

CONSEJERÍA DE EDUCACIÓN

# A SCHOOL OF MANY COLOURS

A basic guide  
to the Andalusian education system



JUNTA DE ANDALUCIA

Susana



# A SCHOOL OF MANY COLOURS

*A basic guide to the Andalusian education system*



*School in Colour*

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ESCUELA

## *ANDALUSIA, LAND OF WELCOME*

*Throughout  
its history,  
Andalusia has*

*always been a land of welcome. Its special geographical position, between Europe and Africa, has meant the constant presence of people from both continents. In the past, it has been the cradle and the home of great civilisations and has known times of cultural fusion, coexistence and shared development. After 1492, Andalusia became the main link between Europe and the Americas. Later, economic pressure forced Andalusians to become migrants themselves. Migrants who spread throughout the rest of Spain and the rest of the world. Since relatively recently, Andalusia has become, happily, a destination for many people who come to our lands, as we went to others, in search of a better life. Andalusians know what that means and, for that very reason, we want to make our community, once again, a land of welcome. A land where together we can work and live side by side with dignity. A land in which our children, whatever their colour, have a common future. And, to achieve this, we must, between us all, guarantee that we have an educational system whose fundamental values embrace liberty, solidarity and peaceful coexistence of all of its cultures, of all of its people.*

*Cándida Martínez López  
Regional Minister of Education*



## **INTRODUCTION**

*Education is a vital element in the development of citizens' awareness and the promotion of a democratic culture whose fundamental values are based on coexistence and social participation. It is therefore essential to achieve the integration of everyone into the Educational System, wherever they were born, in **Andalusia** or in any other part of the world.*

*And we must work even harder to incorporate the immigrant population into that **Educational System**, which will, in this way, shape the new citizens of the 21st century, the multiple, diverse, free, solidary citizens to which we aspire.*

*With this aim, the **Regional Ministry of Education** has drawn up this **Basic Guide**, as an introduction for everyone who, from any other culture, has the need or the fortune to settle in Andalusia.*



## *THE ANDALUSIAN EDUCATIONAL SYSTEM*

*Infant, Primary and Secondary Education is free in publicly-funded schools in Andalusia.*

*The Andalusian educational system is organised in the following stages:*

*Infant Education.*

*Obligatory Education.*

*Post-Obligatory Education.*

### ✓ *Infant Education*

*Infant Education is the stage which attends to children of up to six years of age. It is voluntary, although it is recommendable for the development of the pupils and their subsequent incorporation into Obligatory Education.*

*Infant Education is organised in two cycles. The first is up to three years and the second from three to six.*

### ✓ *Obligatory Education*

*This stage is, in turn, divided into **Primary Education and Obligatory Secondary Education (ESO)**.*





*Primary Education. This consists of six academic years, usually from the age of six to twelve.*

***Obligatory Secondary Education (ESO).** Consists of four academic years, usually between the ages of twelve and sixteen years. Pupils who successfully complete Obligatory Secondary Education are awarded the **Certificate in Obligatory Secondary Education.** This qualification allows them to enter the **Baccalaureate, Middle Grade Professional Training** or to leave school and begin work.*

*Pupils who study Obligatory Secondary Education but do not obtain the qualification receive a **school certificate** which records the academic years completed.*

### **Post-Obligatory Education**

*Post-Obligatory Education, which is voluntary and free in publicly-funded schools, offers different possibilities:*

***Baccalaureate, from 16 to 18 years.** The Baccalaureate is a 2-year course which prepares pupils for tertiary education or to start work. On finishing this stage, pupils receive the **Baccalaureate.** With this qualification, they can continue studying in **Higher Education** or **University.***





*Middle Grade Professional Training, from 16 to 18 years. The aim is to prepare pupils to enter a specific profession. Pupils who successfully complete their Middle Grade Professional Training receive the qualification of **Technician** (“**Técnico**”).*

*As well as these studies, the educational system also offers professional skills courses aimed at young people over 16 and under 21 years of age who have not obtained the **Certificate in Compulsory Secondary Education**. These programmes also train the young people for the world of work.*

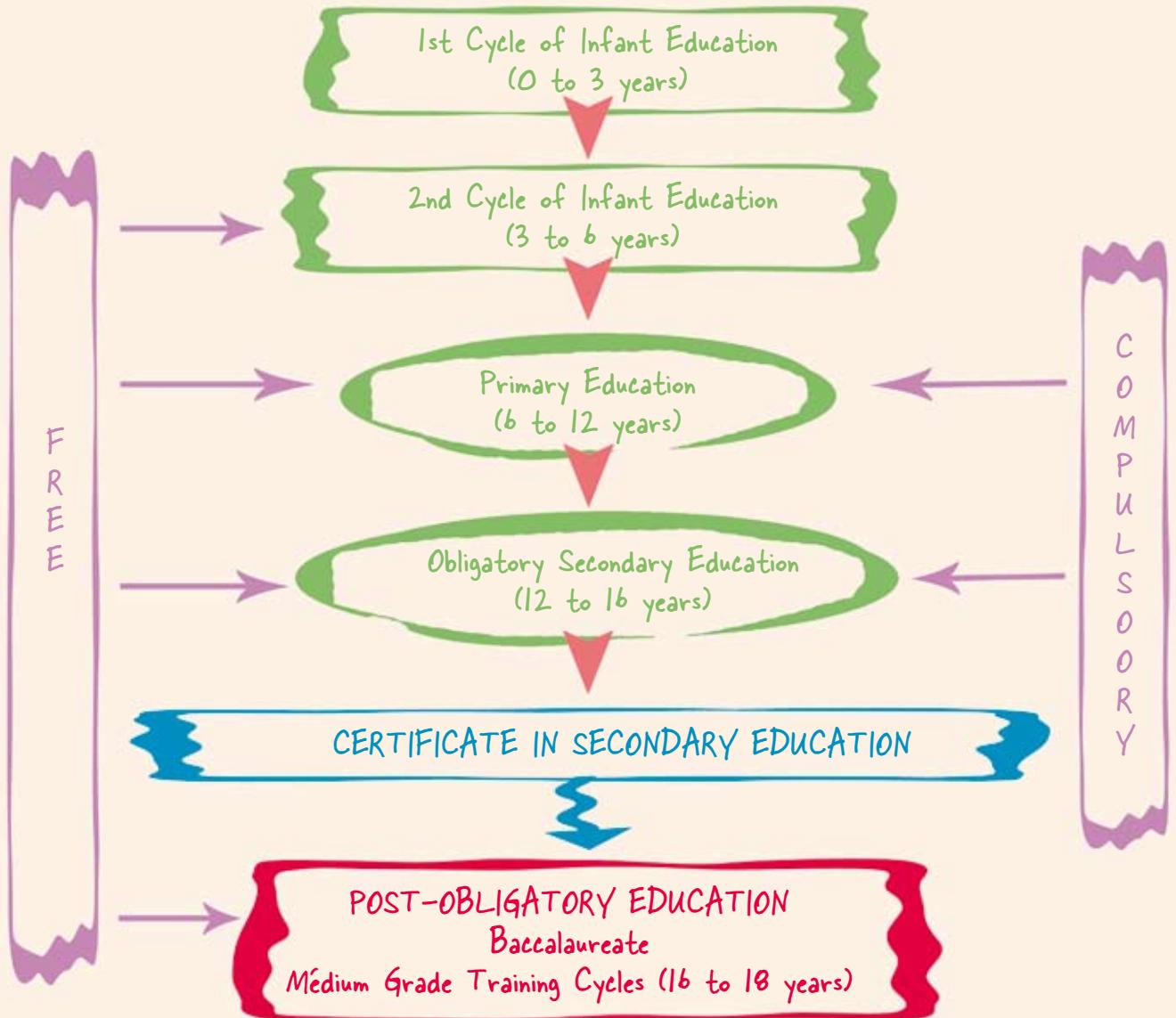
## **ADULT EDUCATION**

*There are **Permanent Education Centres** in many towns in Andalusia, providing **Basic Training for adults**.*

*In certain specially designated centres, **Secondary Education** and **Baccalaureate** are also taught in the evenings.*



# THE ANDALUSIAN EDUCATIONAL SYSTEM





## SCHOOLS

### \* ORGANISATION

Schools are organised and run by the **School Management Team**, made up of the **Head Teacher** (“**Director**”), the **Head of Studies** (“**Jefe de Estudios**”) and the **Secretary** (“**Secretario**”). All have hours set aside in their timetables to attend to parents.

The teacher responsible for the pupils in a class is the **Form Teacher** (“**Tutor/a**”). This is the person who is in contact with the families of their pupils to keep them informed about the children’s progress. They have hours set aside for contact with parents and they hold meetings regularly. Every term, they prepare a report for the families with the results of their children’s assessments.

All schools have **educational guidance experts** who, together with the form teacher and the different teachers, guide pupils and their families through the educational process. They also have hours set aside to attend to the families.



## SCHOOLS

### \* LIFE IN THE SCHOOL

*Classes are given daily, from Monday to Friday, with 5 or 6 hours of class time, depending on the level. In general, most centres have a morning timetable.*

***Attendance is obligatory.** Parents must justify any absence of their children. Both the entrance and exit times must be observed.*

*All schools have school rules known as the **Organisation and Operational Regulations** which govern pupils' behaviour and possible corrective measures. All pupils have the obligation to know and follow these **Regulations**.*



## ***THE ENTRY PROCESS***

### ***1. APPLICATION***

***From 1 to 31 March***, applications must be submitted for children who are attending school for the first time. The application form is supplied free of charge by the school in which a place is being requested. It must be accompanied by all the documents indicated in the form.

### ***2. LIST OF PUPILS ACCEPTED***

When there are not enough places to cover all of the applications, the admission criteria laid down in current legislation is applied. ***In no case will there be any discrimination*** for ideological, religious, moral, social, gender or racial motives or for reason of birth. Schools will then post the final list of the pupils admitted.

### ***3. REGISTRATION***

In ***Infant, Primary and Secondary Education***, all pupils must formalise their registration ***every year***, providing the documentation requested by the schools.





## *SCHOOL ENTRY AT OTHER TIMES OF THE YEAR*

*The Andalusian Educational System guarantees access to **Obligatory Education** at any time of the year. For this, families must contact the school where they wish to send their children and, if there are vacancies, fill in the form they are given. If there are no vacancies, the school admissions board for the area will assign them a place in a nearby school.*

## *THE SCHOOL YEAR*

*In **Infant, Primary and Secondary Education**, the school year begins in **September** and ends in **June**. In Post-Obligatory Education (**Training Cycles**) there may be slight variations. There are three holiday periods:*

***Christmas:** from late December to early January.*

***Easter:** in Spring (March or April).*

***Summer:** from late June until mid-September.*

*There are also national, regional and local public holidays.*

*In total, children at all levels of **Obligatory Education** attend school **175 days** per year.*





## ***PARTICIPATION OF THE FAMILIES IN SCHOOL LIFE***

*The school and the families are jointly responsible for the all-round education of the children. Collaboration and cooperation between both is fundamental. For this reason, the family should participate in school life. A close relationship between parents, the school and the teachers makes the children feel more secure and fosters the mutual exchange of ideas, strategies and resources.*

*They may also participate in school life through representative bodies:*

***School Council:*** *this is the means by which parents can participate democratically in school life. The School Council includes representatives of all sectors of the educational community: parents, teachers, pupils, administrative and service staff, as well as the local town council.*

***Parents' Associations ("AMPA"):*** *The parents of the pupils participate, through their associations, by attending classroom meetings, collaborating in the elaboration of the educational project of the school, encouraging and taking part in extra-curricular activities, excursions, talks, etc., organised by the school.*



## COMPLEMENTARY SERVICES

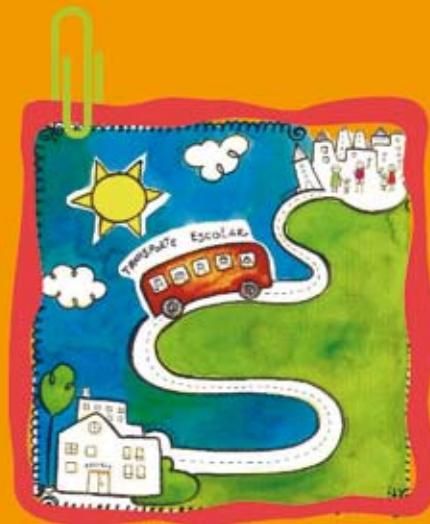
There is a **school transport service** to facilitate travel for pupils in **Obligatory Education** from their town of residence to the school assigned to them by the **Educational Authorities**.

This service is **free of charge**.

The **Open School Plan** aims for schools to offer pupils and their families a **full school day**, covering longer hours than the traditional timetable of classes, so that they can enjoy activities in their schools that will widen their education and so that they can use their free time in a beneficial, formative manner. The schools that take part in this **Plan** can open their doors **from 7.30 in the morning until 6.00 in the evening**. This full day includes:

a) the **early morning classroom**, from 7.30 a.m. until the beginning of the school day, during which time pupils can take part in a variety of activities;

b) the **school canteen**, which offers pupils healthy meals without leaving the school;



c) *extra-curricular activities*, outside class hours, which include back-up lessons, leisure, reading, sport, music, art, etc., in order to cover other aspects of education that will benefit the pupils.

*All of the activities in the Open School Plan are free of charge or subsidised.*



## **GRANTS AND AID**

*In Primary Education, textbooks are free. As from the 2008/09 academic year, they will also be free in Obligatory Secondary Education.*

*For its part, the Ministry of Education and Science has established a number of Study Grants and Aid to guarantee access for all children to obligatory education. Independently of their administrative situation in Spain (their status as regular or irregular migrants) all foreign children of school age have the right to apply for this aid.*

*The schools, Provincial Delegations of the Regional Ministry of Education and immigrants' associations and immigrant support groups can supply all the required information.*

## ***SPECIFIC ATTENTION FOR IMMIGRANT PUPILS***

*“All foreign nationals under the age of 18 years of age have the right and obligation to receive an education under the same conditions as Spanish citizens. This right includes access to free, obligatory, basic education, and the obtainment of the corresponding academic qualifications in each case, and access to the public system of grants and aid” (Organic Law 4/2000, on the rights and freedoms of foreign nationals in Spain).*

*Independently of their administrative situation (their status as **regular or irregular migrants**), **all children of foreign nationals have the right to schooling between the ages of 3 and 16 years**. In order to continue with post-obligatory education, their administrative situation must be regularised or they must have obtained a student’s residence permit, which can be processed at any **Provincial Delegation or Sub-Delegation of the Central Government**.*

*The **Andalusian Educational System**, for its part, has specialised Spanish language and culture teachers and an **welcome programme** for immigrant pupils **and a programme for the conservation of their native language and culture**, with which it aims to provide normal schooling for foreign pupils, respecting their culture of origin.*



## **RECOGNITION OF STUDIES**

*No **administrative procedures** are required for the recognition of studies in order to join schools for **Infant, Primary** or **Obligatory Secondary Education**.*

***Post-Obligatory Education and Higher Education** require the recognition of **studies** taken in the country of origin. **The Ministry of Education and Science**, after examining the academic record, will award a **Recognition Credential**, which should be submitted to the school where the application is made.*

*The recognition of post-obligatory studies is processed by the **Government Delegation** in the **Autonomous Community** or in any of the **Provincial Sub-Delegations**.*



**PROVINCIAL DELEGATIONS OF THE REGIONAL MINISTRY OF  
EDUCATION. ANDALUSIAN REGIONAL GOVERNMENT**

***www.ced.junta-andalucia.es***

***www.andaluciajunta.es***

 *Delegación Provincial din Almería*  
*Paseo de la Caridad, 125*  
*Finca Santa Isabel*  
*04071 Almería*  
*Tel: 950 00 45 00*

 *Delegación Provincial din Huelva*  
*Mozárabes, 8.*  
*21071 Huelva*  
*Tel: 959 00 40 00*

 *Delegación Provincial din Cádiz*  
*Plaza Mina, 18*  
*11071 Cádiz*  
*Tel: 956 00 68 00 / 2*

 *Delegación Provincial din Jaén*  
*Martínez Montañés, 8*  
*23071 Jaén*  
*Tel: 953 00 37 00*

 *Delegación Provincial din Córdoba*  
*Edificio de Servicios Múltiples*  
*Tomás de Aquino, s/n 2ª planta*  
*14071 Córdoba*  
*Tel: 957 00 11 72*

 *Delegación Provincial din Málaga*  
*Edificio de Servicios Múltiples,*  
*Avda. de la Aurora, 47*  
*29071 Málaga*  
*Tel: 951 03 80 00*

 *Delegación Provincial din Granada*  
*Cl. Gran Vía, 56*  
*18071 Granada*  
*Tel: 958 02 90 00*

 *Delegación Provincial din Sevilla*  
*Ronda del Tamarguillo, s/n*  
*41071 Sevilla*  
*Tel: 955 03 42 00 / 01 / 02*

***DELEGATION OF THE SPANISH GOVERNMENT  
IN THE AUTONOMOUS COMMUNITY OF ANDALUSIA***



*DELEGACIÓN DEL GOBIERNO*

*(Government Delegation)*

*Plaza de España, Torre Sur*

*41013 SEVILLA*

*Telephone: 955 56 90 00*



*OFICINA DE EXTRANJEROS*

*(Foreign Nationals' Office)*

*Plaza de España. Torre Norte*

*41013 SEVILLA*

*Telephone: 955 56 94 45 / 96*



*AREA FUNCIONAL DE ALTA INSPECCIÓN DE EDUCACIÓN*

*(Operational Department of the Higher Inspectorate of Education)*

*Plaza de España, s/n. Puerta de Navarra*

*41013 SEVILLA*

*Telephone: 95 556 92 41*



## **PROVINCIAL SUB-DELEGATIONS OF THE SPANISH GOVERNMENT**

### *ALMERÍA*

*Arapiles, 19*

*Telephone: 950 75 90 00*

*OFICINA DE EXTRANJEROS*

*Hermanos Machado, 23*

*Telephone: 950 75 93 10*

### *CÁDIZ*

*Plaza de la Constitución, 2*

*Telephone: 956 98 90 00*

*OFICINA DE EXTRANJEROS*

*Acacias, 2*

*Telephone: 956 98 90 03*

### *CORDOBA*

*Plaza de la Constitución, 1*

*Telephone: 957 98 90 00*

*OFICINA DE EXTRANJEROS*

*Plaza Constitución, 1*

*Telephone: 957 98 92 04 - 9*

### *GRANADA*

*Gran Vía, 50*

*Telephone: 958 90 90 00*

*OFICINA DE EXTRANJEROS*

*C/ Mirlo Edificio de la Caleta*

*Telephone: 958 90 93 11*

### *HUELVA*

*Avda. Martín Alonso Pinzón, 3*

*Telephone: 959 75 90 00*

*OFICINA DE EXTRANJEROS*

*Avda. Sur, 34 -36*

*Telephone: 959 75 90 65*

### *JAÉN*

*Plaza de las Batallas, s/n*

*Telephone: 953 99 90 00*

*OFICINA DE EXTRANJEROS*

*Paseo de la Estación, 30*

*Telephone: 953 99 90 60*

### *MÁLAGA*

*Plaza de Aduana s/n*

*Telephone: 952 98 90 00*

*OFICINA DE EXTRANJEROS*

*Virgen del Gran Poder, 40*

*Telephone: 952 980 350*

### *SEVILLA*

*Plaza de España - Torre Norte*

*Telephone: 955 56 90 00*

*OFICINA DE EXTRANJEROS*

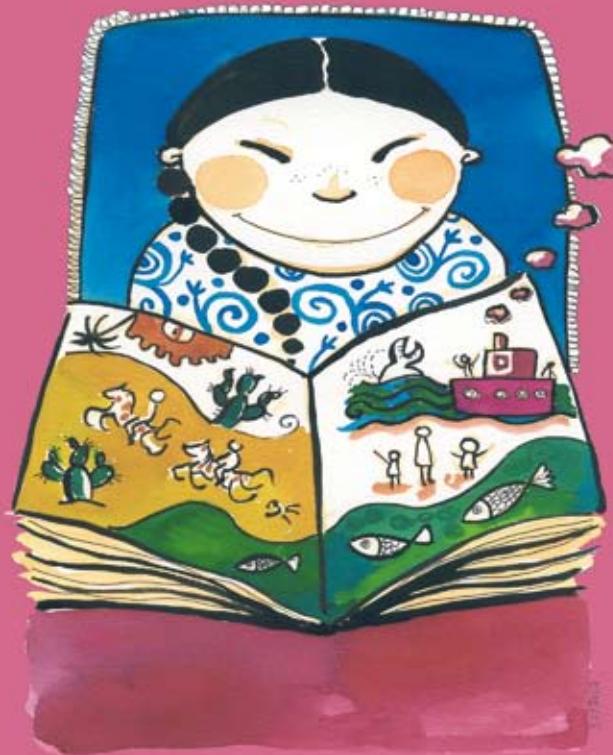
*Plaza de España. Torre Norte*

*Telephone: 955 56 94 45 / 96*

## ***OTHER INFORMATION POINTS IN ANDALUSIA***

*Most Town Councils in Andalusia have a Social Service department which offers specific programmes for the foreign population.*

*The local and provincial sections of immigrants' associations, immigrant support groups, NGOs, trade unions, etc., are also important sources of information.*





## *ANNEXE*

### *RIGHTS AND OBLIGATIONS OF PUPILS IN PUBLIC AND CONTRACTED PRIVATE SCHOOLS IN ANDALUSIA*

#### *Rights of Pupils*

- ☞ **The right to an integrated education.** Pupils have the right to an integrated education that ensures the full development of their personality. To this end, the School shall programme complementary and extra-curricular activities to foster a participatory spirit and solidarity in the pupils and to strengthen the relationship between the School and its socio-economic and cultural environment.*
  
- ☞ **The right to objective assessment.** Pupils have the right to the objective assessment of their school work, to which end Schools shall make public the general criteria to be used in assessment and for the promotion of pupils from year to year.*
  
- ☞ **The right to equal opportunities.** All pupils have the right to equal opportunities of access to the different levels of education. Access to non-obligatory levels shall be based on academic performance or on aptitude for study. Equality of opportunity shall be promoted by:*

*Non-discrimination for reasons of birth, race, gender, economic capacity, social level, political, moral or religious convictions, or for physical or sensorial disability or learning difficulties, or any other personal or social circumstance or condition.*

*The establishment of compensatory measures which guarantee real, effective equality of opportunity.*

*The implementation of educational policies for integration and special education.*

 ***The right to receive aid.*** *Pupils have the right to receive aid to compensate family, economic or socio-cultural disadvantage, in such a way as to promote the right to access to the different educational levels.*

*The Educational Authorities, in accordance with applicable legislation and budgetary allocations, shall guarantee this right through a policy of grants and support services appropriate to the needs of the pupils.*

 ***The right to social protection.*** *In cases of family misfortune or accident, pupils have the right to the financial compensation established under applicable legislation.*

*Pupils shall have the right to receive medical attention under the terms established in the applicable legislation.*

 **The right to study.** Pupils shall have the right to study and to participate in the activities aimed at implementing the curriculum in the different areas, subjects or modules.

 **The right to educational and career guidance.** All pupils have the right to maximise their personal, social and professional development, in line with their capacities, aspirations and interests.

 **The right to freedom of conscience.** Pupils have the right to have their freedom of conscience and their religious, ethical and ideological convictions respected, as well as the privacy of their convictions.

 **The right to respect for their privacy, physical integrity and personal dignity.** Children may not, under any circumstances, be subjected to humiliating or degrading treatment.

Schools are obliged to maintain the confidentiality of all information they hold regarding the personal and family circumstances of pupils. Nevertheless, schools shall inform the competent authorities of any circumstances which might involve cruelty to the pupils or any other infringement of child-protection legislation.

 **The right to participation** in the running and the daily life of the School, in curricular and extra-curricular activities, to elect, by direct, secret vote, their representatives on the School Council and the group delegates, under the terms established in the applicable legislation.

- 🌀 **The right to use School facilities**, within the limitations imposed by the programming of other activities which have already been authorised and with the necessary safety precautions and ensuring the conservation and correct use of resources.
- 🌀 **The right of assembly**. Pupils shall have the right to meet in their schools for curricular or extra-curricular activities, and for other activities with an educational or formative purpose.
- 🌀 **The right to freedom of expression**, without prejudice to the rights of all the other members of the educational community and the respect due to the institutions in accordance with Constitutional rights and principles.
- 🌀 **The right to freedom of association**, creating associations, federations, confederations and cooperatives under the conditions established by law.
- 🌀 **Respect for the rights of pupils**. The Regional Ministry of Education and the school management bodies, within their respective fields of responsibility, shall adopt the necessary measures, having first heard those involved, to prevent or stop conduct by members of the educational community that does not respect the rights of pupils or which hinders the effective exercise of those rights, and to restore to those affected their full rights.

## THE OBLIGATIONS OF PUPILS

*☞ The obligation to study. Study is the basic obligation of the pupils. This obligation is fulfilled through the following duties, among others:*

*a) The duty to attend classes punctually and to participate in the activities included in the syllabus of the different subjects or areas.*

*b) The duty to observe and respect the timetables laid down for School activities.*

*c) The duty to respect the exercise of the right to study by fellow pupils.*

*d) The duty to follow the guidance of the teachers with respect to learning.*

*☞ The obligation to respect the freedom of conscience, religious and ethical convictions, and the dignity, integrity and privacy of all members of the educational community.*

*☞ The obligation to respect diversity, that is, no discrimination against any member of the educational community for reasons of birth, race, gender or any other personal or social circumstance.*

*☞ The obligation to make good use of School facilities. Pupils must care for and use School facilities, material resources and documents correctly.*

- ↪ *The obligation to respect the School Project, and, if appropriate, the spirit of the Project, in accordance with applicable regulations.*
- ↪ *The obligation to obey the school rules as laid down in the Organisation and Operational Regulations.*
- ↪ *The obligation to respect the teachers and other members of the educational community. Pupils must show proper respect and consideration to the teachers and all other members of the educational community, and also respect their belongings.*
- ↪ *The obligation to participate in the life and running of the School under the terms laid down in applicable regulations.*
- ↪ *Pupils have the obligation to respect and follow the decisions of all School authorities taken in the exercise of their responsibilities.*







MINISTERIO  
DE TRABAJO  
Y ASUNTOS SOCIALES

SECRETARÍA DE ESTADO  
DE INMIGRACIÓN  
Y EMIGRACIÓN

DIRECCIÓN GENERAL  
DE INTEGRACIÓN  
DE LOS INMIGRANTES

Fondo para la acogida e integración de inmigrantes, así como  
el refuerzo educativo de los mismos en Andalucía.



JUNTA DE ANDALUCÍA