - **DNI or NIE of the parent or guardian of the student if the application is used with computer support .** If you are a foreigner, the passport, or if you are a foreigner from a European Union member country, the identity document of the country of origin must be attached .
    - Exceptionally, the identification or affiliation data of the foreign student can be accredited with the identity document, the family book of the country of origin or the alternative documentation that the person can provide. The principal of the corresponding school will evaluate and examine the documentation submitted.
  - **To justify the proximity of the usual home to the school.** Upon submission of the application, the automated census consultation is scheduled. This query is used to confirm the address of the family address. If it is not possible to obtain the census data, it is necessary to prove the residence by attaching a certificate or flyer of cohabitation of the student , which must state the address and prove that he or she lives at least with the father or mother who presents the application.

**Infantil, Primària i ESO**

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- **To prove the proximity of the workplace of the father, mother or legal guardian to the school .**
  - In the case of employees, it is sufficient if the employment contract or a certificate issued by the company is provided.
  - In the case of being a self-employed worker, the Tax Agency model 036 or 037 must be submitted, stating the address at which the activity is carried out.

#### **OPTION B: ELECTRONIC APPLICATION (WITH DIGITAL CERTIFICATE):**

1. You would need a Digital Certificate such as an electronic ID, Cl@ve, IdCat, etc.
2. If you don't have any of the above, you can easily create one at IdCat Mòbil at <https://idcatmobil.seu.cat/>
3. Once you enter your Digital Certificate, you can start filling out your application for a school place.
4. The following data will be required:
  - a. John Talabot's code is: **08032099**
  - b. Student Identification Code from the **RALC** - Register of Students of Catalonia -
    - i. **Not required for P3**
    - ii. If you are applying to other grades, this code will be provided by the student's current school.

#### **INFORMATION AND RECOMMENDATIONS:**

- Keep your digitalized documents on the same device that you will be using to apply.
- John Talabot's code number is: **08032099**. You will need this code when you indicate the school you are applying to.
- Request the Student Identification Code from the RALC - Register of Students of Catalonia - to your current school to link the personal and academic files of the student (not applicable for P3).
- Applications submitted after the pre-enrolment period will not be taken into account, with the risk of losing a place at the school.

#### **(FAQ) FREQUENTLY ASKED QUESTIONS**

How do I register online and what documents do I need to send?

Video <https://youtu.be/7Jz8gYBFCFM>

How do I digitalize documents for online procedures?

Video <https://www.youtube.com/watch?v=016JyatO37E>

**Can I submit two applications to two different schools for the same student?**

NO. You can only submit one application and list all the schools that you wish to apply to in order of preference.

**Who can I do if I have doubts or questions when applying?**

You can contact us by phone to 93 212 34 99 from 9am till 6pm.

**How can I learn about the priority criteria and their score?**

You can find all the information about priority criteria, key dates and more about the process on the following website:

[DEPARTAMENT D'EDUCACIÓ](#)