



Information Booklet

ENGLISH



Funded by the Asylum, Migration and Integration Fund (AMIF) of the European Union

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Ministry of Education,
Research and Religious Affairs
Regional Directorate of
Primary and Secondary Education
of Central Macedonia



IntegratEd

WP2 – Educational Support Model

Informative Booklet

The *Italian* School System

According to the Italian Constitution, everyone has the right and duty to education for 12 years (up to 18 years of age) and to complete at least a three-year upper secondary education pathway. Education is compulsory for at least 10 years between the age of 6 to 16.

The Italian school education system is organised as follows:

Childhood education - for children between 3 and 6 years

Goal: to contribute to the affective, psychomotor, cognitive, moral, religious and social development of children and promotes their potential to establish relationships, for autonomy, creativity, learning and to secure equal educational opportunities.	Enrolment: parents are free to choose the school they wish to send their children to. The only limitations may be due to a lack of available places or to a lack of school staff assigned to each school by the School Administration. If the number of requests exceeds the number of available places, each school sets its own admission criteria.
Duration: this level of education is not compulsory and lasts up to three years.	Curriculum: is organised around the development of five different fields of experience: the self and others; body and movement; images, sounds and colours; speech and words; knowledge of the world.
School calendar: educational activities take place for a total of 35 weeks, according to the specific school calendar established at regional level. The weekly teaching timetable for pre-primary school is set at central level. Usually, the weekly timetable at pre-primary level is 40 hours a week (1400 hours/year). This can also be extended to up to 50 hours a week (1750 hours/year).	



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Primary Education - for children between 6 and 11 years

Goal: to provide pupils with basic learning and the basic tools of active citizenship. It helps pupils to understand the meaning of their own experiences.

Duration: primary school is compulsory and lasts for five years.

Enrolment: pupils are enrolled into class according to their age. Thus, age is the main criterion for enrolment and inclusion in a specific class for foreign pupils; however, in their cases, the teaching staff can take other factors into consideration, such as the educational system of the country of origin, their previous study path, their assessed level of attainment.

Curriculum: is defined through national guidelines issued by the MIUR. The subjects taught during the 5 years of primary school are:

- ❖ Italian
- ❖ English
- ❖ History
- ❖ Geography
- ❖ Art
- ❖ Catholic religious education, which is optional.
- ❖ Mathematics
- ❖ Science
- ❖ Technology
- ❖ Music
- ❖ Sports science (also called body, movement and sport);

The choice and use of teaching methods and materials must be consistent with each school's educational offer plan (POF), which, in turn, must be consistent with the general and educational objectives of the different branches and levels of study established at national level.

School calendar: lessons are usually held from Monday to Friday, but some schools offer a six-day week with lessons on Saturday. The minimum and maximum number of teaching hours is set at central level.

The teaching timetable offers the following options:

- ❖ 24 hours a week;
- ❖ 27 hours a week;
- ❖ up to 30 hours a week, involving additional activities to the 27-hour timetable (i.e. up to 3 extra hours per week);
- ❖ 40 hours a week, including the lunchtime meal, known as 'full-time'.

Parents can choose which timetable they prefer to enrol their children on; however, 30-hour or 40-hour classes can be formed only if the school has the necessary human resources and facilities available.

Assessment: for assessment purposes, the school year is divided into three-month or four-month terms, as established by each school.



Secondary education – for children between 11 and 19 years – is divided into:

a compulsory lower secondary level (11-14 years old)		an upper secondary level (14-19 years old)	
<p>Goal: to enable pupils to acquire the fundamental knowledge and skills to develop basic cultural competences.</p> <p>Duration: 3 years.</p>	<p>Enrolment: compulsory for pupils to have the admission certificate obtained at the end of primary school. Pupils are not required to sit a final examinations to transition from primary to lower secondary school.</p>	<p>Goal: to acquire knowledge and competences are organised into four 'cultural areas': languages, mathematics, science/technology and history/social studies. Moreover, in the fifth year, students are expected to have fully reached the specific learning objectives for each branch of specialist study.</p>	<p>Enrolment: students who have successfully completed the first cycle of education must enrol in State-run upper secondary schools (general and vocational) or on the vocational training courses (VET) organised by the Regions.</p>
<p>Curriculum: the subjects taught are:</p> <ul style="list-style-type: none"> ❖ Italian ❖ English ❖ A second foreign language ❖ History ❖ Geography ❖ Citizenship and constitution ❖ Catholic religious education (optional). ❖ Mathematics ❖ Science ❖ Technology ❖ Music ❖ Art ❖ Sports science (also called body, movement and sport) 		<p>Two different pathways:</p> <p><i>general upper secondary schools</i> – lasting 5 years and delivered by six types of high schools specialised in different areas. There are a minimum of 200 teaching days in a year distributed over 33 weeks. The school is responsible for defining the weekly and daily timetable as well as how to distribute activities across the days of the week. The school year is divided into 3-month and 4-month terms, accordingly to the school decision.</p>	<p><i>vocational education and training schools</i> – lasting 3-year and 4-year. It is possible to enrol in:</p> <ul style="list-style-type: none"> - State run institutes: technical institutes offering vocational education in economics and technology sectors; vocational institutes in areas of the service sector and the industry and crafts sector. - Regional Vocational Education and Training institutes. <p>Compulsory annual and weekly timetable (based on 33 weeks/year) for technical and vocational schools is</p>
<p>School calendar: the minimum annual teaching time is of 30 hours per week. However, there are schools with a timetable with an average of 36 weeks.</p>			



Assessment: periodic assessment takes place at the end of each term. For assessment purposes, the school year is divided into three-month or four-month terms, as established by each school. Final assessment takes place at the end of each school year and at the first-cycle State leaving examination held at the end of the third year of lower secondary school.

Final assessment refers to the procedures that take place at the end of each school year and for the final State examination, which is held at the end of the cycle.

set at central level. Upper secondary vocational institutes follow the guidelines issued by their Regions for VET courses.

Continuous assessment is carried out through several tools. The final assessment varies from region to region, but shares a number of elements: e.g., theory or written test; practical (e.g. laboratory work, use of machines, problem-solving, etc.); oral or interview.

The first two years of upper secondary education are mandatory, whether undertaken in a general or vocational school.

The completion of secondary education, by passing the state exam and getting the diploma, allows students to access higher education.



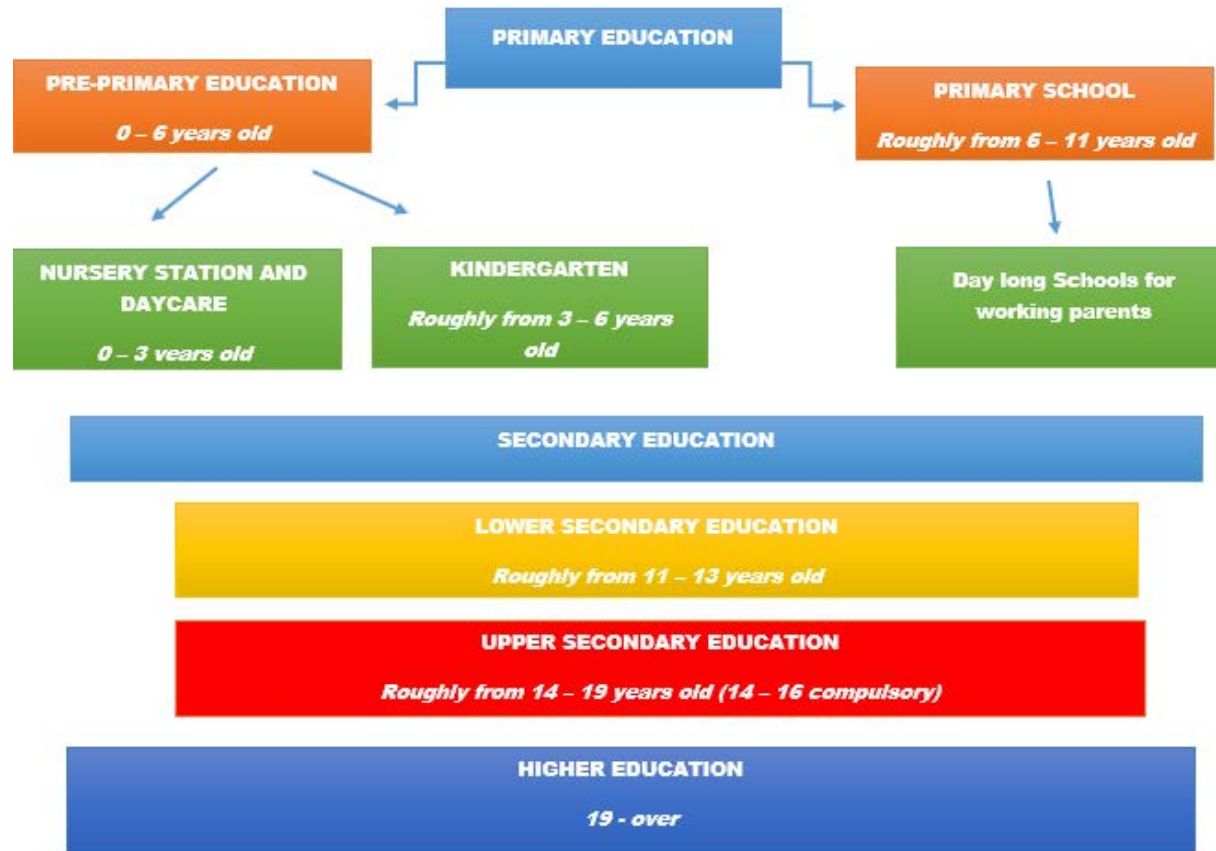


cesie
the world is only one creature



Ministry of Education,
Research and Religious Affairs
Regional Directorate of
Research and Vocational Education
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InteRed
por una educación transformadora



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Upper secondary education in a nutshell

General Upper Secondary Education

General upper secondary education is delivered by six types of *liceo* (highschool) specialising in the following areas:

- ❖ *Liceo Artistico* – specialising in arts.
- ❖ *Liceo Classico* – specialising in classical studies
- ❖ *Liceo delle scienze umane* – specialising in human sciences.
- ❖ *Liceo Linguistico* – specialising in languages.
- ❖ *Liceo musicale e coreutico* – specialising in music and dance.
- ❖ *Liceo Scientifico* – specialising in sciences

For each type of highschool, central regulations provide tables with the annual teaching timetable for each subject.

For teaching purposes only, the five years of general upper secondary studies are organised into two periods of two years and a final fifth year. The purpose of the first two-year period is to deepen and develop the knowledge, competences and skills acquired by students in the first cycle of education. Knowledge, competences and skills are further developed in the second two-year period. In the fifth year, students are expected to have fully reached the specific learning objectives for each branch of specialist study and to have completed their educational, cultural and professional profile.

State Vocational Upper Secondary Education

- **technical institutes** – offering education in economics and technology sectors. There are 2 economics-based programmes and 9 different technology-based programmes. These courses have 11 different options. Specific guidelines set out the target learning outcomes for each option and each subject and these are defined in terms of knowledge, skills and competences.
- **vocational institutes** – offering vocational education in areas of the service sector and the industry and crafts sector.

At the end of both general and vocational secondary school, students take a State examination. The upper secondary school State leaving examination aims to verify the knowledge and skills gained during the last year of the study path, according to the general and specific objectives of each branch of study, as well as the general cultural knowledge and the critical skills the candidates.





Admission to the State examination requires students to have obtained a mark of 6/10 or higher in each subject and conduct. Students are also required to make up for any gap in their studies (called debts) from the previous year. The Class Council makes an overall assessment of students, taking into consideration their knowledge and competences gained in the last year of study, their critical and expressive skills and their efforts to make up for gaps in their learning and prepare suitably for the state examination.

Regional Vocational Education and Training

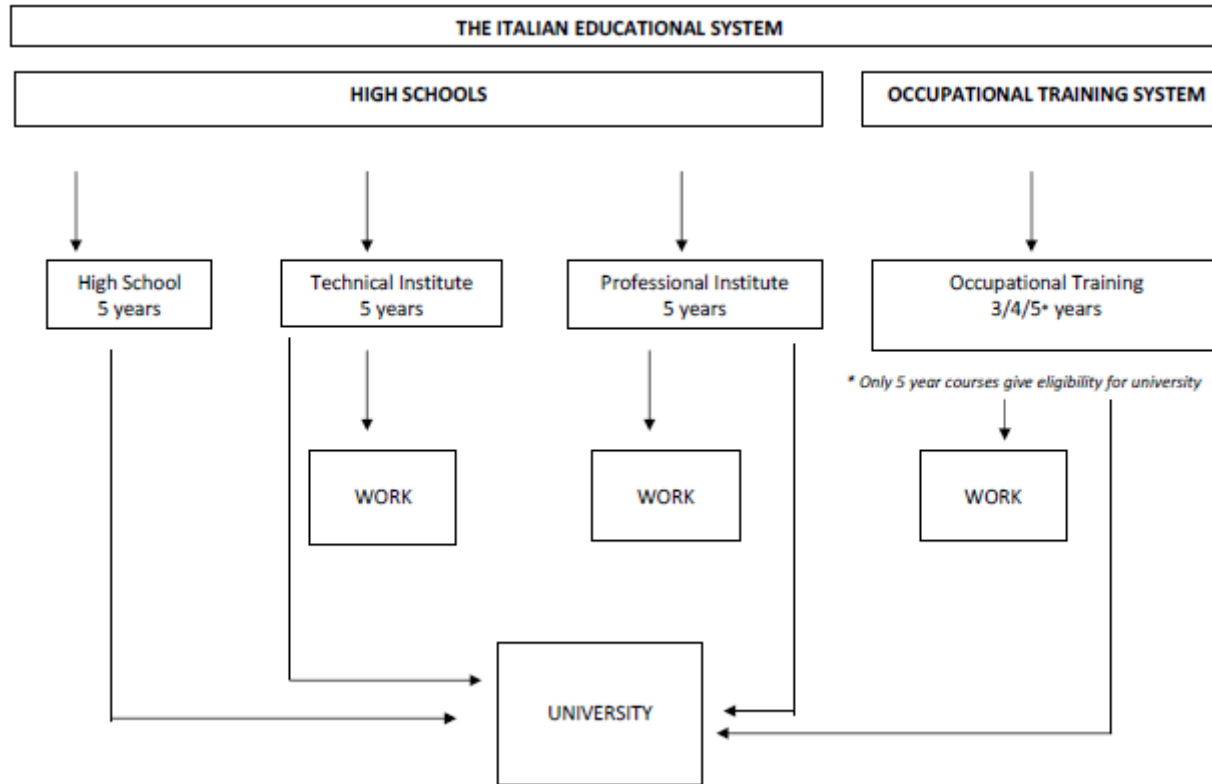
Three-year and four-year VET courses do not refer to national study programmes that are specific to the different subjects. The main VET offer, which is an alternative to the school offer, is organised in two large areas: courses organised and run by training agencies accredited by the Regions and courses organised and run by upper secondary vocational institutes in partnership with training agencies. In the second case, schools



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follow the guidelines of their Regions for the organisation of these courses.



How to enroll in schools

Enrollment process is managed online on the MIUR website. To submit an enrollment application, it is necessary to follow this procedure:

1. Register on the [MIUR website](#).
2. Fill in the application form online including required data on the student to be enrolled and their parents.
3. Submit the application form including all the necessary documents.

Afterwards, families will receive a notification communicating the outcomes of the enrollment process which could be:

- **Accepted:** if the chosen school accept the application.
- **Displaced:** if the chosen school does not have sufficient spot and cannot accept further applications, the application will be passed to the second choice of the preference list parents filled in.
- **Sent back:** if there are missing information parents need to provide in order to proceed with the enrollment. *This is possible only while the application procedure is still open, thus before the enrolment deadline .*

What are the necessary information/documents parents need to provide?

For registration on the MIUR website:

- Fiscal Code - *newly arrived parents can receive a temporary fiscal code for the sake of the application and then schools will update this piece of information once the parents will get an actual fiscal code.*
- Personal details.
- Email address.



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To fill in the application form:

- Personal details of the student to be enrolled and other relevant information. *Newly arrived students can receive a temporary fiscal code for the sake of the application and then schools will update this piece of information once the student will get an actual fiscal code.*
- Information required by the chosen school.

Keep in mind that, for any doubt or problem with filling in the application form, it is possible to get in touch with the school that has to provide support.

Since each school has different criteria, it is always better to call the school to ask for detailed information on the documents to submit.

However, here is a list of those that are usually required by any school after the enrollment application has been accepted:

- ❖ Birth certificate
- ❖ Fiscal code of both the student and the parent
- ❖ ID card of the parents
- ❖ Vaccination certificate
- ❖ Orientational advice from the lower secondary school attended by the student (if available)
- ❖ Once obtained, students will also have to provide the Licenzia Media Certificate and the Competence Certificate

Prior knowledge/studies

Foreign students who intend to have a recognition of previous schooling to continue their studies in the Italian school system needs a declaration of value issued by the Italian diplomatic or consular authority in the country of origin, indicating the juridical position of the school (state or legally recognized, with name of the headmaster/manager), the value (duration and grade of studies to which the degree is refers), and the validity for the continuation of studies and employment in the country in which it was achieved.

Documents to present along with the declaration:



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- ❖ Degree awarded by the foreign school, accompanied by a translation in Italian, certified according to the foreign text by the Italian diplomatic or consular authority or by an official translator or by the diplomatic or consular representation in Italy of the country of origin;
- ❖ If the case, suitable documentation to prove the knowledge of the Italian language for exemption from the integrative Italian test:
 - certificate of attendance of Italian language courses
 - attestation of the Italian language among the subjects classified in the school curriculum
 - certification of work performance in Italian institutions or companies declare the use of the Italian language during work



For upper secondary education, it is also necessary to submit:

- ❖ List of the subjects covered by the course of study, issued by the school attended, by the competent foreign authorities, or taken from the official publications of the foreign state or the diplomatic authority, accompanied by the translation in Italian.
- ❖ Curriculum of the studies followed, distinguished by school years, possibly with the indication of the subjects for each of the classes attended. The curriculum, drawn up and signed by the interested party, must indicate the outcome of the final exams and any work experience gained in connection with the title of which the equivalence is requested.
- ❖ Declaration of the Italian diplomatic or consular authority proving that these are studies aimed at obtaining the qualification for which equivalence is required and which results in the evaluation system (tenths, cents, etc.) and the minimum and maximum mark attributable and each other element useful for the purpose of assigning the vote in the declaration of equivalence.
- ❖ Any other document that the applicant considers useful for enrolling at school accompanied by a translation in Italian, certified according to the foreign text by the Italian diplomatic or consular authority or by an official translator or by the diplomatic or consular representation in Italy of the country of origin.

School Calendar

Each region has its own school calendar, in which exact dates might slightly change.

Generally, educational activities start in September and end in June. The main holidays are Christmas break (usually, from the 22nd December to 6th of January) and Easter break (usually, lasting one week).

On top of these there are also the national bank holidays:

- | | |
|---|--|
| <ul style="list-style-type: none"> ❖ 1st of November, All Saints' Day ❖ 8th of December, Feast of the Immaculate Conception ❖ 2 days for Carnival, usually in February | <ul style="list-style-type: none"> ❖ 25th of April, Liberation day ❖ 1st of May, Workers' day ❖ 2nd of June, Republic day ❖ The local patron saint, the date changes in each city |
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Schools must ensure at least 200 days of lesson per school year students maximum number of absence from the classroom would be 50 days.

Useful contacts

MIUR website for online enrollment procedure:

<http://www.istruzione.it/iscriziononline/#modal-c3>

For additional support with the online enrollment procedure call: 06 5849 4025 *service available from the 27th of December to the 31st of January from 8 AM to 1 PM and from 2PM to 6PM.*

Ufficio Scolastico Regionale per la Sicilia (regional department for school education of Sicily):

Address: Via G. Fattori, 60 - 90146 Palermo

Tel: +39 091 69 09 111

E-mail: direzione-sicilia@istruzione.it

PEC: drsi@postacert.istruzione.it

Palermo cityhall administration's website "portale Scuola" : <https://portscu.comune.palermo.it/portscu/jsp/home.do?sportello=portscu>

Address: Via Notarbartolo 21/A - 90141 – Palermo

Tel.: +39 0917404324

Working hours: Monday, Tuesday, Thursday : 9.00 - 12.30 | Wednesday : 15.30 - 17.30



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A Learning Space For Everyone



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