

Welcome to education in Tarragona!



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A warm welcome to Tarragona!

This Mediterranean city boasts a wealth of history, culture and traditions, a magnificent setting, and a wonderful climate.

Tarragona is part of the International Association of Educating Cities (IAEC) and UNICEF has recognized it as a Child Friendly City.

This means that the city is firmly committed to educating everyone with an inclusive, plural, high-quality educational offering.

On the website of **the Municipal Institute of Education**  you can view the full range of schools and courses.



The Municipal Schooling Office (OME) 



service guarantees that all children and young people in Tarragona have access to the education system.

The OME will provide information and help if you need to submit an application when the school year has already begun, or if you need to complete pre-enrolment and enrolment forms for the next academic year.

If you have just arrived in Tarragona, this leaflet contains all the information you need to enrol your children.



1. How does the Catalan education system work?

- The school year begins in September and ends in June.
- School attendance is compulsory between the ages of 6 and 16.
- All pupils aged 6 to 16 have equal access to education.
- Although it is not compulsory to enrol children aged under 6 in school, it is highly recommended to ensure their proper development and stimulation. The language of instruction is Catalan.
- There are three types of educational centres:
 - Public
 - Publicly-funded private schools
 - Private



Compulsory educational stage

Aged 0-3	Aged 3-6	Aged 6-12	Aged 12-16	Aged over 16
First infant school cycle: Years 0, 1 and 2	Second infant school cycle: Years 3, 4 and 5	Primary cycle years 1, 2, 3, 4, 5 and 6 Year 5 and Year 6	Compulsory secondary education Years 1, 2, 3 and 4	post-compulsory education

 **Would you like more information about the Catalan education system?**

Click or scan!

- [Educational Choice Website](#) 



2. What are the schools in Tarragona like?

- In Tarragona, there are two types of schools:
 - Public
 - Publicly-funded private schools
- All schools follow the same academic curriculum, but they are free to develop their own educational syllabus. The educational offering in Tarragona is very diverse!
- There are both secular and religious schools in Tarragona, but taking part in religious activities is voluntary.
- Education from the age of 6 to 16 is free of charge.
It should be noted that each school decides the costs of the services and activities it organizes.
You can request this information directly from the school.

Would you like more information about the schools in Tarragona?

- Educational zones of the city 



- Guide to schools in Tarragona 



3. Do you need to enrol your child?

If the school year has already started, you must **submit an application** at the **Municipal Schooling Office (OME)**.

Who can submit it?

The child's father, mother or legal guardian.



How do you submit it?

- In person at the OME, at 70 Avinguda Ramón y Cajal, Tarragona. You must book an appointment beforehand.
- Online, via this [link](#). 



How do you book an appointment?

- By telephone: 977 21 11 19.
- By email: ome@tarragona.cat.
- At our office: 70 Avinguda Ramón y Cajal.



What do you need to do before going to the OME?

- Go to the Municipal Citizen's Advice Office (OMAC) to register on the municipal census or request a census registration certificate. [OMAC website](#)  
- Assess the schools where you want to enrol your child in order of preference. It is very important that you consult each school's website to find out about their educational syllabus and the services they offer.
- You may not necessarily be allocated any of the schools you apply for. In this case, you will be offered an alternative.

What documents do you need?

The following original documents:

- The mother's, father's or legal guardian's ID card, NIE, TIE or passport.
- The Family Record Book or a document proving your relationship, such as a birth certificate or a guardianship order.
- The census registration certificate.

If you do not yet have one, contact the [OMAC](#). 



If the Family Record Book or birth certificate lists two parents or legal guardians, the signature of both will be required, or an authorization signed by the parent or legal guardian who cannot go in person to the OME office.



What happens once you have submitted the application to the OME?

The Admissions Guarantee Committee will assign you a school. You will then receive the information by email.

You have already been assigned a school. What should you do now?

- The school will contact you to arrange enrolment.
- The school may want to meet you before your child starts the school year.
- This is a good time to ask any questions you may have.
- To enrol, you will need to present:
 - Vaccination record. **Canal Salut**  
 - The educational commitment letter that the school will give you. This document is intended to reinforce the shared responsibility of the school and the family in the education of children and young people.
 - Any other documentation requested by the school.

Once enrolment is complete, this is the start of a new experience for your children and for the whole family!



And for the next school year, what do you need to do?

- If your son or daughter is already enrolled at a school, you will have to confirm their place when requested by the school. For example, if this year they are in Year 6 at a state school, you will have to apply for a place at secondary school. You will find more information at this [link](#).  
- If you have another child between 3 and 6 years old and you want to enrol them for the next school year, you will have to apply for a place in infant school.
- If your son or daughter turns 6 during the next academic year and does not attend school, you will have to apply for primary education because they will have reached compulsory school age.
- If you want to change school, you will also have to apply to the new school.
- Here you will find information about the pre-enrolment process:

OME website 



GENCAT website 



4. What is the relationship between the family and the school?

The educational commitment letter sets out the joint commitments that the family and the school undertake.

The family undertakes to:

- Ensure that their son or daughter attends class every day. If they are unable to attend on any day, it must be justified.
- Explain to them the importance of attending lessons with a positive, respectful and responsible attitude.
- Encourage their participation in the school's activities.
- Support them with their schoolwork.
- Participate actively in their education.
- Inform the school of any emotional, physical, intellectual, family or social situation that may affect their performance and well-being.
- Attend meetings and follow-up appointments.
- Respect the school's educational syllabus.
- Contribute to good inter-social relations at the school.
- Become familiar with the school's parents' association and participate in it to strengthen relationships with everyone.
- Serve on the school council.



The school undertakes to:

- Strive towards academic success and educational excellence.
- Use Catalan as the language of instruction.
- Teach different languages.
- Ensure equal opportunities for all pupils.
- Adapt teaching activities to cater for the diversity of the student body.
- Work on emotional education.
- Teach in a personalized and innovative way.
- Promote continuous lifelong training.
- Assess students' progress.
- Promote entrepreneurship.
- Prevent and reduce absenteeism and school dropout.
- Engage with the school's immediate surroundings.



5. Health and safety at school. What do you need to know?

Vaccinations

When you enrol, you will be asked for your child's vaccination record.

If you do not have the card, you will need to provide an official medical certificate detailing their vaccinations.

If, for a medical reason, they are not vaccinated, you will need to provide a medical certificate as justification.

Chronic or long-term illnesses

If your child has a medical condition and requires specific prevention, medication or care to take part in an activity, you must inform the school and provide a medical report.

If the illness prevents them from attending school for more than thirty consecutive days, they may be entitled to educational support at home.

If your child feels unwell during school hours

If your child feels unwell while at school, the teacher will call the family or a trusted person to go and pick them up.

It is very important that the contact number you give the school is available during school hours.

If you change your number, you must immediately inform the school.



Administration of medication

If your child needs to take medication during school hours, you must submit the prescription or a document stating the pupil's first name and surname, the medication, and the dosing instructions. You must also sign the document authorizing the school's staff to administer the medication.

In case of an accident

The school has a first-aid kit for basic treatment, but will always notify you if your child suffers any injury.

Emergency plan

All educational institutions have an emergency and evacuation plan, and it is common for them to carry out preparedness drills.



6. Where can you find more information?

Scholarships and grants:

- Scholarships from the Ministry of Education and Culture



- Meal vouchers



- Scholarships for students with specific educational support needs



Transport card:

- T-16



Services:

- Municipal Citizen's Advice Office (OMAC)



- Primary Care Centres (CAP) in Camp de Tarragona



- Tarragona Municipal Institute of Social Services (IMSST)



- Tarragona Municipal Institute of Education (IMET)



- Tarragona City Council



Above all, bear in mind that:

- Although education is not compulsory until the age of 6, it is very important to enrol your children in school as early as possible to stimulate their cognitive, physical, emotional and social skills.
- You can find the laws related to education on the [Department of Education's GENCAT website](#).
- And if you still have any questions, you can contact with OME.





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