

BRITISH SCHOOLS IN SPAIN

CERTIFICATION PROCESS FOR NEW SCHOOLS

1. Applications to Spanish regional authorities for legal recognition as a foreign school in Spain must be accompanied by a diplomatic certificate which declares that the school concerned is operating within the education system of the country represented by the issuing embassy. In the case of existing British schools, certification is by the British Council and follows an inspection (NABSS or equivalent) conducted by qualified inspectors. This procedure obviously cannot be applied to start-up schools in which no educational provision is available for inspection at the time of application.
2. The Monitoring Committee responsible for supervising the inspection of British schools in Spain has decided to deal with this situation by establishing a procedure similar to that employed for new schools in England, based on relevant parts of *The Education (Provision of Information by Independent Schools) (England) Regulations 2003*
3. The Monitoring Committee will consider each application against the criteria set out below. Successful applications under this new procedure will generally lead to a recommendation for temporary authorisation for up to one year, conditional upon a physical inspection of the school to be conducted in the normal way before the expiry of this period. The corresponding diplomatic certificate (see sample in Annexe 2 below) will reflect the recommendation of the Monitoring Committee.
4. Applications should be made in writing to the Monitoring Committee, c/o British Council, Paseo General Martínez Campos, 31, 28010 Madrid (john.carrivick@britishcouncil.es). A copy in Word format (floppy disk, e-mail attachment or CD-ROM) should also be included to facilitate distribution to Committee members.

The Process

Stage 1. - Application for a diplomatic certificate with a recommendation for temporary authorisation

Every application shall—

- (a) be made in both in writing (one copy) and by e-mail to the British Council at the address shown above;
- (b) state the first date on which the school intends to admit pupils;
- (c) contain the information specified in Part 1 of the Schedule below; and
- (d) contain a declaration signed by the proprietor certifying that the statements made in the application are accurate.

Stage 2. - Return within the first three months of operation

The proprietor of a school certified under this procedure shall deliver to the Monitoring Committee, within three months of the admission of one or more pupils, a return in writing which shall contain—

- (e) the information specified in Part 2 of the Schedule; and
- (f) a declaration signed by the proprietor or by another authorised person, certifying that the statements made in the return are accurate.

SCHEDULE

PART 1

INFORMATION REQUIRED IN AN APPLICATION

1. The full name of the proprietor, and any previous names by which the proprietor has been known.
 - (1) Either—
 - (a) where the proprietor is an individual, his or her usual residential address, telephone number, date of birth and Fiscal Identity number; or
 - (b) where the proprietor is a corporation, or a body of persons, the address and telephone number of its registered or principal office and its Fiscal Identity Number,
 - (2) The name and address of the school, its telephone number and any e-mail address.
 - (3) Where the school has a governing body, the full name, usual residential address and telephone number of the Chair of that body.
 2. The proposed age range of pupils.
 - (1) The proposed maximum number of pupils.
 - (2) Whether the school is for male pupils or female pupils or both.
 - (3) Whether the school provides accommodation for pupils.
 - (4) Whether the school admits pupils with special educational needs.
 - (5) Whether the school will cater wholly or mainly for pupils with special educational needs and the type of learning difficulty catered for.
 - (6) A plan showing the layout of the premises and accommodation, as well as a statement on the ownership of the premises. Where these are leased, the length of the lease should be stated.
 - (7) Outline Curriculum plans (maximum 4-5 pages), showing the subjects taught and the time allocated per subject.
 - (8) The written policies required by paragraph 3 (2) of the Schedule to the Education (Independent School Standards) (England) Regulations 2003(1) (*see Annexe 1 below*).
 - (9) Detailed staffing plans, showing the proposed number and deployment of staff and methods of recruitment.
 - (10) An outline of the proposed management structure and summary curriculum vitae for the senior managers appointed.
 - (11) The models to be used for schemes of work and other teacher planning.
 - (12) Whether the proprietor intends to provide any child with accommodation at the school (or elsewhere pursuant to arrangements made by him) for more than 295 days in any year.
 - (13) The religious ethos of the school, if any.
 - (14) Whether the premises of the school, including any accommodation provided, are at two or more separate locations, and if so, the address of each such location.
 - (15) Where the school is, or is conducted by, a charity, the name of that charity and the number under which it is registered.
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SCHEDULE

PART 2

INFORMATION REQUIRED IN THE RETURN TO BE SUBMITTED WITHIN THREE MONTHS OF ADMISSION OF PUPILS

- 1.** The number of pupils in each year group.
 - (1) In the case of a school providing accommodation the number of boarding pupils.
 - (2) In the case of a school also providing part-time education, the number required by sub-paragraph (1) shall be stated separately in respect of pupils receiving part-time education and those receiving full-time education.
 - (3) In the case of a co-educational school, all numbers required by this paragraph shall be stated separately for boys and for girls.
 - (4) The number of pupils at the school who have been identified as having special educational needs.
- 2.** In relation to teachers employed at the school (with numbers given separately for men and for women teachers)—
 - (a) the number of full-time teachers;
 - (b) the number of part-time teachers; and
 - (c) the aggregate number of hours a week normally worked by part-time teachers in term time.
- 3.** In relation to every person employed at the school—
 - (a) his or her full name and any previous names by which he or she has been known;
 - (b) his or her sex, date of birth, Social Security number and the capacity in which he or she is employed; and
 - (c) in the case of a teacher, his or her qualifications and teaching experience and a statement as to whether he or she is the head teacher, a full-time teacher or a part-time teacher and the subjects taught.
 - (d) A declaration that all staff have been cleared under the relevant child protection measures (List99 and Police Check or equivalent).

ANNEXE 1:

The Education (Independent School Standards) (England)
Regulations 2003
(Relevant Sections)

SCHEDULE

Welfare, health and safety of pupils

3.—1) The welfare, health and safety of pupils at the school meet the standard if the requirements in subparagraphs (2) to (8) are met.

- (1) The school shall draw up and implement effectively a written policy to—
 - (a) prevent bullying, which has regard to DfES Guidance “Bullying: don’t suffer in silence”(2);
 - (b) safeguard and promote the welfare of children who are pupils at the school, which complies with DfES Circular 10/95 “Protecting Children from Abuse: the Role of the Education Service”;
 - (c) safeguard and promote the health and safety of pupils on activities outside the school, which has regard to DfES Guidance “Health and Safety of Pupils on Educational Visits(3)”; and
 - (d) promote good behaviour amongst pupils and set out the sanctions to be adopted in the event of pupil misbehaviour.
- (2) Where a school provides accommodation, it shall have regard to the National Minimum Standards for Boarding Schools(4) or where applicable the National Minimum Standards for Residential Special Schools(5).
- (3) The school shall have regard to the DfES guidance “Health and Safety: Responsibilities and Powers”(6).
- (4) The school shall have a satisfactory level of fire safety, identified by—
 - (a) the school’s risk assessment under Spanish Fire Precautions Regulations; and
 - (b) any report from the local fire authority.
- (5) The school shall have and implement a satisfactory policy on First Aid.
- (6) School staff shall be deployed to ensure the proper supervision of pupils.
- (7) The school shall keep a record of the sanctions imposed upon pupils for serious disciplinary offences.
- (8) The school shall maintain an admission and attendance register in accordance with the Education (Pupil Registration) Regulations 1995(7).

(2) DfES publication number 0064/2000

(3) HSPV2

(4) ISBN 0113225415 available at www.doh.gov.uk/ncsc

(5) ISBN 011322544X available at www.doh.gov.uk/ncsc

(6) DfES publication number 0803/2001

(7) S.I. 1995/2089; amended by S.I. 1997/2624, S.I. 2001/2802 and S.I. 2002/3178

ANNEXE 2: SAMPLE CERTIFICATE

CERTIFICACION

Yo, Xxxxx Xxxxx Xxxxxxxx, en nombre de The British Council en España y de la Embajada Británica en Madrid, certifico, respecto al siguiente centro de enseñanza:

Nombre: **THE HAPPY DAYS BRITISH SCHOOL**

Dirección: C/ Colegio, s/n
94270 - Buen Puerto
(Guadalencia)

lo siguiente:

1. El centro arriba mencionado desea ser autorizado como colegio británico. Ha presentado su proyecto docente a la Embajada Británica en España a través del British Council que lo ha sometido a un comité de expertos que incluye inspectores británicos debidamente cualificados.
2. En opinión de los inspectores, el proyecto docente satisface los requisitos que son exigibles para la apertura de un colegio de similares características (mismo rango de edades y número de alumnos) en el Reino Unido, siempre y cuando dicha apertura sea condicionada a una inspección física por inspectores británicos debidamente cualificados no más tarde de doce meses después del inicio de los estudios. Por tanto, recomendamos que a este colegio o centro solamente se le puede conceder una **AUTORIZACION TEMPORAL** para hasta un máximo de 80 alumnos desde el curso de **Year 1(4-5 años de edad)** hasta el curso de **Year 6 (11 años de edad)** del Currículo Nacional de Inglaterra y País de Gales. Esta Autorización Temporal tendría validez desde el inicio del curso 2005-2006, debiendo renovarse antes del inicio del curso siguiente, previa la inspección física por inspectores indicada más arriba.

Y para que conste a los efectos oportunos, firmo la presente Certificación en Madrid, a 31 de febrero de 2005.

Firmado:

Director General
British Council, España
Consejero Cultural
Embajada Británica

Esta Certificación puede presentarse a las autoridades educativas españolas así como al director del colegio o centro de enseñanza, quien está de acuerdo en someterse a inspecciones futuras realizadas por inspectores debidamente cualificados y experimentados.