

CRITERIA, PROCEDURES AND TIMING FOR ADMISSION TO PRE-SCHOOLS SCHOOL YEAR 2025/2026



ENROLMENTS FOR SCHOOL 2025/26
21 JANUARY - 10 FEBRUARY 2025

- * Municipal pre-schools
- * Fondazione Cresci@mo pre-schools
- * State pre-schools
- * Pre-schools operating within the municipal service by agreement/contracted
- * Fism pre-schools

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Why going to pre-school?

Pre-school offers an educational environment rich in relationships: it is a place where children can live together, learn to be supportive and gain experience to become acquainted with the world around them.

Which school?

In Modena children can be enrolled in an integrated system composed of municipal pre-schools managed directly and contracted, by schools managed by the *Fondazione Cresci@mo*, by state pre-schools, by pre-schools that operate within the municipal service by agreement, contracted and in pre-schools members of Fism (Italian Federation of pre-schools). Enrolment and allocation at the aforementioned pre-schools are managed by a single centre (*Admissions Office* of the Municipality of Modena) with a view to simplification of the procedures aimed at facilitating families.

Who can enrol?

Children who turn 3 years of age by 31 December 2025 (born in 2022), are **resident - together with at least one parent or guardian** - or with an application for residence in the Municipality of Modena, as certified by receipt of the Register Office, are entitled to enrol in the first year of pre-school.

Families who are not resident within the Municipality of Modena may also submit applications. Applications from the latter will be considered, upon availability of places, only after the ranking list of resident families' applications submitted by and after the deadline have been exhausted, and once all the places which have remained available (so called "option lists") have been allocated to the resident families on the waiting list.

Enrolment applications may also be submitted for children born from January to April 2023, in the call dedicated to "early starters", who will be admitted only after all the ranking lists of those born in 2022 have been exhausted, compatibly with the availability of places and of tangible conditions of admission for attendance, as well as the pedagogic and didactic assessment.

In relation to the enrolment to the years following the first, according to the same rules, enrolment can be requested for children of 4 and 5 years of age (born in 2021 and 2020).

Law 119/2017 has confirmed what was already laid down in Regional Law 19/2016 on the matter of mandatory vaccination, extending the number of mandatory vaccines. Consequently, to access the pre-school service mandatory vaccination is required as established by the vaccination schedules according to the age of the child, namely the presentation of appropriate documentation proving the exemption, omission or deferment for health reasons. Therefore, the municipal administration will proceed according to what is laid down in article 3-bis of Decree Law 73/2017, as converted by Law 119/2017.

Useful information for choosing the school

Schools usually follow the following timetable: 8 am (with the possibility of starting at 7:30) to 4 pm, inclusive of canteen. The extension of school time after 4 pm will be activated in the municipal and *Fondazione Cresciamo* schools if the need arises, based on the call which will be published. In state schools, the extension service will be activated following the verification of availability of the Unified Institute of reference. In contracted schools and those that operate within the municipal service by agreement, the service can be established in agreement with the school management.

The attendance fees are currently defined based on resolution no. 324/2024 of the Town Council, subject to any changes. The monthly amounts (inclusive of surcharge) for **municipal schools and the schools of *Fondazione Cresci@mo*** are structured into four brackets depending on the ISEE (Equivalent economic status indicator) of the household: €55 reduced bracket, €91 the first, €145 the second, €165 the third. For **state schools**, there are three brackets: €55 for the reduced bracket, €86 for the first and €140 for the second.

The fees of contracted schools and schools which have an agreement with the municipality are set for each school complex by specific provisions, or established by the operator according to the conditions laid down in the agreements or in the special specifications which govern management of the services.

Families are placed automatically into the highest bracket: for the allocation to a bracket lower than the highest, the family must present to the School Entry Office 0/6 of the Education Services Sector (hereinafter, the Sector) a valid ISEE certification of their household, according to Italian Prime Ministerial Decree 159/13, in the period that will be communicated later.

The fees of FISM (Italian Federation of Preschools) schools can vary from school to school. Admission to an FISM school, through public ranking lists or direct enrolment, does not affect the fee, which is the same for both methods of admission and is set by the school involved. In any case, families with an ISEE between 0,00 € and 9.500,00 € can submit an application to the School Entry Office 0/6 of the Sector to request partial contribution to payment of the fee. The difference remains payable by the family.

All the above fees can be consulted on page:
www.comune.modena.it/argomenti/istruzione/rette-e-tariffe/tariffe-scuole-dellinfanzia

The two pre-schools **Mister Fogg and Peter Pan** are didactically and pedagogically based on the teaching of the English language and on its daily use. The specific nature of the educational project of these schools also determines a difference in the attendance fee compared to the other schools. The attendance fee is the same whether admission is granted through the public ranking list or through direct enrollment at the administrative office of the aforementioned schools.

How to submit the application?

Enrollment for the school year 2025/26 **will be open from 8:00 AM on 21 January 2025 until 8:00 PM on 10 February 2025.**

The applications can be submitted **EXCLUSIVELY using SPID, CNS or C.I.E. (Electronic Identity Card) credentials filling in the online form** on the website of the Educational Services Department of the Municipality of Modena, at the address www.comune.modena.it/servizi/educazione-e-formazione.

A tutorial and F.A.Q. to help users fill in the online application are available on the website of the Educational Services Department.

After submitting the online application, the applicant will be able to view a summary of the application with the declared criteria by logging into the "Citizen Portal" (Portale del Cittadino) at <https://portalecittadino.comune.modena.it/home> using their SPID/CIE/CNS credentials.

Following the acceptance and verification of the application by the office, it will also be possible to access the summary of the application, including the assigned score, through the "Citizen Portal".

For further information, it is possible to send an e-mail to the dedicated email address: scuole.infanzia@comune.modena.it or phone the Pre-school Admissions Office at the following telephone numbers: 059.2032771 - 2032775 on the following days and times

Monday 8.30 – 13.00 and 14.30 – 18.00
Wednesday 8.30 – 13.00
Thursday 8.30 – 13.00 and 14.30 – 18.00

It is possible to set an appointment in the office using the online digital agenda at the following address: www.comune.modena.it/prenotazione-appuntamenti-uffici

In order to facilitate families in submitting the documents, a local network of offices has

been made available at which it is possible to request assistance for filling in the form online and for obtaining the SPID, which can be consulted on line at the page:

www.comune.modena.it/argomenti/istruzione/supporto-e-assistenza-per-i-servizi-scolastici-online/assistenza-per-i-servizi-scolastici-online-e-per-lacquisizione-delle-credenziali-spid

The chronological order and the method of submission of the application do not affect in any way the admission of the children to the schools.

Variations to the application submitted, including in the case of changed conditions, will not be allowed except where the following cases arise:

- attribution of the score of adjacency/closeness, only in the case where the allocation of the brother/sister's school is unknown when the application is submitted;
- change of residence, presenting the start of the procedure for entry of the child and at least one parent on the population register of the municipality;
- modification of the choices of schools.

These variations can be made only once and exclusively in writing to the e-mail scuole.infanzia@comune.modena.it or certified email casellaistituzionale049@cert.comune.modena.it **from 24 February 2025 to 5 March 2025.**

The above without prejudice to the possibility to correct any clerical errors made in filling in the application, to be documented, or attributable to office errors, **within the same deadline.**

The enrolment application:

- is based on the principle of self-certification. The discrepancy between the declarations made on the different aspects of the socio-professional condition attributable to scoring and the real condition certified at the control stage, may imply the retrocession of the application to the end of the ranking list, **with the possible exclusion of the admission to the service, without prejudice to the criminal action for false statements made according to Articles 75 and 76 of the Italian Presidential Decree 445/2000.**

- according to the Articles 316, 337/ter and 337/quarter of the Italian civil code and subsequent amendments and supplements, falling under parental responsibility, must always be shared by the parents. To this end, the parent who fills in the application form declares to have made his/her choice observing the aforementioned provisions of the civil code, which require the consent of both parents.

Applications after the deadline

Enrolment applications which arrive after the closing date of the call, but **by 28 April 2025**, will be entered into a new ranking list compiled according to the general admission criteria (after the deadline ranking list).

For applications for admission to the service submitted beyond the aforementioned date **until 31 October 2025** the chronological order of presentation will be used.

To submit an application after the deadline or one in chronological order, it is necessary to withdraw the previously submitted application.

Transfer applications

During the period of submission of applications for admission (**21 January to 10 February 2025**) the interested users, already admitted in previous years (born 2021 and 2020) can present a **transfer application to** another pre-school, for the next school year. These will be considered for places available on a par with the new enrolment applications. All the applications will be ordered

according to the score assigned for the purposes of the ranking list.

Transfer applications submitted after the deadline for enrolments, but **by 28 April 2025**, will be considered in the ranking list after the deadline together with the new admission applications presented within the same term.

ATTENTION: for proper management of the transfer application it is mandatory to indicate the pre-school of origin at the application phase.

The families who will have obtained a transfer following publication of the ranking list must confirm acceptance of the transfer within five days from the date of its publication or within 24 hours if contacted from the waiting list. Otherwise, the original place will be confirmed, and the place allocated from the ranking/waiting list will be assigned to another user on the waiting list.

Transfer requests, which are not satisfied by 31 August 2025 will be automatically stopped and the child will continue to attend the school already attended in the previous school year.

Transfers during the school year are not usually allowed. However, the Sector may, in agreement with the School Principal or the legal representative of the school involved, allow transfers from one pre-school to another, only for serious and motivated needs, in order to affect the didactic continuity and homogeneity of the sections as little as possible.

How many schools can you indicate?

Up to a maximum of 6 schools can be indicated, in order of preference. The choices may include **no more than: 2 municipal schools, 2 state schools and 2 schools which have an agreement with the municipality/contracted/FISM.** Please note that the schools managed by the Fondazione Cresci@mo are also considered municipal schools.

If the score assigned allows for admission to more schools, the user will be enrolled in the school for which they have indicated **priority preference**.

The choice of Schools is the exclusive responsibility of the applicant.

Which places are available?

MUNICIPAL, STATE, FONDAZIONE CRESCIAMO PRE-SCHOOLS AND PRE-SCHOOLS WHICH HAVE AN AGREEMENT WITH THE MUNICIPALITY

School	Address	Places available for those born in 2022(*)
ANDERLINI (comunale)	Via Oberdan 13	25
ANDERSEN (statale)	Via Vaciglio 172	25
BARCHETTA (comunale)	Via Barchetta 44	25
BOCCHERINI (statale)	Via Bonacini (Ingresso da Via Puccini)	25
BOSCHI (statale)	Via Bianchi Ferrari 4/2	21
CARBONIERI (statale)	Via Carbonieri 40	25
CIMABUE (fondazione Cresciamo)	Via Gibellini 191	25
CITTADELLA (statale)	Via del Carso 7	25

COLLODI (statale)	Via Nonantolana 265	20
COSTA (fondazione Cresciamo)	Via C. Costa 79	23
DON MINZONI (fondazione Cresciamo)	Via Mar Tirreno 180	25
EDISON (fondazione Cresciamo)	Via Edison 60	25
FAMIGLI (convenzionata)	Via Dalla Chiesa 180	28
Fondazione DON MILANI (convenzionata)	Via Forlì 125	28
Fondazione RAISINI (convenzionata)	Via Bonacini 195/a	28
FORGHIERI (comunale)	Via Frescobaldi 30	25
FOSSAMONDA (fondazione Cresciamo)	Via Benedetto Marcello 22	25
LA PIMPA (convenzionata)	Strada Martiniana 41, Baggiovara	4
LIPPI PARMIGIANINO (statale)	Via del Parmigianino 20	25
LIPPI GALILEI (statale)	Via Corni 80	25
MADONNINA (statale)	Via Anderlini 6	22
MALAGUZZI (fondazione Cresciamo)	Via Ancona 13	25
MAMITU' (convenzionata)	Via Scartazza 180 San Damaso	7
MARCONI (fondazione Cresciamo)	Via Marconi 32	25
MELOGRANO (convenzionata)	Via Pisano 61	28
MODENA EST (comunale)	P.zza Liberazione 20	25
MONTEGRAPPA (statale)	Via Montegrappa 49	25
MR. FOGG (convenzionata)	Via Archirola 165	10
PETER PAN (convenzionata)	Via Fanti 250	2
RODARI (statale)	Via Ancona 15	23
SALICETO PANARO (comunale)	Via della Scienza 66	15
SALUZZO (fondazione Cresciamo)	Via Saluzzo 147	15
SAN DAMASO (comunale)	Via del Giaggiolo 95, San Damaso	15
SAN PANCRAZIO (fondazione Cresciamo)	Via per Villanova 210/1, Villanova	18
SAN PAOLO (statale)	Via Caselle 24	25
SAN REMO (fondazione Cresciamo)	Via San Remo 93	25
SIMONAZZI (comunale)	Via Valli 36	25
TAMBURINI (comunale)	Via Tamburini 150	25
TONIOLO (fondazione Cresciamo)	Via Toniolo 120	25
VILLAGGIO ARTIGIANO (fondazione Cresciamo)	Via Scacciera 111	23
VILLAGGIO GIARDINO (comunale)	Via Pasteur 24	36
VILLAGGIO ZETA (fondazione Cresciamo)	Via Del Sagittario 9	25

(*) The number of places available is subject to small subsequent changes.

PRIVATE PRE-SCHOOL FISM

School	Address	Places available for those born in 2022(*)
BISBINI - Albareto	Via Albareto 663/1 Tel. 059.318757	5
BOCCOLARI BOSCHETTI Ente Gestore LA CAROVANA	Via Anderlini 5 Tel. 059.451216	2
BOCCOLARI BOSCHETTI Ente Gestore LA CAROVANA	Via Piccinini, 20 Tel.059.442405	2
BPER	Via Aristotele Tel. 059.340932	2
CASA e FAMIGLIA	Via Masaccio 68 Tel. 059.301189	10
CUORE IMMACOLATO DI MARIA	Via S. Caterina 21 Tel. 059.251457	12
FIGLIE DI GESU'	Via Del Carmine 12 Tel. 059.235166	2
GIOVANARDI – Cittanova	Via Preti Partigiani 35 Tel. 059.848088	15
LA MADONNINA	Via Alvarado 85 Tel. 059.332535	8
MADONNA PELLEGRINA	Via Adria 23 Tel. 059.392150	10
PORTILE	Via San Martino 207 Tel. 059.460250	4
SANT'ANTONIO	Piazza Cittadella 13 Tel. 059.238006	15
SAN BENEDETTO ABATE	Piazzetta D. Dossetti 30 Tel. 059.360357	6
SAN FAUSTINO	Via Della Pace 15 Tel. 059.214137	1
SAN GIOVANNI BATTISTA Baggiovara	Fossa Buracchiona 54 Tel. 059.510287	2
SAN GEMINIANO – Cognento	Via Cognento 200/2 Tel. 059.358495	12
SANT'AGNESE	P.le Riccò 5 Tel. 059.306148	8
S. MADDALENA di CANOSSA – Saliceta San Giuliano	Stradello San Marone 14 Tel. 059.359346	15
SACRO CUORE	Via Paisiello 5 Tel. 059.367975	10
SACRO CUORE – Ganaceto	Via Viazza 8/1 Tel. 059.386037	10

(*) The number of places available is subject to small subsequent changes.

What are the admission criteria?

A list of applicants will be compiled for each school, according to the score assigned, in a *descending* order (**admission ranking list**).

In case of parity between two or more applicants, the **older child** will be given priority. In case of further parity, lots will be drawn.

Children are admitted until there are places available. In case of admission in a school indicated in the application, the applicant will automatically be removed from the lists of the other choices.

Each school will have a waiting list, distinct for the call within and outside the deadline, composed by those requesting that school and not assigned to any chosen school; the children will always appear according to the score, in *descending* order. If there is no possibility to be assigned to one of the chosen schools, the application will be placed on the waiting lists of all the schools listed.

The waiting lists will be used to allocate the children to places which may become subsequently available.

Once the waiting list for a pre-school is exhausted, the Pre-school Admissions Office may periodically offer any available places to applicants on the waiting list (referred to as the "option list") in the following order of priority:

1. Resident children who applied for the service within the annual enrollment deadlines (assigned in descending order of score);
2. Resident children who applied for the service after the annual enrollment deadlines (assigned in descending order of score);
3. Non-resident children who applied for the service both within and beyond the deadlines (assigned in descending order of score);
4. Children applying for the service exclusively in chronological order of application submission.

As previously indicated, **non-resident applications** will be considered, upon availability of places, only after the ranking list of resident families' applications submitted by and after the deadline have been exhausted, and once the places which have remained available (so called option lists) have been allocated to the groups 1 and 2 above.

The following applicants are placed in the ranking list with methods that allow, where possible, admission to the priority schools chosen:

- a) disabled children certified by the Local Health Unit, children assigned to foster care, children in pre-adoptive foster care, adopted children with serious placement difficulties certified by Social Services;
- b) social cases reported and certified by the competent Social Service.

At the request of the Director of the Educational Services Sector, children of households in which a member belongs to the Armed Forces, to bodies organised for the State Service, to the Police forces and to the national body of the Fire Brigade, can be entered with priority in the ranking list of the requesting parties *outside the deadline* if, for compulsory service requirements, the household has had to transfer its residence or domicile to the Municipality of Modena after the expiry of the deadline for application to the pre-school service.

For the purpose of score assessment, the requirements considered are those possessed at the moment of submitting the application or acquired by the application deadline. The requirements must be declared by the applicants under their own responsibility.

The individual score is assigned according to the following criteria:

Siblings

In the case of siblings who will attend the pre-school, nursery or adjacent primary school in the next school year, the following scores are assigned (only once even in the case of multiple siblings):

- a) children who have brothers or sisters who will attend the same school, pre-school, nursery or adjacent primary school in the school year for which the application is submitted..... **20**
- b) children who have brothers or sisters who will attend a pre-school, nursery or primary school in the immediate vicinity in the school year for which the application is submitted **14**

The list of schools identified as **adjacent** or in the **immediate vicinity** is defined in the Agreement between the Municipality of Modena and the Unified Institutes and can be consulted on the Internet website of the Sector.

Attendance of the first class of Primary School for the purposes of attributing scores according to points a) and b) above is determined by allocation in the relevant street map or admission to a different school – confirmed *in writing* by the competent Unified Institute – in the case of enrolment in a school different to that originally allocated. In the latter case, the documentation should be presented to the Pre-school Admissions Office **from 24 February 2025 to 5 March 2025, for the purposes of attributing the relevant score.**

For the **5th primary school class**, the **5 year section** of the pre-school and the “**older**” section of the nursery (attended in the current school year) no score is allocated.

The score may be allocated when the variation is made (see page 5), once the allocated primary school is known.

The sole presentation of the application for nursery and pre-school for the brother/sister for the school year 2025/2026 gives no entitlement for the allocation of this score

Household

A) n° children excluding the child for whom the application is submitted:

n° children up to 3 years of age:	n° children from 4 to 9 years of age:	n° children from 10 to 12 years of age:	n° children from 13 to 16 years of age:
16	15	14	1.....3
210	28	2.....6	2.....4
313	311	39	3.....7
More16	more14	more.....12	more.....10

B) Child for whom application is submitted;

- not self-sufficient (school integration certification, certificate of diagnosis of Local Health Unit, any functional diagnosis).....**36**
- commission’s report for invalidity of INPS (National Institute for Social Security) (Italian law 104)**25**
- medical hospital documentation related to potentially disabling disease**20**

(It is necessary to enclose the document related to the situation of disability certified by the Health Institute or Public Assistance certifying the degree of disability).

K) Father, mother, brother or sister of the child for whom application is submitted:

- level of disability from 67 % to 99 % **20**
- not self-sufficient with or without right to attendance allowance..... **25**

(It is necessary to enclose the document related to the situation of disability certified by the Health Institute or Public Assistance certifying the degree of disability).

C) Other relations up to the third degree (grandparents, great grandparents, uncles/aunts of the child) with disability equal to or greater than the average, as long as they are already anagraphically

cohabiting as at 1 January 2025 with the child's family:

- level of disability from 67 % to 99 % **10**
- not self-sufficient with or without right to attendance allowance **15**
(It is necessary to enclose the document related to the situation of disability certified by the Health Institute or Public Assistance certifying the degree of invalidity).

For points K and C, the classification of the disability refers to Annex 3 of Italian Prime Ministerial Decree 159/2013.

D) Absence of 1 parent from household:

Parents are usually considered to be both present, even if having distinct anagraphic residences. A parent is considered *absent* in the following cases:

- 1) separation or divorce with shared or joint custody of the child to both parents **19**
- 2) separation or divorce with exclusive custody of the child to the applicant parent..... **31**
- 3) spousal abandonment/children recognised by a single parent or orphans of one parent..... **41**
- 4) unmarried with son/daughter recognised by the other parent not cohabiting and in the absence of emotional and economic relations established in the courts, by the public authority responsible for social services or by other evidence that will be assessed by the office..... **15**

(With regard to **points 1 and 2**, it is necessary to enclose the document which certifies the separation/divorce decree or the separation application, including the protocol number, filed with the Court. Simple declarations of start of proceedings will not be accepted. With regard to **point 3**, the abandonment of the spouse must be verified through judicial proceedings or by the competent public authority in the field of social services. As to **point 4**, it is necessary to enclose the court ruling establishing the payment that the non-cohabiting parent must provide to the other parent for the child's maintenance, or a report from social services certifying the emotional and financial estrangement of the two parents, or other supporting documentation that will be evaluated by the office).

In the case of point 1), the score related to the social and occupational status of the parent not cohabiting with the minor will be calculated in the amount of 50%.

In cases 2), 3) or 4) the score for the social and professional status of the sole parent present will be counted.

With regard to the grandparents of the non-cohabiting or absent parent, in all four cases the maximum score referred to in point S) (i.e., 3 points for each grandparent) is already included in the score.

E) Applications for twins: **2**

(additional score to that of point A)

In the case of an application for twins, upon prior written authorisation of one parent, the Education Services Sector can place both children in the first school among those chosen, which has room for both.

F) New pregnancy: **6**

(it is necessary to exhibit the document related to the situation certified by health institution)

N.B. If twins are expected a double score is allocated.

Parents' profession

Workers with stable employment contract:

These are employees with an open-ended or fixed-term contract with a duration of at least *6 months*, self-employed workers, semi-subordinate workers, PhD students and postgraduates are considered as such. Fixed-term assignments bound/unbound by subordination, having characteristics of continuity and renewability are considered, if the duration is of at least 6 months.

N.B. The following scores are applied for each parent:

- G) Weekly working hours (for employees the contractual working hours are considered)
 - Less than 15 hours: **8**
 - From 15 hours to 25 hours: **12**
 - From 26 hours to 35 hours: **17**
 - More than 35 hours: **23**

The full-time working timetable of state tenured teachers (18 hours for lower and upper secondary school teachers, 24 hours for primary school teachers) is conventionally set at 35 hours (17 points). In the event of a working timetable greater than 18/24 hours, the score related to the “more than 35 hours” bracket (23 points) will be allocated. Similarly, for teachers of officially recognised private schools and not officially recognised private schools the weekly working hours are calculated by adding to the weekly working hours of teaching the share of the annual number of hours, calculated on a weekly basis, dedicated to the non-core activities envisaged by the work contract.

Parental work problems

Points I), L), M), N), related to work problems, are incompatible with one another, meaning that they cannot be summed in terms of score. If an activity has several problematic characteristics, the characteristic with the highest score will be assigned.

I) Absence from family

For an overall period greater than 3 months a year **5**

N.B.: overall period means the sum of days absent in one year.

L) Travel to work: distance in kilometres, outbound only, between address of the Municipality of residence and work address.

For workers without a fixed place of work (e.g. representatives, sales agents) who carry out activities exclusively outside the municipality of residence the distance of the area of prevalent work is considered (certifiable by agency agreement or with equivalent documentation, such as hotel invoices, motorway receipts, travel tickets...).

More than 20 Km..... **5**

N.B.: reference is the (“shortest”) outbound driving route, identifiable on the internet site “GoogleMaps”

M) Workers who work exclusively at night..... **6**

Night-time commitment is of at least **3 hours** between **10pm and 6am** for a period of at least 4 months a year.

N) Workers with tasks involving shift changes of at least four hours **4**

Shift means the daily or weekly change of working hours in the sense of alternation of morning/afternoon/night. Return to work– including those of teaching staff- in the afternoon is not considered shift.

O) Mobility or subsequent dismissal at *1st January 2024* fixed term contracts of less than 6 months, precarious workers with occasional tasks or occasional self-employment: 8

The scores related to the reliability of grandparents of the child are counted 80%.

N.B.: for precarious workers the activity must be documented and ongoing at the time the application is submitted or, at the latest, by the application deadline. Score incompatible with that of point G

Q) Unemployed in search of a job:.....5

Those who are in one of the following situations:

- a) registered with the Employment Centre by the initial term for registration in Pre-School;
- b) with registration in ranking list for substitutions or assignments or substitute documents in case of ranking list of Office VIII – territorial area of the province of Modena;

The scores relating to the reliability of the grandparents of the child are counted 80%.

R) Non-working students (excluding second degrees, post graduate specialisation courses, evening courses, etc...), in progress with obligatory attendance:.....8

The scores relating to the reliability of the grandparents of the child are not counted.

The scores from occasional assignments (O), from the situation of unemployment (Q) and non-working student (R) cannot be accumulated with one another and with the situations of stable work at points G).

Grandparents -reliability

Reasons for which the declarant cannot entrust the child to the grandparents.

N.b.: this criterion is not applicable if the parent is in the conditions of point R (non-working student) or in a non-professional condition (situation of voluntary non-employment): in these cases, the score related to the reliability of the grandparents is not counted.

S) Condition of substantial *impossibility or significant difficulty* to entrust, if at least one of the following situations appears3

- deceased, non-existent, or resident more than 20 km from Modena/in another region/Foreign State/untraceable;
- with medium or serious disability or not self-sufficient, as defined by *Annex 3* of Italian Prime Ministerial Decree (159/2013);
- aged 75 and older;
- cares for parent, spouse or other cohabiting relation over eighty-five years of age or with medium-serious disability or not self-sufficient, as defined in Annex 3 of Italian Prime Ministerial Decree 159/2013).
- employed full time with a work contract of over 35 hours per week;

- The 75th year must be celebrated in the calendar year in which the call is issued;
- For each grandparent it is necessary to consider only one score, namely that related to the condition of greatest disadvantage.
- The distances of the grandparents from the child's household are calculated using the same methods of point L) - travel to work.

Publication of ranking list

Each applicant will receive a text message, an email or a letter with information on the publication of the ranking list.

The position in the ranking list will be visible through the website of the Municipality of Modena using personal SPID/CIE/CNS credentials or in anonymous form, by location.

Admission allows the child to continue attendance up to the end of the pre-school cycle.

Therefore, it is not necessary to re-submit the application for admission each year.

The ranking list will be published within 120 days from the closing date of the call for registration.

All the ranking lists of the waiting lists are also constantly updated following any renunciation by users and substitutions carried out by the office.

For **disabled** children and for children in **difficult social situations** (even if not resident in the Municipality of Modena), the Director of the Educational Services Department will assess the possibility of a privileged entry to the Service at any time of the enrolment procedure and during the school year. The competent Social Welfare Assistant will document the quality of the social situation through the assessment file defined together with the Social Services Department of the Municipality of Modena and by the Nursery Admissions Office. It will only be possible to depart from the assessment of the Social Welfare Assistant by adequately motivating the decision.

Disabled children and those in difficult social situations **can be assigned, based on the opinion of the Nursery Pedagogical Coordination Team, in a different choice from the first preference or to different services from those chosen**, to safeguard a correct formation of the sections and the optimal settling-in of the minor.

The Director of the School Educational System Department can also provide for the privileged admission for other cases of handicap or social-family problems of particular severity that do not fall within the cases reported by the competent social services.

Renunciation, admissions from waiting lists and penalties

Renouncing the admission to any of the schools chosen – in case of first allocation (namely from the initial ranking list) and allocation subsequent to the publication of the ranking lists (namely following call from the waiting list) – **implies cancellation from all waiting lists**.

Users who intend renouncing the assigned school when the final ranking list is released, **must do so in writing** to the Pre-school Admission Office **within 15 calendar days from the date of issue of the ranking list**. The renunciation communicated after this date will imply **a penalty of € 50** as an administrative expense. Renunciations presented **after 25 August** will result in the payment of half the fee for the month of September, as already envisaged for ordinary renunciations in the course of the year.

Any applicants on the waiting list who are also contacted during the year to replace a place made available, will have 24 hours to accept or refuse the place offered to them; after expiry of the deadline above, the office may proceed by contacting the subsequent applicant in the order of the ranking list. If it is impossible to reach the person by phone, the office will get in contact by mail or text message (using the email address or the mobile number indicated in the application form). Once two weekdays have expired from the communication without the user having contacted the office, the latter will proceed to the cancellation of the user from the waiting lists. **Users are required to provide an active email address and telephone number which guarantee availability in each phase of the admission procedure.**

In case of acceptance and subsequent renunciation the user will be charged the sums indicated below by way of reimbursement of procedural costs and charges related to the organisation of the service:

- from the date of acceptance of the place in case it has been decided to renounce it, by writing free of charge within one day;
- if renunciation should occur subsequently, and until the day preceding the start of the service, the user is required to pay a sum of 25 € by way of reimbursement of procedural costs. Starting from the date of the start of the service, renunciation will follow the provisions for ordinary renunciation during the year.

Replacements in the course of the year can be made, usually, up to 31 March 2025.

Renunciations must be sent to scuole.infanzia@comune.modena.it together with a copy of the identity document of the declaring party.

To make use of the Service again it will be necessary to submit a new application “after the deadline”.

Children with disability

If the family of a disabled child intends to avail of that which is provided for by Law 104/1992, namely requesting the support of a special education teacher and/or aids of various kinds, it will have to present **the school integration certification** (*pursuant to article 3 of Law 104/92*) to the Pre-school Admissions Office of the Sector. The certification is drawn up following the request of the student’s family at the end of necessary diagnostic routes and following assessment of the verification of the disability by the dedicated verifying Committee (Italian Regional law n°. 4/2008).

If at the time of enrolment, the verification process of the disability has not been completed, the parents will have to **report this** to the Pre-school Admissions Office presenting suitable documentation of the Local Health Authority (NPIA), which confirms that the certification process has begun. In this case, too, it will be possible to proceed to the appointment of a special education teacher.

Composition of sections

To ensure the composition of sections which are as balanced as possible, with particular reference to the harmonisation of different cultures, ethnic groups and linguistic groups, at any time of the admission procedure, the Sector, upon proposal of the Pedagogical Coordination Team and/or the competent School Principals, can also allocate the children to a different school than the one chosen as a priority and – having heard the families – also different to that chosen originally in the application, regardless of the score obtained.

The Sector, upon proposal of the Infant Pedagogical Coordination Team and/or the School Principal involved – having heard the families, the competent department of the Local Health Unit and/or the Social Welfare Assistants – can arrange for the transfer of the disabled child or the child reported by the Social Service or refuse the transfer request when the school requested is unable to handle the placement for logistical reasons or for particular concentrations of problematic cases.

Official dismissal

If an admitted user does not start attending from the day scheduled for the start of the settling-in phase and in the next 10 days, he/she can be officially dismissed in the absence of a justified reason.

For users with a highly irregular attendance record (repeated absences, overall more than 3/5 of the days of operation of the service within a period not lower than 2 months) or a continuous absence of more than a month, in the absence of justification or without preventive authorisation from the Admissions Office (request to “hold place”), the director of the “Educational-school system Service) can proceed to the official dismissal of the user. For state pre-schools, of Fondazione Cresciamo and schools which have an agreement with the municipality/contracted the dismissal can occur upon the written request of the competent School Principal/operator , also on recommendation of the municipal admission’s office.

The request to hold the place must be done in advance in writing to the Admissions Office, exclusively for health reasons or serious impediments, both cases should be adequately documented

Application control procedures

Among those applying for the pre-school service, the Sector, pursuant to art. 71 et seq. of Italian Presidential Decree 445 of 28/12/2000, will carry out random controls and in all cases in which justifiable doubts arise, to ascertain the truth of the declarations made in their application on the basis of the following principles:

- the scores obtained with the self-declarations on the application form will be compared with those resulting from the subsequent presentation of the documents from a minimum share of 5% to a maximum share of 30% of those potentially admitted which will be identified as control sample, according to a system of random selection supplemented by the cases on which justifiable doubts arise.
- The control function can also be carried out during submission of earning and finance documents for calculating ISEE to determine the fee.
- The Municipal Administration, in any case, reserves the right to check situations which in any case need to be reviewed or better examined, besides the 30% of the share mentioned above.
- If the score deriving from the declarations made in the applications by the applicants being checked turns out to be more than 12% higher than the score deriving from the submitted documents, **the relevant position will be put to the back of the ranking list of all the applicants**, namely the user will be dismissed if they were already inserted into the service; if the difference is equal to or less than 12%, the score will be lowered accordingly; this reduction may result in the withdrawal from the allocated school and re-insertion to the waiting lists with possible admission to another school.
- The controls can be preventive (before exiting the ranking list, namely procedure in progress) or subsequent (after exiting ranking list, or in any case after the provision of admission); in both types, it is mandatory for the individual to deliver in full the documentation requested for the control procedure by the term communicated with letter of procedure initiation from the person responsible for the process, under penalty of cancellation of the application or cancellation of the provision of admission, in addition to reporting the fact to the competent Judicial Authority according to article 76 of Italian Presidential Decree 445 of 28/12/2000. **In any case, the insertion will not take place until the control procedure has been completed.**
- Once the school year has begun, the verification of false statements, as well as the tacit or evident refusal of the user to submit the relevant evidence requested within the term communicated by the competent office, will result in the official dismissal from the service, in addition to the reporting of the fact to the competent Judicial Authority according to article 76 of Italian Presidential Decree 445 of 28/12/2000.
The person responsible for the control procedure is the Director of the School-Educational System Department.
- The controls will end within 90 days from the start date of the procedure communicated to the relevant users.

Data processing

(This NOTICE is provided pursuant to art. 13 and 14 of the GDPR (General Data Protection Regulation) 2016/679)

We inform you that:

A) The data controller is the Municipality of Modena. By provision of the Mayor, Patrizia Guerra (address Via Santi 14; email patrizia.guerra@comune.modena.it) has been appointed controller of the data banks and of the processing of data of the Education Services Sector, in accordance with the principles governing local authorities and basic choices adopted by the Municipality on the matter of organisation;

B) The Data Protection Officer (DPO) can be contacted by email at responsabileprotezionedati@comune.modena.it PEC: casellaistituzionale042@cert.comune.modena.it;

C) Any personal data that will come into our possession, is processed by this Authority to pursue a public interest, namely, performance of the administrative activity regarding the enrolment and attendance of the educational and school services related and consequent to it, including the fulfilment of laws and regulations on vaccine prevention, as well as the recording and dissemination of teaching activities carried out in nurseries and pre-schools with regard to any audio-visual and photographic material collected, which shall only be used if consent has been given. In the performance of the administrative activity regarding the enrolment, the collection of enrolment applications to municipal/State pre-schools and pre-schools operating within the municipal service by agreement/contracted, and school ranking lists, are managed by a single centre (Admissions Office of the Municipality of Modena);

D) The provision of data is mandatory; without it, it will not be possible to start the procedure.

E) the data is processed using electronic, computer, telephone and paper means, in accordance with principles of correctness, lawfulness, transparency and protection of your privacy and rights and in a way that ensures their confidentiality and safety;

F) employees and collaborators, including external, of the controller and individuals who provide services instrumental to those above (such as, for example, technical services or operators of catering/transportation services), may acquire knowledge of the collected personal data. These individuals work as data processors, persons authorised to process data, and system administrators. If necessary for the fulfilment of legal obligations, the collected personal data, including the declared health data concerning the child for whom enrolment is requested, may also be disclosed to the Directors of Unified Schools in Modena or private operators of services which have a special agreement with the municipality. Your personal data may also be disclosed to third parties that carry out tasks strictly connected with the operation of the service such as, for example, the Directors of Unified Schools, private operators of services which have a special agreement with the municipality, and the operator of the catering service. Your position in the ranking will be viewable on the Municipality of Modena website using your SPID/CIE/CNS credentials or anonymously, by location.

G) your data will be retained for the period required to conclude the procedure, at the end of which it can be stored, according to the methods and in compliance with the regulatory provisions on the matter, in the case of further retention obligations as provided for by law or regulations or for purposes of archiving in the public interest, or for scientific, historical research or statistical purposes;

H) the processing of your personal data will not be transferred to a third country or to an international organisation;

I) We also wish to inform you that:

i.1) you may be contacted to be administered a satisfaction questionnaire concerning the service by the Studies and Research Office of the Municipality of Modena. The questionnaire may also be administered via telephone or e-mail, using the contact details listed on the admission application;

i.2) you may also be contacted by the Study and Research Office (ufficioricerche@comune.modena.it) of the Municipality of Modena to invite you to participate in other satisfaction and opinion surveys conducted by the Municipality of Modena.

Should you not be interested in participating in other opinion and satisfaction surveys, concerning the service requested or offered, we invite you to timely inform the office by emailing: ufficioricerche@comune.modena.it. Following your notification, the processing of your personal data, as regards satisfaction and opinion survey, shall be limited to the fulfilment of the purposes outlined at point i.1) above.

You are entitled to exercise your rights at any time: to access personal data according to articles 15 et seq. of the GDPR; to obtain rectification or erasure of the same or restriction of the processing of data related to you; to withdraw consent, where applicable; withdrawal of consent does not compromise the lawfulness of the processing based on the consent given before withdrawal; data portability, where applicable; to object to the processing; to lodge a complaint with the supervisory authority (Italian Data Protection Authority)

