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Head of Admissions and Placement

Criteria for placement in preschool class, compulsory school and compulsory school for pupils with intellectual disabilities

Lokala föreskrifter

Taxor och avgifter

Kriterier

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Introduction

Uppsala Municipality is responsible for ensuring that all pupils who are subject to compulsory school attendance and have the right to education in the municipality, receive a school placement. Placement in preschool class, compulsory school, and compulsory school for pupils with intellectual disabilities is regulated in Chapter 9. Section 15 (preschool class), Chapter 10. Section 30 (compulsory school) and Chapter 11. Section 29 (special needs compulsory school) Education Act (2010:800). Compulsory school attendance and the right to education are regulated in Chapter 7. Education Act. These criteria are decided by the Board of Education and clarify how the municipality applies the Education Act regarding the placement of pupils who have compulsory school attendance and the right to education.

Purpose

The purpose of this policy document is to clarify the Board of Education's governance of placement in preschool class, compulsory school, and compulsory school for pupils with intellectual disabilities. The criteria constitute the committee's concretization of how the Education Act is to be applied in Uppsala Municipality.

The criteria aim to ensure equal and fair management of school placements and to promote guardians' ability to apply for a school.

Extent

These criteria apply to guardians who apply for a school place for their children in municipal preschool class, compulsory school, or compulsory school for pupils with intellectual disabilities. The criteria also apply to children who need to be placed in a school place in Uppsala Municipality based on compulsory schooling.

Independent schools have their own criteria and selection criteria for placement.

For information on how the process works, how to apply and important dates, see www.uppsala.se.

Criteria for placement in preschool class and compulsory school

The following criteria govern how the Education Act is to be applied in Uppsala Municipality for guardians who apply for a school place for their children and for children who are required to attend school in Uppsala Municipality.

1 Application for a place in preschool class and compulsory school

- 1.1 Applicants can search and rank unlimited number of schools.
- 1.2 If the child has two guardians, both guardians must approve the application for it to be assessed as complete.
- 1.3 School placements take place through so-called *direct placement*.
 - 1.3.1 Pupils who apply for and can get a change of school will lose their current school place from the date of the new school placement.
- 1.4 Placement in Kvarngårdesskolan's bilingual and English-language classes is made after an application directly to the school. See selection criteria in Appendix 2.

1.5 Pupils who are moving within or to Uppsala municipality

- 1.5.1 Pupils who are registered in or are moving to Uppsala Municipality can get a school place based on their future address in the municipality *if* their guardian can prove that the pupil will be registered at that address at the time of the desired school start.

1.6 Exchange periods and applications for the current academic year

- 1.6.1 Applications for a change of school during the current academic year can be made at certain periods during the year, with placement on four occasions per academic year. Pupils who move to the municipality are also placed in the exchange periods.
- 1.6.2 Some applications are processed between the exchange periods based on the selection criteria if the student urgently, based on compulsory schooling, must get a school placement before the next exchange period. This applies if:
 - a pupil who is subject to compulsory school attendance in Uppsala Municipality does not have a school placement,
 - the pupil is in a preschool class or in years 1–5 and is unable to get to his or her current school due to a move within the municipality,
 - the pupil based on the *Routine for Expedited Placements between Exchange Periods* needs to be re-placed or
 - Based on a decision from the Compulsory School Committee, the pupil needs to be given a new school placement in consideration of the safety of the other pupils and the study environment.

1.7 School choice and applications for the next school year

- 1.7.1 Children who are registered in Uppsala Municipality and who are about to start preschool class or attend a school where the next year group does not exist, are invited to apply for a school place for the next school year in the annual school selection.
- a. Pupils who have a school placement for the next school year and those who are moving to the municipality at the start of the school year can also participate in the school selection. They are equated with pupils who are invited to the school selection.
- 1.7.2 Guardians are also given the opportunity to apply for a change for the next school year in the school selection change period.

2 Placement order for preschool class and compulsory school

- 2.1 Some pupils are placed on an ongoing basis outside the regular application procedure based on special processing. This applies to pupils who live in Uppsala municipality and
- have protected personal data;
 - have been placed by the social services, or
 - going to a preparatory class.
- 2.2 Pupils who are registered in Uppsala Municipality are placed in vacant school places in the regular application procedure based on the selection criteria in section 3.
- 2.2.1 Pupils' applications are supplemented with municipal schools, first within the pupil's school transport area and then outside the pupil's school transport area, based on distance, to ensure that everyone gets a school placement close to home.
- 2.3 Undocumented pupils are placed through special processing.
- 2.4 Pupils who are not registered in Uppsala Municipality and will not move to the municipality are placed at the school applied for, if there is a place. Consideration is given to the fact that there need to be vacancies for pupils who, for various reasons, are entitled to a school placement in Uppsala Municipality.

3 Selection criteria for pupils registered in Uppsala municipality

- 3.1 When there are more applicants to a school than there are vacancies, a selection is made, first based on sibling priority, then based on relative proximity.
- 3.1.1 Sibling priority applies to pupils who are attending or will start in preschool class and in years 1–3. Sibling priority applies if the pupil has a sibling who is or will attend preschool class or in years 1–3 in the academic year to which the application relates.

- a. If there are more pupils with sibling priority than there are school places at the school, the pupil with the highest relative proximity to the school is placed first.

3.1.2 Relative proximity is the difference in navigable route to the applied school compared to an alternative school nearby (see Appendix 1). The distance, the shortest navigable route, is measured between the child's registered address and the school's main entrance.

- a. If two children have the same relative proximity, it is the child who has the shortest distance to the school applied for who is entitled to the place.
- b. In cases where the distance to the school applied for is the same, it is the child who has requested the school in the first place rather than the person who has requested the school in the second or third place who is entitled to the place.
- c. In cases where both had the school as the same search option, lots are used.

3.2 If a school has a temporary address, the measurement of relative proximity is performed according to the procedure *Measurement of relative proximity and school transport at temporary addresses*.

3.3 For applicants for year 6, the municipality does not measure and place pupils in schools that do not offer education in year 7, unless the guardians themselves have requested such a school.

Criteria for placement in compulsory school for pupils with intellectual disabilities

The following criteria govern how the Education Act is to be applied in Uppsala Municipality for guardians who apply for the right to a place and placement for their children in compulsory school for pupils with intellectual disabilities.

4 The right to school placement in compulsory school for pupils with intellectual disabilities

- 4.1 An investigation of affiliation to compulsory school for pupils with intellectual disabilities, is carried out at the request of the guardian or at the request of the pupil's home preschool/school. When the investigation is carried out, consultation takes place with the guardians. The pupil must be registered in Uppsala municipality.
- 4.2 If the child is to be admitted to compulsory school for pupils with intellectual disabilities, and the guardians have given their consent, the child can start in
 - preschool class in the year the child turns 6,
 - year 1 in compulsory school for pupils with intellectual disabilities instead of preschool class (earlier school start) or
 - remain in preschool for another year (deferred compulsory schooling) and then attend preschool class or start year 1 of compulsory school for pupils with intellectual disabilities.
- 4.3 A pupil who already has a placement in a preschool class or compulsory school and who is to be admitted to compulsory school for pupils with intellectual disabilities can, with the consent of the guardian,
 - start in comprehensive school for pupils with intellectual disabilities, or
 - remain in their group/class in the school where the child is already placed, as individually integrated.
- 4.4 A child may be admitted to compulsory school for pupils with intellectual disabilities without the consent of his or her guardian, if there are special reasons regarding the child's best interests.

5 Application for a place in compulsory school for pupils with intellectual disabilities

- 5.1 The applicant can search and rank one or more schools.
- 5.2 If the child has two guardians, both guardians must sign the consent and approve the application for it to be assessed as complete.
- 5.3 Pupils who are registered in or are moving to Uppsala Municipality can get a school place based on their future address in the municipality *if* their guardian can prove that the pupil will be registered at that address at the time of the desired school start.

School selection for compulsory school for pupils with intellectual disabilities

- 5.4 Children who are registered in Uppsala Municipality and who are to be admitted to compulsory school for pupils with intellectual disabilities or who attend an adapted compulsory school where the next year group does not exist, are invited to apply for a school place for the next academic year in the annual school selection.

6 Placement order and selection for compulsory school for pupils with intellectual disabilities

- 6.1 Pupils are given school placements throughout the year as soon as the pupil has been given the right to compulsory school for pupils with intellectual disabilities.
- 6.2 Pupils with multiple disabilities have priority to the schools that have the most suitable premises to meet their needs.
- 6.3 If there are more applicants than there are vacancies at a school, selection is made based on
- 6.3.1 application dates
 - 6.3.2 lottery
- 6.4 A pupil who cannot get one of the schools he or she has applied for or who has not applied for a school will be given a place at an adapted comprehensive school as close to home as possible.
- 6.5 Pupils who are not registered in Uppsala Municipality are placed in a school on the condition that there is room for them. Consideration is given to the fact that there need to be vacancies for pupils who, for various reasons, are entitled to a school placement in Uppsala Municipality.

Definitions and concepts

Definitions based on the provisions of the Education Act

Independent compulsory schools/adapted compulsory schools do not have the municipality as the principal but have individual principals. The principal is the person responsible for the school.

Preschool class is the type of school where compulsory school attendance begins to be fulfilled. In some cases, compulsory school attendance may begin in compulsory school.

Compulsory school is the type of school in which compulsory school attendance continues to be fulfilled after preschool class if the child does not complete his or her compulsory school attendance in another form of school. Primary school begins with grade 1 and ends with grade 9.

Compulsory school for pupils with intellectual disabilities is a form of school for children who are required to attend school and who are not considered to be able to meet the knowledge requirements of compulsory school. Pupils who apply for compulsory school for pupils with intellectual disabilities may be entitled to education according to the compulsory school for pupils with intellectual disabilities curriculum.

Municipal compulsory schools/ comprehensive schools for pupils with intellectual disabilities are run by the municipality and the municipality is responsible for the school.

As a rule, compulsory school attendance begins in the autumn term of the calendar year in which the child reaches the age of six. As a rule, compulsory school attendance ends at the end of the spring term of the tenth year. All children who are resident in Sweden are required to attend school. Children who do not have compulsory school attendance may also have the same right to education, including asylum seekers, undocumented migrants and people who have a temporary residence permit. Compulsory school attendance does not apply to children who are permanently resident abroad or to children whose circumstances are such that it is obvious that the child cannot be expected to attend school.

An earlier start of school means that a child may begin to complete compulsory school attendance in compulsory school or compulsory school for pupils with intellectual disabilities, in the autumn term of the calendar year in which the child turns six, if the child has then completed the preschool class, or if the child's guardian requests that the child be allowed to start in one of these types of school without first having completed the preschool class and the child is deemed to have the prerequisites for it. Decisions on the matter are made by the head teacher in the case of comprehensive school and by the child's municipality of residence in the case of comprehensive school for pupils with intellectual disabilities.

Deferred compulsory school attendance means that the child may begin to complete his or her compulsory school attendance in the autumn term of the calendar year in which the child reaches the age of seven if there are special reasons. The issue of deferred compulsory school attendance is examined by the home municipality at the request of the child's guardian.

Definitions according to Uppsala Municipality

Exchange period is the period during the academic year when applications for exchanges during the current academic year are processed. The exchange periods have fixed application dates and start dates for new school placements. Those who move to the municipality can also apply for a school placement during the exchange periods.

Direct placement means that guardians do not receive an offer of a place before the school placement is made. If a change of school can be granted, the pupil's school placement will end on the date of the new placement.

A complete application means that the schools applied for can be considered for placement. If the child has one guardian, the application is complete when it has been submitted by the guardian. If the child has two guardians, the application is complete when they agree, and it has also been approved by the other guardian. Pupils of compulsory school age who are registered in Uppsala Municipality and do not have a school placement are placed even if they do not have a complete application. In these cases, the pupil is placed at a municipal school based on the registered address and according to the municipality's placement order and selection criteria.

Placement order indicates the order in which placement takes place.

Relative proximity is the difference in the navigable route to the school applied for compared to the distance to an alternative school in the vicinity of the registered address. Selection based on relative proximity is made if a municipal school does not have room for everyone who has applied for it. For more details, see Appendix 1.

A school transport area is a geographical area that belongs to the school to which the school transport goes.

School elections are held once a year for school placement for the following school year. Those who are registered and need a school placement for the next school year are invited to participate.

The school choice change period provides the opportunity to apply for a change of school for the next school year.

Siblings are children who are registered at the same registered address, regardless of legal guardian.

Sibling priority applies to pupils who are attending or will start in preschool class and in years 1–3. Sibling priority applies if the pupil has a sibling who is or will attend preschool class or in years 1–3 in the academic year to which the application relates.

Special processing means that the school placement is done manually and that the child is given a school placement without regard to the municipality's selection criteria.

Selection describes the selection criteria that are used if there is not room for everyone at a school.

Responsibility

The Board of Education is responsible for decisions on changes to the policy document Criteria for placement in preschool class, compulsory school, and compulsory school for pupils with intellectual disabilities.

The head of the education administration who, in accordance with the Board of Education's delegation of authority, decides on placement in preschool class, compulsory school and compulsory school for pupils with intellectual disabilities is responsible for ensuring that the policy document is up to date.

Related documents

Criteria for placement in leisure-time centers and pedagogical care

Criteria for open leisure activities - leisure club

Regulations for school transport and other student transport – Preschool class, compulsory school, compulsory school for pupils with intellectual disabilities, upper secondary school and upper secondary school for pupils with learning disabilities

Document history

Date	Document event
2016-12-19	Agreed (UBN-2016-4864)
2017-10-25 (§ 151)	Revised (UBN-2017-4097)
2018-03-21 (§ 28)	Revised (UBN-2018-1218)
2018-10-25 (§ 146)	Revised (UBN-2018-5922)
2019-06-19 (§ 128)	Revised, addition of rules for placement in compulsory school for pupils with intellectual disabilities (UBN-2019-3712)
2020-04-29 (§ 57)	Revised (UBN-2020-00757)
2021-06-21 (§ 70)	Revised (UBN-2021-02270)
2023-10-19 (§ 114)	Revised "Criteria for placement in preschool class, compulsory school and adapted compulsory school" (UBN-2022-01743)

Appendix 1

Relative proximity

If a municipal school does not have a place for everyone who has applied for it, a selection is made based on relative proximity. Relative proximity is the difference in navigable route to the applied school compared to an alternative school nearby.

Here's how relative proximity is calculated:

- The distance between the child's registered address and the school applied for is measured.
- The distance to the school applied for is compared with the distance to the child's geographically closest or second closest school (if the nearest school has been applied for) to get the difference in distance = the relative proximity.
- The relative proximity of all those who applied for the same year in the same school is then compared.
- If two children have applied for the same school and only one of them can get a place there, it is the child who has the highest relative proximity to the school applied for who is entitled to the place.
- If two children have the same relative proximity:
 - If it is the child who has the shortest distance to the school applied for who is entitled to the place.
 - In cases where the distance to the school applied for is the same, it is the child who has requested the school in the first place rather than the person who has requested the school in the second or third place who is entitled to the place.
 - In cases where both have had the school as the same search option, lots are used.

Appendix 2

Placement in bilingual and English-language classes

- Selection for bilingual classes is made in accordance with Chapter 9, Sections 12 and 13 of the Education Ordinance, provided that the pupil has English as the language of daily interaction at home. If there is competition for school places, the following selection is made:
 - first based on sibling priority,
 - thereafter based on the date of registration.
- Selection for teaching in English is made in accordance with Chapter 9, Sections 14 and 15 of the Education Ordinance. If there is competition for school places, the following selection is made:
 - firstly, to the children of foreign visiting researchers and experts and
 - secondly, to children who previously attended an English-speaking school.

Places are then allocated based on:

- sibling priority,
 - the date of notification and
 - situational assessment depending on the child's/pupil's needs.
- Sibling priority only applies to applicants for preschool class and years 1–3. Sibling priority applies if the pupil has a sibling who is or will attend preschool class or years 1–3 in the academic year to which the application relates.