



## 4 REGISTRATION

After the placement you will receive a letter from the school where your child has been placed. This letter will contain the registration deadline before which you must notify the school that you want to use the allocated place for your child. Please make sure your child is registered in time! Placement is only certain when registration has been completed. In the introductory meeting with the school, tell as much as possible about your child. This allows the school to make a good estimate of your child's needs.

## 5 STARTING SCHOOL

Your child has reached the age of four and will start the first group of primary school. The date for the first day at school will be arranged together with the school.



### More information

[www.naarschoolinhaarlem.nl](http://www.naarschoolinhaarlem.nl)

On this website (a redirect to [cjkkenemerland.nl](http://cjkkenemerland.nl)) you can find information of the primary schools in Haarlem. After filling in your child's home address and date of birth, you will find the schools where your child has priority status and the list of all the schools in Haarlem. This website contains links to the websites of the specific schools and boards. Parents who have not received an application form can download one from this website.

### Helpdesk 'plaatsingsbeleid' (placement policy)

If you need help or have questions, you can contact the helpdesk:  
By email: [info@naarschoolinhaarlem.nl](mailto:info@naarschoolinhaarlem.nl)  
By phone: 023 543 0160

### Schools and boards

You can reach any school or schoolboard for questions. The websites of the schools contain additional information (e.g.: information concerning priority or preschool facilities).

# Starting Primary School in Haarlem



ENROLMENT  
AND REGISTRATION  
IN FIVE STEPS

## Start



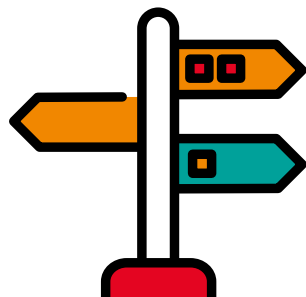
When children reach the age of four, they are eligible for primary education. In Haarlem and Spaarndam-Oost there are shared rules for the enrolment and registration of children.

## 1 MAKING A CHOICE

You can choose from 49 primary schools in Haarlem. There are different types of primary schools. Both public (openbare) and independently-run (bijzondere) primary schools exist; these schools can also have different educational approaches.

We advise you to visit different schools before enrolling your child. You can then decide which schools suit your child best. Contact the schools you are interested in and ask when you can visit them and see the schools for yourself.

The information considering the placement policy, including the enrolment form, is sent to you in the beginning of November.



### Priority at a school

*Your child has priority status on the six primary schools that are nearest to the child's home address. These six priority schools (voorrangsscholen) are determined by the walking distance between the primary schools and the home address.*

*The 'Vrije Scholen' (Free Schools) and the Islamic school are exceptions to this rule; any child that lives in Haarlem or its vicinity has equal priority (the home address is no object).*

*Haarlem schools located on the edge of the city may have their priority area extend into neighboring municipalities. The priority for children living in the relevant neighboring municipality is equal to the priority for a child living in Haarlem.*

*By filling in your child's home address and date of birth at [www.naarschoolinhaarlem.nl](http://www.naarschoolinhaarlem.nl) you can find the primary schools in order of vicinity and the schools your child has priority status.*

## 2 ENROLMENT

You can enrol your child at any primary school in Haarlem; priority schools as well as non-priority schools. You are free to choose a school outside Haarlem. Children living outside Haarlem can also enrol for a school in Haarlem. Enrolling for a primary school can only be done by submitting the enrolment form (Aanmeldformulier) at the school of your first preference.



- Please check the pre-printed data on the form, such as your child's date of birth, name and address. If the data contain errors, please correct them on the enrolment form.
- Fill in at least five schools; put your first choice at number 1; put your second choice at number 2 and so on. These may be priority schools, but they do not have to be.
- Fill out the enrolment form completely and don't forget to sign.
- Submit the form at the school of your first choice before the deadline. The deadline depends on the date of birth of your child.

Date of birth	Deadline for delivery
September 1, 2018 to December 31, 2018	February 1, 2022
January 1, 2019 to April 30, 2019	May 24, 2022
May 1, 2019 to August 31, 2019	September 27, 2022

The school will register every enrolment in the registration system of the schoolboards. Within two weeks after submitting the enrolment form, you will receive an e-mail containing your proof of enrolment. Please check the details on this proof of enrolment. If it contains any error or you want to change the order of your preferred schools, contact the school before the deadline.

### Always enrol!

Children who already have an older sister or brother registered at the school of your preference, still have to be enrolled by submitting an enrolment form to this school.

## 3 PLACEMENT

After the deadline has expired, all enrolled children will be placed during the official placement.

If the school has enough places for all enrolled children, they will all be granted a place. If there are more enrolments than there are places, children with priority status will be placed first and then all non-priority enrolments will follow. When your child cannot be placed at the school of first preference, he/she will be placed at the second school of preference. If this school is also full, your child will be placed at the third school of preference, et cetera.

In case your child cannot be placed at any of the preferred schools submitted by you, he/she will be placed at one of the remaining priority schools. These have not been submitted by you, but are added to your proof of enrolment.

The result of the placement will be that every child is placed at the school of the highest possible preference. The majority of schools in Haarlem have sufficient places.



### The order of allocation of enrolled children:

1. An older sister/brother is registered at the school when the child reaches the age of four; a place is guaranteed.
2. The child has attended, for at least two half-days a week for eight months, day-care at the 'Integraal KindCentrum' of the school (IKC) and has priority status at the school.
3. The child has a VVE-indication, attends the pre-schools program *Klaar voor de Start* for at least one year and has priority at this school.
4. The child's parent has a permanent employment contract at the school.
5. The child has priority status at the school.
6. The child does not have priority status at the school, but lives in Haarlem.
7. The child does not live in Haarlem.

*Note: Rules 1 – 4 only apply to the school of first preference.*

*For rules 2 and 3 resp. 8 months and one year refer to the period counted back from the fourth birthday. Rule 4 applies to a limited number of schools.*

*The rules 4 – 7 are applied differently at the Haarlemse Montessorischool, Vrije Scholen and Al Ikhlâas. Please check the websites of the schools for more information, or contact the helpdesk.*