

LEARNING IN ANTWERP

Enrolling your child in kindergarten or elementary school in Antwerp

School year 2012-2013

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Foreword

Dear parent,

In school your child lays the foundation for his or her future. That's why choosing a school for your son or daughter is not a matter of simply picking one. We also care about his or her future. With the enrollment system for kindergartens and elementary schools in Antwerp we want to give you every opportunity to enroll your child in the school of your own choice. In order to enroll your child, you should register him or her first.

Why is there a central registration system?

For two years now, kindergartens and elementary schools in Antwerp have been working with a system in which parents first register their children using the internet. In that way, we can avoid queues at the school gates and all parents can have equal opportunities to enroll their child(ren) in the school of their choice.

All kindergartens and elementary schools in the city of Antwerp work with this system. The system takes into consideration the legal priority for children who for instance already have a brother or sister in the same school.

This brochure helps you understand step by step what you have to do to enroll your child in a kindergarten or an elementary school in Antwerp. Do you have further questions about the registration system? Please join us on one of our information sessions. You will find the dates and locations in the back of this brochure. The *Studiewijzer* (Study Guide) collaborators are also ready to answer your questions. You will find their contact information on the back of this brochure. For now, I wish you the best of luck in finding a school where your child feels at home.

Luc Tesseur

President *Lokaal OverlegPlatform* (Local consultation platform) elementary education

Register first, enroll later.

To enroll your child in a kindergarten or an elementary school in Antwerp, you have to go through two phases:

1. You register your child in the schools of your choice on the website meldjeaan.antwerpen.be.
2. You will then receive a letter with the details of the school in which you can enroll your child. You make an appointment with the school. The enrollment is final when you have signed the enrollment register.

Are you obliged to register your child?

Legally speaking, you are not obliged to use the registration system, but we strongly advise you to do so. If you do not register your child, you will only be able to enroll it in a kindergarten or an elementary school in Antwerp from June 6, 2012 onwards. By that time though, many schools will no longer have any available places.

Which children should you register?

- All children born in 2010
- All children born in 2007, 2008, 2009 who have not yet been enrolled in a school
- Children who are going to the first year of elementary school in 2012-2013:
 - > In some cases it is required to enroll children again, even though they are staying in the same school. Please request information in school.
- All children who are going to a new kindergarten or elementary school in 2012-2013

Attention:

- Was your child born after November 13, 2010?

The best thing to do is register your child now, even if it can only start going to school in September 2013. In that way, you have a better chance of finding an available place at a school of your preference.

- Will your child go to special needs education next year? Please continue reading on page 6.

When should you register your child?

Do you wish to enroll a child in a kindergarten or an elementary school where a brother or sister has already been enrolled?

YES

Register your child between January 11 and February 1. Starting on page 4 you will find all the information you need to register your child step by step.

NO

Register your child between February 15 and March 14. Starting on page 5 you will find all the information you need to register your child step by step.

Starting on page 7 you will find a list of frequently asked questions. Do you still have a specific question that has not been answered in this brochure? Don't hesitate to contact the *Studiewijzer*. Our collaborators will try to give you an answer to your question as quickly as possible. You will find the contact information on the back of this brochure.

Registering children in a school where a sibling is already enrolled

Step 1: Register your child

When?

From Wednesday January 11 at 9h30 till Wednesday February 1 at 23h30. You can only register children in a school where a brother or sister has already been enrolled.

Good to know: This year, the time in which you register your child doesn't matter anymore to determine the ranking. Consequently, you can use the entire registration period to register your child and change if needed your details without any time pressure.

What do you need?

- Your child's national identification number. You will find this number on your child's SIS card (social identity card) or Kids-ID. If you don't find the national identification number or you don't have one, please contact the *Studiewijzer* (see info on the back cover of this brochure) or go to a registration point (see info on page 11).
- A computer with internet connection. If you don't have an internet connection, you can go to various places. More info on page 11.

How?

- Visit meldjeaan.antwerpen.be
- Follow the steps on the screen.
- Choose a password and a user name. Be sure to store these details well. You will need them when you want to verify or change your data, which you can do up to and including Wednesday February 1, 2012.

Need help?

There are several organizations that will be pleased to help you. You will find the list on page 11 in this brochure. You can also call the *Studiewijzer* on the number 03 338 33 66.

Step 2: You will receive a letter or an e-mail

No later than February 17 you will receive a letter or an e-mail, stating whether you can enroll your child in its brother's or sister's school.

In exceptional cases, it may happen that a school does not have sufficient places for brothers and sisters. In that case, the *Studiewijzer's* collaborators will personally contact you and you can register your child again for a different school as of February 15, 2012. You will find all the information starting on page 5.

Step 3: Enroll your child

When your child has been registered, it has not yet been enrolled. You still need to actually enroll your child in the school which is mentioned in the letter.

When?

From March 1 up to and including May 23, 2012.

How?

- Make an appointment with the school which is mentioned in the letter or e-mail.

- Go to the school to enroll your child.
- Sign the enrollment register in school.
- Ask for a proof of enrollment.

Registration ≠ enrollment

Registering children in a school where no sibling is enrolled

Step 1: Choose a school

When?

Before you register your child.

How?

- You will find the complete overview of kindergartens and elementary schools in Antwerp on the schools list attached to this brochure.
- Below you can make a list of schools you would like to enroll your child in. It is recommended that you choose five or more schools. In that way, you will have a better chance of getting a place in a school of your choice.
- Put the schools in order of preference. Always put your favorite school in the first place. All the schools that you choose, are preference schools. For the first three schools you will automatically have a better chance of getting a place when available places are being allocated.

	School name	Postal code
School 1		
School 2		
School 3		
School 4		
School 5		
...		
...		
...		

Step 2: Register your child

When?

From Wednesday February 15 at 9h30 up to and including Wednesday March 14, 2012 at 23h30.

Good to know: This year, the moment in which you register your child doesn't matter anymore to determine the ranking. Consequently, you can use the entire registration period to register your child and adapt your details without any time pressure.

What do you need?

- The list of schools you would like to enroll your child in and the corresponding postal codes.
- Your child's national identification number. You will find this number on your child's SIS card (social identity card) or Kids-ID. If you don't find the national identification number or you don't have one, please contact the *Studiewijzer* (see info on the back cover of this brochure) or go to a registration point (see info on page 11).
- A computer with internet connection. If you don't have an internet connection, you can go to various places. More info on page 11.

How?

- Visit <http://meldjeaan.antwerpen.be>
- Follow the steps on the screen.
- Choose a password and a user name. Be sure to store these details well. You will need them when you want to verify or change your data, which you can do up to and including Wednesday March 14.

Need help?

There are several organizations that will be pleased to help you. You will find the list on page 11 in this brochure. You can also call the *Studiwijzer* on the number 03 338 33 66.

Step 3: You will receive a letter or an e-mail

By March 30 you will receive a letter or an e-mail stating in which school you can enroll your child.

If there is no school whatsoever in which you can enroll your child, the *Studiwijzer* will personally contact you. As of June 4, 2012 the *Studiwijzer's* collaborators will be able to tell you which schools still have available places. Enrollment will be possible as of June 6, 2012.

Step 4: Enroll your child

When your child has been registered, it has not yet been enrolled. You still need to actually enroll your child in the school which is mentioned in the letter.

When?

From April 18 up to and including May 23, 2012.

How?

- Make an appointment with the school which is mentioned in the letter or e-mail.
- Go to the school to enroll your child.
- Sign the enrollment register in school.
- Ask for a proof of enrollment.

Registration ≠ enrollment

Frequently asked questions about the registration system

1. For which schools can I register my child?

You can register your child for all kindergartens and elementary schools of all educational networks in the city of Antwerp. You will find an overview of all the schools in the schools list attached to this brochure. It is recommended that you register your child for several schools. This most certainly does not imply that you have less chance of getting a place in your favorite school! By indicating more than one school, you will be more likely to be able to enroll your child in a school of your choice.

If your child is going to special needs education next year, you do not have to register it. You can directly enroll your child in the school. If your child has an advisory certificate for special needs education, but you still want to enroll it in a regular school, please use the registration system.

2. Does it matter when I register my child?

This year, the moment in which you register your child doesn't matter anymore to determine the ranking. Consequently, you can use the entire registration period to register your child and adapt your details without any time pressure.

3. How will the available places be allocated?

When the registration periods have expired, a ranking of all registered children will be made for each kindergarten and elementary school in Antwerp. In accordance with the law, two groups of children have priority for enrollment:

- Children with a brother or sister who is already enrolled in the same school. This group has absolute priority when enough places are available in the school.
- GOK pupils or non-GOK pupils, if the school chooses so (GOK stands for *Gelijke OnderwijsKansen* – Equal Educational Opportunities). There is a limited number of places for this group, though. You will find more information about the GOK criteria in the answers to questions 5 and 6.

If more children are registered in a school than there are places available, all the registered children will be ranked based on these criteria:

- preference
 - > for the first three schools for which you register your child, you will have an extra chance to be allocated an available place.
- distance
 - > the distance between the school and the child's place of residence
 - > the distance between the school and the mother's and/or father's workplace

Every school will determine by itself how many available places it will allocate per criterion. You will find this information in the schools list attached to this brochure. However, schools are obliged to allocate at least 50% of the places based on distance. $\frac{3}{4}$ of those places will be allocated based on the distance between the school and the child's place of residence. The remaining places will be allocated based on the distance between the school and the father's and/or mother's workplace.

For registrations for the school year 2012-2013, the moment in which you register your child is no longer a criterion to determine the ranking. It doesn't matter anymore when you register your child. Consequently, you can use the entire registration period to register your child.

Tip: enclosed in this brochure you will find a bookmark with all the dates on which the *Studiewijzer* is organizing comprehensive information sessions about the functioning of the registration register and the allocation of available places.

4. Why should I choose more than one school?

We recommend that you choose five or more schools. In that way, you will have the best chance of getting a place in one of your preference schools. Be sure to put the schools in order of preference. Even if there are only few places left or no more places whatsoever in your favorite school, always be sure to put this school in the first place. All the schools that you choose, are preference schools. For the first three schools you will automatically have an extra chance of getting a place. When the available places are being allocated, these three schools will firstly be taken into consideration. For starters, the number of available places will be verified in the school you put in the first place (school 1). If there is a place available for your child in this school, you will receive a letter or an e-mail stating that you can enroll your child in this school. If there is no place available in school 1, the school that you put in the second place (school 2) will be checked. If there is a place in that school, you will receive a letter or an e-mail stating that you can enroll your child in this school. In that case, your child will automatically be put on the waiting list for school 1. This step will be repeated for all the preference schools you have indicated. You will be allocated an available place in your most preferred school. This means that you are no longer entitled to a place in a school which is lower in your ranking. Should an available place come up after all in a school for which your child is on the waiting list, you may still be able to enroll your child in that school. That may even be possible when your child has been enrolled in another school in the meantime. In that case, the school will contact you. The waiting list remains valid up to and including September 14, 2012.

5. What are GOK pupils and non-GOK pupils

In accordance with the law, GOK pupils or non-GOK pupils have priority for enrollment. Some schools give priority to pupils who are eligible for equal educational opportunities (GOK). Other schools on the other hand choose to give priority to non-GOK pupils. In the schools list attached to this brochure, it is indicated for each school whether it gives priority to GOK pupils or to non-GOK pupils.

6. Is my child a GOK pupil or a non-GOK pupil?

Please respond to the following questions. Is the answer to one or more questions 'yes'? Then your child is a GOK pupil. Is the answer to all the questions 'no'? Then your child is a non-GOK pupil.

- Does the child's family receive an education allowance?
- Does the child's mother not have a diploma of secondary education?
- Has the child (temporarily) been placed out of home?
- Do the parents belong to a traveling population group? Do they for instance live on a boat or in a trailer?
- Does the child speak another language than Dutch with parents, brothers, sisters or friends?

When registering on the website <http://meldjeaan.antwerpen.be> you can answer these questions.

When enrolling children in school you may have to bring additional documents with you or sign an affirmation in lieu. Therefore, please respond sincerely when registering. On the form in the middle of this brochure you will find additional information about the questionnaire.

7. Which home address should I specify?

Apart from the official address, you can also specify a 'factual address'. The factual address is the address where your child stays overnight at least three nights a week. It can be a boarding school, a foster family, the other parent (if the parents don't live together), another family member If you would like for this address to be used to determine the distance between the school and the child's

place of residence, you should specify this factual address. The address that you specify, will be used for all the schools that you choose. I.e. it is not possible to specify two different addresses for two different schools. The address of a daycare center or nanny is not valid either, as children don't usually stay overnight there. The distance will be calculated as the crow flies.

8. Why do I have to specify my workplace address?

Apart from your home address, you can also specify your workplace address. You can specify up to two workplace addresses. We recommend that you fill in this address. It may well enhance your chances of getting a place in the school of your choice. The distance between the school and the workplace will be calculated as the crow flies.

9. Where do I find my child's national identification number?

You will find the national identification number on your child's SIS card (social identity card) or Kids-ID. Your child's national identification number. You will find it on your child's SIS card (social identity card) or Kids-ID. If you don't find the national identification number or you don't have one, please contact the *Studiewijzer* (see info on the back cover of this brochure) or go to a registration point (see info on page 11).

10. How can I change my data in the registration system?

You can change your data throughout the entire registration period. When registering in the system for the first time, you will choose a password and a user name. Be sure to store these details well. You will need them when you want to verify or change your data. In case of registration of brothers and sisters, you can do so between January 11 and February 1. In case of registration of all other children, you can do so between February 15 and March 14.

11. What if I don't have a computer or an internet connection?

If you don't have a computer with an internet connection or you don't know how to work with a computer, you can get help registering your child in various registration points. At these registration points, collaborators will assist you in registering your child step by step. In that way, you can rest assured that you have registered your child correctly for the schools of your preference. The overview of registration points can be found on page 11 of this brochure.

Of course, you can also book a computer with an internet connection in the city's libraries.

12. What happens upon my registration?

When you have registered your child, you will receive a message stating which school has a place available for your child. You can take this letter to the school to actually enroll your child.

The registration register always takes into account the ranking of your choices. If no more places are available in one or several schools which were higher in your ranking, your child will automatically be put on the waiting list for these schools. Should a place in one of those schools become vacant after all, the school will contact you. If you want to, you can still enroll your child in your favorite school. That may even be possible when your child has been enrolled in another school in the meantime.

Attention! If you don't enroll your child before May 23, 2012, your place will become available for the next in line.

13. What is a denial document?

You will receive a denial document from the schools for which you have registered your child, but where there are no places available for the time being. That means you may well receive several denial documents. Each denial document is linked to one specific school. Your child will automatically be put on the waiting list for those schools. Consequently, a denial document is an

objective proof of your place on the waiting list of a certain school.

If there is no school whatsoever in which you can enroll your child, the *Studiewijzer* will personally contact you.

14. What if I don't find a place for my child?

In exceptional cases it may happen that you do not find a place, even if you have registered your child correctly. As of June 4 the *Studiewijzer* has an overview of schools that still have some places available, and their collaborators will try to find the best solution together with you. As of June 6, 2012 you can enroll your child in one of those schools.

15. What happens if I don't register my child in due time?

If the priority period for children with a brother or sister in the same school from January 11 to February 1 has expired, you can still register your child from February 15 up to and including March 14. The moment in which you register your child within those periods doesn't matter.

Beware: your child will no longer have priority over the other children who are being registered.

If you fail to register your child before March 14, you will no longer have a place in the ranking. As of June 4 the *Studiewijzer* collaborators can tell you which schools still have places available for your child.

Beware: you will have less choice, because registered children will have had the opportunity to enroll by that time. Consequently, many schools will no longer have any places available whatsoever.

16. What happens if I don't enroll my child in due time?

You can enroll your child up to and including May 23, 2012. After that date, you will lose your place in the ranking. You will only be able to enroll your child in a school that still has places available as of June 6. As of June 4 the *Studiewijzer* collaborators can tell you which schools still have places available.

Beware: you will have less choice, because registered children will have had the opportunity to enroll by that time. Consequently, many schools will no longer have any places available whatsoever.

Do you still have a specific question which this brochure doesn't answer? Please feel free to contact the *Studiewijzer*. Our collaborators will be pleased to look for an answer to your question as quickly as possible. You will find their contact information on the back of this brochure.

Registration points

If you need help registering your child, you can turn to one of the following registration points:

Studiewijzer (Study Guide)
Francis Wellesplein, 2018 Antwerp
Opening hours: 11-1-12 and 15-2-12 from 9h30 to 17h00. Every weekday from 13h00 to 16h00

Ontmoetingscentrum NOVA (Community Center NOVA)
Schijfstraat 105, 2020 Antwerp (Kiel)
Opening hours: 11-1-12 and 15-2-12 from 9h30 to 17h00. Tuesdays from 13h00 to 16h30

Inburgering Antwerpen (Integration Antwerp)
Atlas – Carnotstraat 110, 2060 Antwerp
Opening hours: 11-1-12 and 15-2-12 from 9h30 to 19h30 Mondays to Thursdays from 9h00 to 12h00 and from 13h00 to 16h00 – Tuesdays from 17h00 to 19h30 as well

Inloopteam Samik (Set-up team Samik)
Centrum De Wijk, Willy Vandersteenplein 1, 2060 Antwerp
Opening hours: 11-1-12 from 9h30 to 17h00 Throughout registration period for siblings: Mondays from 10h00 to 12h00 15-2-12 from 9h30 to 17h00 Throughout registration period for everyone: Mondays and Thursdays from 10h00 to 12h00

De 8 (The 8)
De Shelter, Meldpunt Onderwijs, Langstraat 102, 2140 Borgerhout
Opening hours: 11-1-12 and 15-2-12 from 9h30 to 18h00 Mon-Tue-Thu from 9h00 to 18h00, Wed 10h00-18h00, Fri from 9h00 to 17h00

Stedelijk basisonderwijs Antwerpen (Municipal elementary education Antwerp)
Administratief centrum (Administrative center) Het Anker, Lamorinièrestraat 227, 2018 Antwerp
Opening hours: 15-2-12 from 9h30 to 11h00 and from 14h00 to 18h00 28-2-12 from 9h00 to 11h00 and from 15h00 to 17h00 7-3-12 from 9h30 to 12h00 All other workdays from 9h00 to 11h00

Buurtsecretariaat Linkeroever (Neighborhood Secretariat Linkeroever)
Ernest Claesstraat 10 (Europark), 2050 Antwerp - Linkeroever
Opening hours: 11-1-12 and 15-2-12 from 9h30 to 17h00 Wed 10h00-16h00

Buurtsecretariaat Sint-Andries (Neighborhood Secretariat Sint-Andries)
Cultureel ontmoetingscentrum (Cultural Community Center) Sint-Andries (coStA), Sint-Andriesplaats 24, 2000 Antwerp
Opening hours: 11-1-12 and 15-2-12 from 10h00 to 17h00? Tuesdays and Thursdays from 13h30 to 16h30

Buurtsecretariaat Luchtbal (Neighborhood Secretariat Luchtbal)
Hondurasstraat 6-8, 2030 Antwerp (Luchtbal)
Opening hours: 11-1-12 and 15-2-12 from 9h30 to 17h00 Fridays 10h00-12h00 → 10h00 to 15h00?

Buurthuis 't Pleintje (Neighborhood Center 't Pleintje)
2100 Deurne

Buurthuis Posthof (Neighborhood Center Posthof)
Patriottenstraat 62, 2600 Berchem
Opening hours: 11-1-12 and 15-2-12 from 9h30 to 17h00 Mondays from 14h00 to 17h00, Tue-Wed-Thu from 9h00 to 17h00, Fri from 9h00 to 16h00

Buurthuis Dinamo (Neighborhood Center Dinamo)

2100 Deurne

Digipunt Atel (Digipoint Atel)
2170 Merksem

Buurthuis De Zwaantjes (Neighborhood Center De Zwaantjes)
2660 Hoboken

Colophon

The central registration register is an initiative of the *Lokaal OverlegPlatform* (LOP) (Local Consultation Platform), representing all elementary schools in Antwerp.

Editor in charge: Luc Tesseur, LOP elementary education Antwerp

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Register first, enroll later

Registration:

Children with a brother or sister in the same school:

From Wednesday January 11 up to Wednesday February 1, 2012

All other children:

From Wednesday February 15 up to Wednesday March 14, 2012

Enrollment:

No later than Wednesday May 23, 2012

Further questions or in need of assistance? The *Studiewijzer* is pleased to help you!

Other organizations are able to help you with the registration as well.

You will find a list of such organizations on page 11 of this brochure.

Or you can join us on one of our many information sessions. See page xx for an overview of times and locations.

Where?

Den Bell

Francis Wellesplein 1

2018 Antwerp

When?

Mondays to Fridays from 13h00 to 16h00 or by appointment

Closed from December 26, 2011 up to and including January 1, 2012.

Phone number: 03 338 33 66

E-mail: [studiewijzer@stad antwerpen be](mailto:studiewijzer@stad.antwerpen.be)

Website: [www antwerpen be/studiewijzer](http://www.antwerpen.be/studiewijzer)