

ADMISSION PROCEDURES

persons who are not Polish citizens and persons who are Polish citizens and who received their education at schools operating in the educational systems of other countries to the Primary School No. 13 in Ruda Śląska

§1. A student arriving from another country is admitted to a public primary school based on the provisions of §4 of the above mentioned regulation:

- 1) to a public primary school with a defined perimeter competent for the student's place of residence - ex officio;
- 2) to a public primary school other than the school competent for the student's place of residence - if the school has free places.

§2 Pupil coming from abroad is qualified to a proper class on the basis of:

- 1) A certificate or other document (certificate) issued by the school in the student's country of origin.
- 2) School pedagogue and class teacher support the student and his/her parents in adaptation to the Polish school and class with individual and group support.

A) Within the scope of support for students the following activities are foreseen:

1. identification (diagnosis) of pupils' educational needs is made by the teacher on the basis of observations of the child in educational situations (interpersonal relations, educational achievements, adaptation problems) and (if necessary) an interview with parents;
2. in consultation with the school pedagogue the teacher prepares a chart of individual needs of the child indicating his/her problems (weaknesses) and opportunities (strengths)
3. on the basis of the card the teacher implements an individual programme of help for the child through activities (actions) developing the child's potential and abilities and correcting its shortcomings and deficits;

Individualized actions are supported by group activities aimed at integration of children into class teams, facilitating adaptation to the best possible functioning in the school community, in the local environment, as well as learning about Polish culture and tradition; these activities may include

- 4.1 integration workshops in classes (based on the workshops conducted
- 4.1 integration workshops in classes (on the basis of workshops conducted during the school year;
- 4.2 conducting classes with the theme of integration, counteracting intercultural integration, counteracting stereotypes, prejudices and cultural discrimination, counteracting xenophobia;
- 4.3 Transmission of the information included in the "Admission procedures"

4.4 introduction of the pupil to the class by the class teacher

5.5 Show the student around the school by the class teacher in order to familiarise the student with the building

5.6 familiarisation with the student's rights and duties, and the rights of the parent by the class teacher pedagogue.

B) In terms of support for the parent, the following activities are foreseen:

1. interviews identifying the situation, problems and needs of the family with migratory experience, especially taking into account educational needs;

2. presentation of the offer of educational support from the school;

3. continuous and systematic consultations in cases of individual needs and in solving current educational and upbringing problem

4. communication of the results of the care of the child with migratory experience and its progress in the process of adaptation and current school achievements

5. acquainting parents with specialists among others psychologist, pedagogue and speech therapist

Familiarisation of parents with the rights and duties of pupils;

7. parents have been provided by the form teacher with (among others) a school year calendar, school daily schedule (timetable, class and break times, means of logging into the electronic journal), list of items needed at school, information on the way parents can contact the form teacher, head teacher and teachers (open days, meetings, in-service meetings);

8. information about the work of the canteen and the common room

9. information on interest circles for all pupils and for foreign pupils

10. information about the current legal basis and regulations governing the work of the school.

In accordance with the Polish educational law, the school provides for the organisation of free additional Polish language courses for those pupils at the level of not less than two hours a week. The maximum number of additional hours of Polish language and other subjects can be 5 hours per week. This type of assistance is provided for 12 months.

1) A student is not obliged to attend such classes, but resignation from them must be confirmed by a written statement of parents.

2) In order to integrate, it is also possible to organise cultural days aimed at promoting and popularising the culture, history and traditions of the child's country of origin.

Attachments to the procedure

1. parent's application for admission to school - appendix 1

2. personal data sheet - appendix 2

3. preliminary interview with Parents - appendix 3

Actions taken by the school headmaster upon the admission of a foreign student - appendix 4

List of tasks related to enrolment of a foreign student - Appendix 5