

**INFORMATIVE GUIDE FOR THE FOREIGN
STUDENT ENTERING LATE INTO THE
NAVARRE EDUCATION SYSTEM**



**Gobierno de Navarra
Nafarroako Gobernua**

Departamento de Educación
Hezkuntza Departamentua

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Servicio de Atención a la Diversidad, Multiculturalidad e Inmigración
Sección de Multiculturalidad e Inmigración

Presentation

The aim of this informative guide, geared mainly towards the foreign student entering late into the education system, is to offer advice to families arriving in Navarre with children of school age in order for them to be made aware of all the education and schooling opportunities provided by our Autonomous Region. At the same time, it is intended to assist schools and schooling committees in facilitating the schooling and advisory tasks they carry out.

It provides information about the admissions procedure for students, how the education system is structured according to teaching levels, additional education services provided by schools, the participatory bodies existing in schools for parents and students and the rights and duties they have within the teaching community.


Schools must complete this information by providing more specific details about the teaching project, academic facilities and the regulations governing coexistence with which they have been provided.

We wish and hope that this informative guide will help to achieve effective equal opportunities in the field of education and contribute to the welcoming process and to an improvement in the welfare provided to all those people who come to Navarre with a desire to form part of our community

Luis Campoy Zueco

Regional Government Minister for Education

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1. STUDENT SCHOOLING PROCEDURE

Where to go to apply for a place at school?

All families with children of school age are entitled to apply for a place at any school they wish, whether state or state-assisted.

Students who enrol for the first time at a school are entitled to request information and advice from the following bodies:

- **The schools themselves**

The application for admission must be submitted, together with the required documentation, at the school first chosen by the family.

The lists of students who have been admitted and rejected are made public at schools, as well as the dates and requirements for formalizing enrolment.

There are two periods for submission of applications:

Ordinary Period: between the months of March and April.

Extraordinary Period: on the first days of the month of September.

The periods and requirements for schooling are published in the Official Gazette of Navarre.

- **Local Schooling Committees**

The Department of Education has helped to set up **Local Schooling Committees** in different towns in Navarre, where there exist and coexist state and state-assisted schools, in order to provide advice to families who request this – especially those from overseas - to inform them about the education system and about the schooling procedure for their children.

The schooling proposed will depend on the demand of families and the possibilities existing of a place at schools in the town concerned. This proposal must be based on the free choice of school by the parents and on promoting a balanced distribution of students.

Local Schooling Committees will monitor student schooling. They depend on and are coordinated by the General Schooling Committee of the Department of Education of the Regional Government of Navarre, and have been set up in the following towns:

LOCAL SCHOOLING COMMITTEES

Town	Telephone No. of the town hall	Email
BARAÑAIN	948 286310	eibanez@baranain.com
BURLADA	948 147354	oficinainmigracion@burlada.animsa.es
ELIZONDO	948 580006	depositari@baztan.animsa.es
ESTELLA	948 548200	ssbestella@infolocal.org
LODOSA	948 693032	lodosa.sbase@animsa.es

MUTILVA BAJA	948 244946	ssbaranguren@infolocal.org
SANGÜESA	948 870005	loli@ssb.e.telefonica.net
TAFALLA	948 701811	iolcoz@tafalla.animsa.es
TUDELA	948 826751	asistentesocial@tudela.com
VILLAVA	948 130734	ssbvillava@infolocal.org

- **General Schooling Committee**

This body receives and registers schooling data gathered from the Local Schooling Committees and from state and state-assisted schools.

It is the body which coordinates and on which schooling of students depends in Navarre.

Any family who feels that their right to enrol their son or daughter at a state or state-assisted school is being violated, must inform the Local Schooling Committee in their town of this fact, or alternatively contact the General Schooling Committee of the Department of Education by calling 848 426977.

2. THE EDUCATION SYSTEM IN NAVARRE

Schooling in Spain is compulsory up to 16 years of age. Beyond this age, the student decides whether they wish to continue post-compulsory education or enter the world of work

Compulsory and post-compulsory education is taught both at state and state-assisted schools.

Compulsory and post-compulsory education at all state and state-assisted schools in this Autonomous Region is free of charge.

In Navarre, teaching in Euskera (the Basque language) is organized according to the geographic areas and linguistic models determined by the law governing the Basque language.

Linguistic models

Model G: Teaching in Spanish.

Model A: Teaching in Spanish with Basque as a subject.

Model B: Subjects are taught in Basque and Spanish.

Model D: Teaching in Basque with Spanish language and literature as a subject.

In the Basque-speaking area, the student can opt from between the following models: A, B and D.

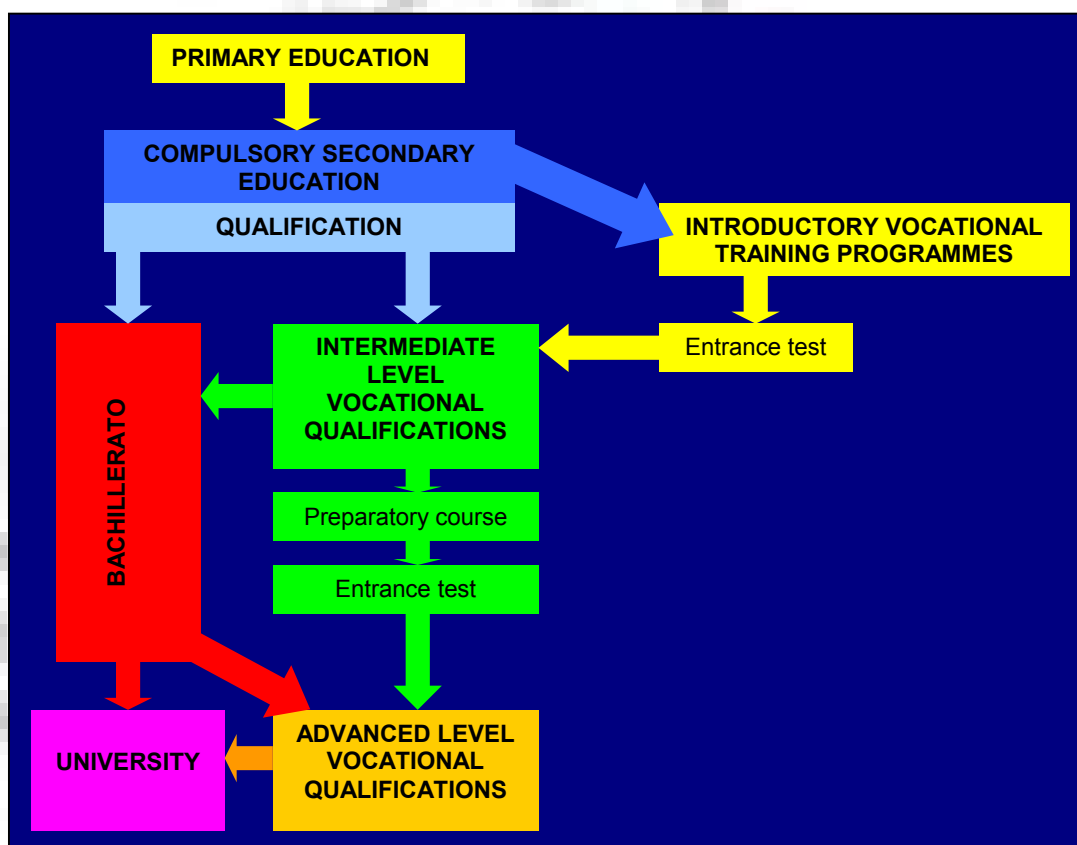
In the mixed area, the student can opt from between the following models: A, B, D and G.

In the non-Basque-speaking area, the student can opt from between the following models: A and G.

When enrolling the student at a school, the linguistic model chosen must be specified on the enrolment form.

This choice of linguistic model will last for an entire stage of schooling. However, a change in model may be requested before completing this stage of schooling and this will be either accepted or rejected depending on the procedure established.

In the Basque-speaking area, all students study the Basque language as a subject. Those students who can prove their non-habitual residence may apply for exemption from this subject.



- **Education from 0 to 3 years of age**

This is of a voluntary nature and families pay a monthly economical fee according to their income.

For further information In Pamplona, you may address your enquiries to:

- Nursery schools belonging to the City Hall of Pamplona: C/ Conde Oliveto, 4 2º Izda, or call 948 221101 or 948 221103.
- Navarrese Social Welfare Institute of the Regional Government of Navarre: C/ González Tablas, s/n, Tel. 848 426900.

In the rest of Navarre, information may be obtained from the relevant town hall or nursery school.

- **Education from 3 to 6 years of age (Nursery Education)**

This is of a voluntary nature and its purpose is to contribute towards the physical, affective, social and intellectual development of children.

Children may be enrolled at state and state-assisted nursery and primary schools.

100% of students are enrolled in nursery education from the age of three years in Navarre.

- **Education from 6 to 12 years of age (Primary Education)**

This covers six school years which are customarily studied between the ages of six and twelve years.

Teaching activity during this stage attempts to integrate the different experiences and learning of students and adapts to their work rates.

It is taught at state and state-assisted nursery and primary schools.

- **Education from 12 to 16 years (Compulsory Secondary Education)**

This consists of four school years which are customarily studied between the ages of twelve and sixteen years.

Special attention is given in compulsory secondary education to educational and professional guidance to students.

The certificate of Graduate in Compulsory Secondary Education will enable the student to access the *Bachillerato* (higher secondary education course), intermediate level vocational training and the world of work.

Students who are enrolled in compulsory secondary education and who do not obtain the certificate will receive a school-leaving certificate consisting of the number of years studied, and may continue their studies at occupational therapy workshops or on introductory vocational training programmes.

It is taught at state and state-assisted secondary schools.

- **Post-compulsory education: *Bachillerato* and Vocational Training**

The *bachillerato* (higher secondary education course)

Its aim is to provide students with training, intellectual and human maturity, knowledge and skills which will enable them to develop social functions and enter active life. Furthermore, it will prepare students to gain access to higher education.

It is of two years' duration and is conducted in different modalities.

Once the *bachillerato* has been completed with positive assessment, access is gained to advanced level vocational qualifications or university studies.

It is taught in secondary schools.

Intermediate and advanced level vocational training

Its aim is to prepare students for activity in a professional field, in addition to contributing towards their personal development and to the exercising of democratic citizenship.

Vocational qualifications are at an intermediate and advanced level.

Once **Intermediate Level** vocational training has been completed, the certificate of **Technician** is awarded and the student may gain access to the world of work, to the *bachillerato* or, by means of an entrance test, to advanced level qualifications.

Once the **Advanced Level** vocational training has been completed, the certificate of **Senior Technician** is awarded and the student may gain access to the world of work and to certain university studies.

• **Teaching in the arts**

Its aim is to provide the student with the artistic training to become future professionals in music, dance, drama, plastic arts and design.

A specific entrance test needs to be passed in order to gain access to artistic education.

Non-regulated teaching is given at music and dance schools which do not lead to any official qualification.

In music conservatories, a **Professional Degree** is awarded on completion of the intermediate level and a **Bachelor's Degree** in the relevant speciality on completion of the advanced level; the latter is equivalent to that of a university B.A. for all effects and purposes.

Teaching in plastic arts and design is organized according to intermediate and advanced level vocational qualifications which, like vocational training, lead to the certificate of **Technician** or **Senior Technician**.

- “Pablo Sarasate” Professional Music Conservatory
Tel.: 948 206680
C/ Mayor, 65
31001 Pamplona
cm.pablosarasate@pnte.cfnavarra.es
- Higher Music Conservatory of Navarre
Tel.: 948 291211
C/ Aoiz, s/n
31004 Pamplona
csmnavar@pnte.cfnavarra.es
- Schools of Music and Schools of Dance
Information available from the schools themselves or the relevant town halls

• **Language teaching**

The aim of language teaching is to prepare the student for suitable use of the different languages, and is organized according to the following levels: basic, intermediate and advanced.

Official Schools of Languages are responsible for teaching intermediate and advanced levels.

OFFICIAL SCHOOLS OF LANGUAGES

PAMPLONA
Tel.: 948 206343
C/ Compañía, 6
31001 Pamplona

eipamplo@pnte.cfnavarra.es
www.pnte.cfnavarra.es/eoip/

TUDELA
Tel.: 948 848095
C/ Magallón, 10
31500 Tudela

eitudela@pnte.cfnavarra.es
www.pnte.cfnavarra.es/eitudela/

PAMPLONA
Distance-learning
Edificio El Sario
Carretara Tajonar, s/n
Tel.: 948 291980

eidistan@pnte.cfnavarra.es
www.pnte.cfnavarra.es/idiomas.distancia/

• **Adult education**

Its aim is to provide adults with the possibility of gaining, updating, completing or extending their knowledge and abilities for their personal and professional development, and to study basic education and post-compulsory education adapted to their needs and conditions.

In exceptional cases, not only those persons over 18 years of age but also those over 16 who so request it may enrol on adult education courses, provided that they have a contract of employment which enables them to attend schools on a normal basis.

For full information, you may contact the following centres:

ADULT EDUCATION CENTRES

PAMPLONA
Centro “José M^a Iribarren”
(Basic Education)
Tel.: 948 198658/59
C/ Bartolomé de Carranza, 5
31008 Pamplona
cebairib@pnte.cfnavarra.es

PAMPLONA
IESNAPA “Félix Urabayen”
(Secondary Education and Distance-learning)
Tel.: 948 199571
C/ Bartolomé de Carranza, 5
31008 Pamplona
iesnapa@pnte.cfnavarra.es

TAFALLA AREA
C/ San Isidro, s/n
Tel.: 948 703470
31300 Tafalla
cebatafa@pnte.cfnavarra.es

ESTELLA AREA
C/ Remontival, 7
Tel.: 948 556400
31200 Estella
cebaeste@pnte.cfnavarra.es

LA BARRANCA AREA
Plaza Santo Cristo de Otadía, 21
Tel.: 948 563038
31800 Alsasua
ceba.alsasua@pnte.cfnavarra.es

TUDELA
Adult Education Centre
(Basic Education)
Tel.: 948 848096
Plaza San Juan, 1 bajo
31500 Tudela
cebatude@pnte.cfnavarra.es

SANGÜESA AREA
C/ Mayor, 21
Tel.: 948 338139
31420 Urroz Villa
ceba.sangusa@pnte.cfnavarra.es

HUARTE
Zubiarte Euskaltegia (for students who wish to learn the Basque language)
Tel.: 948 361091
C/ Mokarte Parkea, s/n
31620 Huarte
eusubia@pnte.cfnavarra.es

3. FAIRNESS IN EDUCATION

Students with specific need for educational back-up

Education administration is responsible for guaranteeing regular schooling and ensuring parents' or tutors' participation in decisions which may affect the schooling and education processes of this student

The schooling of these students is governed by the principles of standardization and inclusion and ensures a lack of discrimination and effective equality in access to and presence in the education system, with a certain flexibility being used where deemed necessary.

For further information and guidance, you may contact the Special Education Resources Centre of Navarre (CREENA) C/ Pedro I, 27 Pamplona Tel.: 948 198638.

4. COMPLEMENTARY EDUCATION SERVICES

- **Grants and aid for studying**

Official announcements of aid for the following are published: books, transport and dining hall and for backing up teaching in the case of students with specific needs for educational support.

Applications must be submitted at the school where the student is studying.

For further information, contact schools or the Department of Education, C/ Santo Domingo, 1 Tel.: 848 426538.

- **Complementary aid**

Financial aid is allocated for assisting students in disadvantaged socio-economic conditions by means of official announcements published in the Official Gazette of Navarre; this aid is geared towards carrying out activities, student equipment and school material.

- **Dining hall**

This is a complementary service provided by some state and state-assisted schools.

Students enrolled in state schools on compulsory education courses are entitled to this complementary service if they are enrolled in the state school corresponding to them, according to the catchment area determined by the Regional Government of Navarre, provided that the school is located in another town other than that of the student's habitual residence.

Those students in disadvantaged socio-economic conditions are entitled to apply for this aid via the social services of the relevant town hall.

Students enrolled in state-assisted schools may apply for this aid provided that they are in disadvantaged socio-economic conditions.

Aid in any event will be applied for via the schools themselves where students are enrolled.

- **Transport**

Students enrolled in state schools on compulsory education courses are entitled to this complementary service, according to the catchment area determined by the Regional Government of Navarre and provided that the school is located in another town other than that of the student's habitual residence.

Aid is also available for students who need to travel five or more kilometres to another town as a result of the choice of the linguistic model chosen (teaching in the Basque language in models A, B or D).

Aid shall be applied for via the schools themselves where students are enrolled.

- **Recognition of qualifications**

No validation procedure regarding studies is required in order to enrol on nursery, primary and secondary education courses.

In the case of post-compulsory studies, validation procedures are carried out at the local office of the Ministry of Education and Science, C/ Iturralde y Suit, 13 Tel.: 948 979360.

5. PARTICIPATORY BODIES AT SCHOOLS FOR PARENTS AND STUDENTS

• School Council

This is the relevant participatory body of the sectors making up the school's education community. All parents and students who belong to the education community may be eligible and elected.

Among other functions which this body carries out are the programming and development of complementary school activities, visits and trips, dining halls and summer camps. It also lays down the criteria regarding the school's participation in cultural, sports and recreational activities.

It intervenes in the admission of students to schools.

• Parent-teacher associations (APYMAS)

Parents are entitled to freely and voluntarily belong to such associations existing in schools.

The aims of parent-teacher associations, among others, are to improve relations between parents and the school, encourage collaboration among parent-teacher associations, work together with the school and public bodies, and organize educational, cultural and sports activities for the benefit of both students and their parents.

Parent-teacher associations may use school premises for carrying out activities they deem appropriate.

6. RIGHTS AND DUTIES OF PARENTS AND STUDENTS

Summary of rights and duties of students

All students have the following rights, among others:

- To participate in their comprehensive education, which will help to fully develop their personality.
- For their freedom of conscience, their religious and moral convictions and their personal dignity to be respected.
- To receive a compulsory free education and any aid required to meet their educational needs.
- To receive school and professional guidance.

They are also subject to a series of obligations, among which are the following:

- To participate in formative activities.
- To respect all members of the teaching community.
- To follow the guidance provided by teaching staff.
- To attend class punctually.
- To look after the school facilities and school material.

- To respect regulations governing the organization, coexistence and discipline of the school.

Schools will provide a full list of the rights and duties of students.

Rights and duties of families

Families have the following rights with regard to their children's education:

- For their children to receive an education with full guarantees in terms of quality and within the framework laid down by law.
- To their free choice of school.
- For their children to receive religious and moral education in accordance with their own convictions.
- For them to be informed about the learning and socio-educational process of their children.
- To take part in the control and management of the school under the terms provided for in law.
- To have a say in decisions which affect the academic and professional guidance given to their children.

Furthermore, they have the following duties:

- To adopt any decisions required or to apply for the relevant aid in order for their children to enrol on compulsory education courses and attend class regularly.
- To encourage their children to carry out study activities entrusted on them.
- To support their children in their education process in collaboration with teachers and schools.
- To encourage respect for the standards established by the school and for all the components making up the education community.

7. USEFUL ADDRESSES AND TELEPHONE NUMBERS

Department of Education

C/ Santo Domingo, 1 31001 Pamplona www.pnte.cfnavarra.es

- Parent and Student Information and Advisory Department Tel.: 848 426617
- Schooling Department Tel.: 848 426977
- Grants Department Tel.: 848 426538
- Multi-culturality and Immigration Section Tel.: 848 426618/04
- CREENA Special Education Resource Centre of Navarre Tel.: 948 198638

Ministry of Education and Science

C/ Iturralde y Suit, 13 31071 Pamplona

- Higher Inspection of Education Tel.: 948 979360

Town hall social services

PAMPLONA

Old Part District Unit
Tel.: 948 212649/228746
C/ Jarauta, 43 bajo
31001 Pamplona

Echavacoiz District Unit
Tel.: 948 254359
Grupo Urdánoz, 7
31009 Pamplona

Ermitagaña District Unit
Tel.: 948 255354
C/ Ermitagaña, 42-44 bajo
31008 Pamplona

Mendillorri District Unit
Tel.: 948 160047/161900
C/ Concejo de Ardanaz, 4 bajo C
31016 Pamplona

Rochapea District Unit
Tel.: 948 132157/86
C/ Marcelo Celayeta, 51
31014 Pamplona

San Juan District Unit
Tel.: 948 251012/174324
C/ Monasterio de Tulebras, 3 bajo
31011 Pamplona

Chantrea District Unit
Tel.: 948 132040/133279
C/ Beorlegui, 46
31015 Pamplona

Ensanche District Unit
Tel.: 948 230805/235361
C/ Padre Calatayud, 4 bajo
31003 Pamplona

Iturrama District Unit
Tel.: 948 276305
C/ Serafín Olave, 6 bajo
31007 Pamplona

La Milagrosa District Unit
Tel.: 948 242717/247685
C/ Río Irati, 9 trasera
31005 Pamplona

San Jorge District Unit
Tel.: 948 127487/127133
C/ Sanducelay, 11
31012 Pamplona

OTHER TOWNS

ALSASUA/ALTSASU
Tel.: 948 467662
C/ La Paz, 7
31800 Alsasua

SANTESTEBAN/DONEZTEBE
Tel.: 948 451746
C/ Mercaderes, 17 bajo
31740 Santesteban

TUDELA
Tel.: 948 826761/51
C/ Díaz Bravo, 26
31500 Tudela

ESTELLA
Tel.: 948 548223
C/ Beorlegui, 46
31200 Estella

TAFALLA
Tel.: 948 701811
Plaza de Navarra, 5
31300 Tafalla

Social entities providing intervention programmes for persons from overseas

ANAFE-CITE

anafe@anafe-cite.org

Services provided:

- Legal and social advice
- Employment (advice about work, employment exchange)
- Pre-job and job training
- Information, awareness-raising
- Research
- Intercultural mediation
- Documentation formalities

PAMPLONA

Avda. Marcelo Celayeta, 75 A3 2º

(former Matesa)

31014 Pamplona

Tel.: 948 136078

TUDELA

C/ Ugarte D^a María, 12

31500 Tudela

Tel.: 948 826712

Itinerant service for the towns of Estella, Peralta, San Adrián, Sangüesa, Tafalla, at CC.OO trade union offices.

CARITAS NAVARRA

Services provided:

- School back-up
- Legal and social advice
- Employment exchange
- Training
- Social skills
- Family monitoring
- Documentation formalities

PAMPLONA

C/ San Antón, 8 1º

31001 Pamplona

Tel.: 948 225909

TUDELA

C/ Alberto Pelairea, 2 bajo

31500 Tudela

Tel.: 948 826856

S.O.S. RACISMO

Services provided:

- Intercultural activities
- Advice to immigrants
- Office for claims against situations of discrimination and racism

Navarre office

C/ Zapatería, 31 1º

31001 Pamplona

Tel.: 948 211521

RED CROSS

cigea@cruzroja.es

Services provided:

- Legal, social and psychological advice
- Spanish language courses
- Training
- Refuge for immigrant women experiencing social difficulties
- Employment plan
- Immigrant welfare programme
- Refugee welfare programme
- Voluntary return programme
- Promotion of health for immigrant women

PAMPLONA

C/ Leyre, 6

31002 Pamplona

Tel.: 948 206570/206360

TUDELA

Avda. Pamplona, 7

31500 Tudela

Tel.: 948 827450

SEI (Intercultural Education Service)

ongsei@yahoo.es

Services provided:

- Reception and accompanying of immigrant teenagers and their families
- Intercultural activities
- Knowledge about the host culture
- Development of social skills
- Training of volunteers
- Incorporation of standardized resources
- Socio-cultural intervention

PAMPLONA

C/ San Fermín, 18 1º

31003 Pamplona

Tel.: 948 239739

UGT

Services provided

- Legal-social back-up
- Vocational integration into the job market
- Initial reception
- Awareness-raising
- Documentation formalities

PAMPLONA

Avda. Zaragoza, 12 1º

31003 Pamplona

Tel.: 948 291281

TUDELA

Plaza Cuesta de la Estación, 3

31500 Tudela

Tel.: 948 820289

Service also provided in Alsasua, Azagra, Caparroso, Estella, Olite, Peralta, San Adrián, Sangüesa and Tafalla

Functional Area of Work and Social Affairs-Central Administration (overseas office)

Avda. de Bayona, 2 31011 Pamplona

- Residence and work permits for non-EU countries.
Information and prior appointment Tel.: 948 979330/33

Employment**Navarre Employment Service**

C/ Arcadio M^a Larraona, 1 pisos 2º y 3º

31008 Pamplona

Tel.: 848 424400

Iturrondo Vocational Training Centre

Avda. Villava, s/n

31600 Burlada

Tel.: 948 136644

Infolocal

Tel.: 012

JOB CENTRES

PAMPLONA
Segundo Ensanche
C/ Aoiz, 6
31004 Pamplona
Tel.: 948 151909

Vadoluengo
C/ Monasterio de Vadoluengo, 4
31008 Pamplona
Tel.: 948 199523/197181

Rochapea
C/ Errotazar, 9-11-13
31014 Pamplona
Tel.: 948 132850/86

TUDELA
C/ Dña. María Ugarte, s/n
31500 Tudela
Tel.: 948 821870/74

TAFALLA
Paseo Calatayud, 19
31300 Tafalla
Tel.: 948 700400/704561

ESTELLA
Plaza Sierra de Aralar, 2 bajo
31200 Estella
Tel.: 948 550712/556657

ALSASUA/ALTSASU
García Ximénez, 3
31800 Alsasua
Tel.: 948 562754

SANTESTEBAN/DONEZTEBE
Ctra. de Leitza, 1
31740 Santesteban
Tel.: 948 450309

AOIZ/AGOITZ
C/ Toki Eder, s/n
31430 Aóiz
Tel.: 948 336179

LODOSA
C/ Calvario, 1
31590 Lodosa
Tel.: 948 693408/662306

Local office of the Regional Government of Navarre

Switchboard: 948 979000

Information for Citizens: 948 979100

Dept. of Immigration and Documentation: 948 299700

Immigration – Passport Office: 948 231769. C/ Bergamín, 31, Pamplona.

Civil Defence: Emergencies and Regional Police Force: Tel.: 112