

Admission policy for kindergartens or preschool units in primary schools 2023/2024

Admission procedure starts on the 1st of March 2023 at 12.00
and shall be carried at

<https://naborp-kandydat.edu.gdansk.pl/gdansk>

Online system will be blocked before this day.

GENERAL INFORMATION

- Gdańsk offers common recruitment procedure for kindergartens, preschool units in primary schools (so called 'zerówka'), primary schools and other forms of preschool education.
- The admittance of a child to a kindergarten/preschool unit in a primary school or any other preschool form of education does not depend on the sequence of applications.
- Parents of children who are already attending a kindergarten do not need to log into the electronic system - they only submit a proper application form ('karta kontynuacji') between the 13th and 28th of February 2023 until 10 am.

In case a child is not accepted in a chosen kindergarten, the Mayor of Gdańsk will indicate w place in another kindergarten.

Children living outside the city of Gdańsk

- Candidates living outside the city of Gdańsk may be accepted in the kindergartens, preschool units in primary schools (so called 'zerówka') and other forms of preschool education within the city limits in case of vacancies in a certain kindergarten, preschool unit in a primary school (so called 'zerówka') or other forms of preschool education. **The recruitment process regarding vacant places shall be conducted between the 21st and 31st of August 2023.** In order to apply parents are asked to submit an application form at a chosen kindergarten or a primary school.
- 3 years (born in 2020) - is the minimum age limit for children participating in the admission process (child has to be 3 years old in 2023)
- **3-year-old (born in 2020) and 4-year-old (born in 2019) are entitled to kindergarten/other preschool education care**
- 5-year-old children (born in 2018) are entitled to kindergarten/other preschool education care
- **6-year-old children (born in 2017) - are obliged to enter one year preschool education in kindergarten, preschool unit in a primary school or other preschool education form.**

A 6-year-old child may begin school education in the first grade under condition that in 2022/2023 school year, the child has already participated in the preschool education. Lacking preschool education care, a child may still start education in the first grade at

primary school once a pedagogical counselling centre issues a statement stating candidate's ability to start education a primary school.

- **The admission process for children with disabilities judgement about the need for special education**

Children with disabilities judgement about the need for special education issued on the basis of their disability, may apply to a general kindergarten, integrated kindergarten or special needs kindergarten. Public pedagogical counselling centres issue statements indicating special needs, diagnosing child's situation and informing about the recommended school type.

Admission for candidates with a statement indicating special needs based on a disability (Educational Law Act dated 14th December 2016 under article 130 paragraph 8):

a) for kindergartens/general units:

Candidates with a disabilities judgement about the need for special education applying to a kindergarten/general unit participate in the admission process according to the general rules provided for the 2023/2024 admissions.

b) for kindergartens/integrated units:

Candidates holding a statement indicating special education needs, do not need to participate in the admission process and do not need to fulfil the criteria. The decision about admission is taken by the admissions committee, appointed by the head of the given centre.

In order to admit a candidate to a kindergarten/integrated unit, the admission form should be filled out, signed and submitted between March 1st at noon and 15th of March 2023 by 4pm at the kindergarten of their first choice. The recruitment process takes places without the electronic system. The statement indicating special needs should be attached to the application.

In case of choosing more than one integrated kindergarten/integrated unit, all the documents should be submitted in each of the chosen centres. There are three different ways to do so:

- personally submitted at school **or**
- placed in a signed envelope in a box/slot located at the catchment area school **or**
- sent the application using the ePUAP service on condition that the catchment school is registered at the ePUAP service

The lists of candidates who meet the admission requirements, as well as of those who do not, are published on March 27th 2023 at 3pm.

Between 28th of March (8 am) and 3rd of April (4pm) parents need to confirm that they want

their child to attend the given centre by:

- signing a written declaration specifying time spent in the kindergarten (available under the files section in the admission system)
- submitting a signed form confirming the decision about their child attending a preschool unit in a primary school (attachment no. 5, available in the admission system files).

The above described documents need to be submitted in one of the following ways:

- personally submitted at school **or**
- placed in a signed envelope in a box/slot located at the catchment area school **or**
- sent the application using the ePUAP service on condition that the catchment school is registered at the ePUAP service **or**
- signed using the electronic signature option within the GPE services (Gdańska Platforma Edukacyjna)

On 5th of April 2023 at 3pm the lists of accepted and not accepted candidates will be published.

Attention:

Candidates who do not hold a statement regarding special needs education are to follow 2021/2022 general admission rules (Educational Law Act dated 14th of December 2016 under article 131 paragraph 8)

c) special education needs kindergartens:

If a candidate is applying to a special needs kindergarten, parents are to submit the application form **directly to the facility's principal** (after arranging a suitable time over the phone). The form is available in the facility, on its website and in the files section of the admission system. The candidate **does not participate in the electronic recruitment system and is not required to meet recruitment criteria.**

The decision to admit a candidate is taken by the facility head, based on the recommendations included in the statement issued by the pedagogical counselling centre, specialists' opinion and facility's capabilities.

The city of Gdańsk offers wide and various range of facilities for children requesting special needs.

List of special needs kindergartens within the city of Gdańsk

No.	Kindergarten	Address	Disabilities and special needs
1.	Przedszkole Nr 40 dla Dzieci ze Specjalnymi Potrzebami Edukacyjnymi	80-337 Gdańsk Al. Rzeczypospolitej 11A	– Down syndrome, Williams syndrome and other genetic disabilities,

		tel. 58 559 00 25	<ul style="list-style-type: none"> - mental disability (low, moderate and significant impact) - physical disabilities resulting from Down syndrome - physical disability in the form of aphasia - autism
2.	Przedszkole Specjalne Nr 72 o Profilu Terapeutycznym W Zespole Szkolno-Przedszkolnym nr 1	80-371 Gdańsk ul. Jagiellońska 14 tel. 58 553 20 21	<ul style="list-style-type: none"> - physical disability in the form of aphasia - autism, including the Asperger's syndrome - hearing defect - mental disability (low, medium and high degree) - genetic disabilities
3.	Przedszkole Specjalne Nr 77 dla Dzieci z Porażeniem Mózgowym	80-307 Gdańsk ul. Abrahama 12/14 tel. 58 559 06 07	<ul style="list-style-type: none"> - physical disability - physical disability conjugated with another disability (e.g. mental disability, hearing defect, visual impairment)
4.	Przedszkole w Specjalnym Ośrodku Szkolno - Wychowawczym Nr 2	80-538 Gdańsk ul. Ks. Góreckiego 16 tel. 58 343 03 21	<ul style="list-style-type: none"> - mental disability at moderate and significant impact

Recruitment schedule

1. Initial stage - information leaflet

Information leaflet is available online starting on the 1st of March 2023. It includes information on all the kindergartens and preschool units in primary schools within the city of Gdańsk (addresses, educational offer and facility description)

2. Application form

Online recruitment process starts on the 1st of March 2023 at 12.00 am and finishes on the 15th of March 2023 at 4.00 pm. It consists of collecting personal data and submitting the signed application form in a printed version to a chosen kindergarten or pre-school unit.

Candidates continuing preschool education do not take part in the recruitment process provided their parents have already submitted a proper form called 'karta kontynuacji'.

Parents are allowed to choose 5 kindergartens or pre-school units and only one group in each educational institution.

There are two ways of submitting applications:

- a. Parents fill out an application form online <https://portal.edu.gdansk.pl/jst/gdansk>, print it, sign and submit it to the first choice institution.

- b. There is a possibility of submitting a hand written application form which may be obtained in each facility. After signing the form it is to be submitted to the first choice institution. The data will be entered into the system by the principal.

Admission criteria for the general units and general units with the integrated classes within the city of Gdansk.

The admission process is based on the statutory criteria according to the Educational Law Act dated 14th of December 2016 and the additional criteria (regarding kindergartens/ preschool units at primary schools or other institutions offering preschool education within the city of Gdansk according to the Gdansk City Council Act XXX/782/20 dated 26th of November 2020).

No.	Statutory criteria	Documents confirming the criteria	Points
1.	A large family (a family with at least three children)	Parent's statement confirming large family's status (a sample form will be available on the admission platform in files to download - attachment no 1)	100p
2.	Candidate's disability	The statement evaluating a need for special needs education issued upon a child's disability, a disability designation or a degree of a disability designation or any other equivalent statement in conformity with the Vocational, Social Rehabilitation and Disabled Employment Act dated 27 th of August 1997 (Journal of Laws 2020 p.426). The documents may be submitted in an original form, the copy certified by a notary public or an appropriate office under the Administrative Procedure Act article 76 a paragraph 1., the officially confirmed copy or an extract from relevant registers or the copy confirmed as consistent with the original by a candidate's parent.	100 p
3.	One of the parents' disability	The statement issued upon a child's disability, a disability designation or a degree of a disability designation or any other equivalent statement in conformity with the Vocational & Social Rehabilitation and Disabled Employment Act dated 27 th of August 1997 (Journal of Laws 2020 p.426). The documents may be submitted in an original form, the copy certified by a notary public or an appropriate office under the Administrative Procedure Act article 76 a paragraph 1., the officially confirmed copy or an extract from relevant registers or the copy confirmed as consistent with the original by a candidate's parent.	100 p
4.	Both parents' disability	The statement evaluating a need for special education issued upon a child's disability, a disability designation or a degree of a disability designation or any other equivalent statement in conformity with the Vocational, Social Rehabilitation and Disabled Employment Act dated 27 th of August 1997 (Journal of Laws 2020 p.426). The documents may be submitted in an original form,	100 p

		the copy certified by a notary public or an appropriate office under the Administrative Procedure Act article 76 a paragraph 1., the officially confirmed copy or an extract from relevant registers or the copy confirmed as consistent with the original by a candidate's parent.	
5.	Siblings' disability	The statement evaluating a need for special education issued upon a child's disability, a disability designation or a degree of a disability designation or any other equivalent statement in conformity with the Vocational, Social Rehabilitation and Disabled Employment Act dated 27 th of August 1997 (Journal of Laws 2020 p.426). The documents may be submitted in an original form, the copy certified by a notary public or an appropriate office under the Administrative Procedure Act article 76 a paragraph 1, the officially confirmed copy or an extract from relevant registers or the copy confirmed as consistent with the original by a candidate's parent.	100 p
6.	A single parent (upbringing of a candidate by a single, a widow, a widower, a separated person by a legally binding court verdict in a Decree of Judicial Separation, a divorced person unless the person raises at least one child with its parent)	A final court order stating a divorce or separation of spouses, or a death certificate as well as a statement confirming single upbringing and not raising any child in one household together with its parent (a sample form no. 2 will be available on the admission platform, in download files - attachment no 2). The documents may be submitted in an original form, the copy certified by a notary public or an appropriate office under the Administrative Procedure Act article 76 a paragraph 1., the officially confirmed copy or an extract from relevant registers or the copy confirmed as consistent with the original by a candidate's parent.	100 p
7.	Alternative custody of the candidate (Foster care)	The document stating alternative custody of a child according to the Family Support and Alternative Custody System Act dated 9 th of June 2011 (Journal of Laws 2020 p. 821). The documents may be submitted in an original form, the copy certified by a notary public or an appropriate office under the Administrative Procedure Act article 76 a paragraph 1., the officially confirmed copy or an extract from relevant registers or the copy confirmed as consistent with the original by a candidate's parent.	100 p

Additional criteria (applicable in kindergartens within the city of Gdańsk under Gdansk City Council Act XXX/782/20 dated 26 November 2020.)

No	Additional Criteria	Documents confirming the criteria	points
1.	Candidate whose residential address is within the district of local primary school with preschool units where he/she is applying to: (valid only for preschool units within primary schools)	- confirmation of the parents' or guardians' residential address (document available as no. 4 in the recruitment files to download)	21 pkt
2.	Candidate, whose both	statement from the employer confirming	19 pkt

	parents/official guardians work/study/learn on daily basis - also applies to a single parent/official guardian	working status - current entry from the Business Activity Register in case of self-employment or other business activity - statement from school/University confirming student's status	
3.	Candidate vaccinated, according to the Preventive Vaccination Programme announced by the General Sanitary Inspectorate in the Journal of Laws provided by the Health Ministry, prolonged postponing of mandatory vaccination	- parents' statement confirming candidate's vaccination according to the vaccine calendar and a declaration of will to provide a copy of candidate's immunization card or health records at the recruitment committee request (attachment no.3)	17 pkt
4.	Candidate, whose siblings have already attended preschool education or is about to begin preschool education in the same kindergarten or primary school, where the candidate is applying.	- the headmaster of the school or preschool confirms the status	15 kt

3. Confirmation of the application form in the school of first-choice.

The application form filled online is recorded in the system. Parents should print, sign and submit it in the school of the first choice along with all the documents confirming the chosen criterion.

That can be done in one of the following ways:

- personally submitted at school **or**
- placed in a signed envelope in a box/slot located at the catchment area school **or**
- sent the application using the ePUAP service on condition that the catchment school is registered at the ePUAP service **or**
- signed using the electronic signature option within the GPE services (Gdańska Platforma Edukacyjna)

The documents may be submitted between the 1st of March and the 15th of March, 2023 by 4pm.

After 4pm on the 15th of March 2023, parents will not be able to log in to their accounts in the recruitment system on Gdańska Platforma Edukacyjna except for the dates when the lists of candidates qualified and disqualified and the lists of accepted and unsuccessful candidates are announced that is on 27th of March 2023 since 3 p.m. and on the 5th of April 2023 since 3 p.m.

The list of local districts valid for the 1st of September 2023 will be available at www.gdansk.pl under Education - Public Schools on the 1th of March 2023.

Under article 150 paragraph 6 Educational Law Act dated 14th of December 2016, all the

statements required as documents confirming candidates' recruitment criteria should be submitted under the penalty of perjury for making false statements.

The Chair of the Recruitment Committee may verify the provided certificates and statements.

If the documents are not submitted or in case of negative verification of the provided statements and certificates, **criteria will not be taken into consideration.**

4. Results of admission process.

The lists of qualified and disqualified candidates are published on 27th of March 2023 at 3 pm. They can be obtained in two ways:

- in the first choice school - the list of qualified and disqualified candidates
- by logging into parent's account at the Gdańsk Electronic Platform

Parents are to confirm their decision between 28st of March 8.00 am and 3rd of April 2023 4.00 pm by:

- signing a declaration on the duration of the child's stay/contract in the nursery school (available in downloads) or
- **declaration of willingness to study in a pre-school department in primary school-** Annex 5 available in downloads

The signed documents can be submitted in two ways:

- personally submitted at school **or**
- placed in a signed envelope in a box/slot located at the catchment area school **or**
- sent the application using the ePUAP service on condition that the catchment school is registered at the ePUAP service **or**
- signed using the electronic signature option within the GPE services (Gdańska Platforma Edukacyjna)

Fulfilling the above procedure closes the admittance process.

On 5th of April 2023 at 3 pm, the lists of children admitted and not admitted will be published.

5. The appeal procedure.

Parents of children not admitted to kindergarten are entitled to apply to the selection board to to present a written statement showing justification of not admitting a child within 3 days

from the day of publishing the lists. The justification will be written up within 3 days from the day the parent applies. The justification states the reasons for refusal of admittance, including the lowest number of points obtained by the candidate in the recruitment procedure.

Within 3 days from the date when the justification is obtained, the parents can appeal against the decision to the principal of the kindergarten. Pre-school department or other form of pre-school education. The principal processes the appeal within 3 days from the day of receiving it. Principal's decision can be objected in administrative court of law.

6. Additional proceedings

Parents whose children have not been admitted to any of the selected kindergartens/pre-school classes in primary schools or other forms of pre-school education may join the follow-up recruitment, which will also be carried out with the support of an electronic system. Follow-up recruitment will start on the 15th of May 2023, as scheduled.

Schedule of activities in the recruitment procedure and follow-up procedure as defined by Order No. 3/23 of the Mayor of Gdansk of 2nd of January 2023

LP	Type of activity in the recruitment procedure	Start date	End Date
1.	Submission of an application for admission to a nursery school, other form of pre-school education or a pre-school department in a primary school, together with documents confirming that the candidate has met the criteria taken into account in the recruitment procedure	01.03.2023 12.00 pm	15.03.2023 4pm
2.	Publication of the list of qualified and non-qualified candidates	27.03.2023 at 3pm	
3.	Submitting confirmation in the school where the applicant is admitted	28.03.2023 8.00 am	03.04.2023 4pm
4.	Publication of the list of candidates accepted and of candidates not accepted	05.04.2023 3pm	

	Actions in the appeal procedure	Start date	End Date
1.	Submit the application with any additional documents confirming the requirements and the criteria within the recruitment process	15.05.2023 9.00 am	19.05.2023 4pm
2.	Lists of admitted and not admitted candidates are published	31.05.2023 3pm	
3.	Submit the application - confirmation of the decision at a facility where the candidate is admitted	01.06.2023 8.00 am	07.06.2023 4pm
4.	Lists of accepted and rejected candidates	09.06.2023 3pm	

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Legal basis

- Act of 14 December 2016 Education law (i.e. Journal of Laws of 2021, item 1082),
- Resolution XXX/782/20 of the City Council of Gdańsk of 26 November 2020 on the establishment of criteria together with the number of points in the recruitment procedure for public kindergartens, public other forms of pre-school education and pre-school classes in primary schools run by the Municipality of Gdańsk
- Order No 3/23 of the Mayor of The City of Gdansk of 2nd of January 2023 on the establishment for the school year 2023/2024 of the deadlines for recruitment and follow-up proceedings and deadlines for the submission of documents to public kindergartens, public other forms of pre-school education and pre-school classes in primary schools run by the Municipality of Gdańsk.