



Recruitment regulations for first grade public schools 2020/2021

The recruitment process starts on the 2nd of March 2020 at 9.00 am

Electronic recruitment process is available at
<https://portal.edu.gdansk.pl/jst/gdansk>

System will not be available before this date.

GENERAL INFORMATION

- Compulsory education starts with the beginning of the school year when a child is 7 years old and it lasts until his/her graduation in the 8th grade. Each child is guaranteed to find placement in a primary school within the local district determined by the residential address shown in the application. Parents are able to choose from a wide variety of schools in the city of Gdańsk, not only within the district where they live.

- **Students accepted into first grade in 2020/2021 include:**

- seven-year-old children (born in 2013) within compulsory education

- six-year-old children (born in 2014) within parental application, when a child has already attended pre-school in a previous school year or is in a possession of an opinion (authorised by the pedagogical counselling centre) stating his/her ability to begin education at school.

In order to apply to school for a six-year-old child, the application should include the school's application form for a six-year-old child and a formal notification ("zgłoszenie") in case of a local district school or a proper recruitment form ("zgłoszenie rekrutacyjne") in case of a school outside the local district.

The application form for a six-year-old should be submitted between 2nd of March and 13th of March 2020 until 3 pm.

- **First grade schooling**

Any child who was indicated a pre-school unit in a primary school by the city council is not obliged to follow the recruitment process. The child is automatically accepted in the first grade of this school. The registration within the electronic system is not required.



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Application for the continuation of education in the first grade should be submitted at a primary school which the child is currently attending between 2nd of March and 13th of March 2020 until 3 pm.

When parents apply to continue child's education in the 1st grade at a school different than the one the child is currently attending in the pre-school unit, the recruitment process is obligatory, unless the situation is as mentioned above.

- All the necessary documents are to be obtained at schools and here <https://portal.edu.gdansk.pl/jst/gdansk>

Parents or legal guardians who are not in possession of computers or lack Internet access, may receive the forms at schools, fill them out, sign and leave at schools they have chosen as their prime choice.

- Children living outside Gdańsk are welcome to apply to schools within the city of Gdańsk only in case of vacancies; this recruitment process is scheduled between 19th of August and 31st of August 2020. Parents are obliged to submit proper forms at a chosen school.

ADMISSION REGULATIONS

- Information about schools in the city of Gdańsk will be available since the 2nd of March 2020 at <https://portal.edu.gdansk.pl/jst/gdansk>

- The list of local districts valid for the 1st of September 2020 is available at www.gdansk.pl since the 31st of January 2020 and can be downloaded since 2nd of March 2020 from <https://portal.edu.gdansk.pl/jst/gdansk>.

- Primary school can be chosen between 2nd of March 2020 at 9 am and 13th of March 2020 until 3 pm using this website <https://portal.edu.gdansk.pl/jst/gdansk>

- In order to choose the school, parents should enter child's identification number (PESEL) and residential address. Then the local district school shall appear. Parents can either accept the local district school or apply to another school.

I. CONFIRMATION OF LOCAL DISTRICT SCHOOL ADMITTANCE

In order to confirm the will of continuing child's education in a local district school using the Gdansk Educational Platform at <https://portal.edu.gdansk.pl/jst/gdansk>, parents ought to print out the application and submit it at school anytime between the 2nd and 13th of March 2020 until 3 pm.

Application includes information regarding parent's and child's residential address, which is restricted by the liability for giving false statements (under article 151 paragraph 2 and 3 Educational Law Act).

In case parents are in possession of special needs education requirements statement for their child, it should be attached.



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Once the application is submitted at the local district school, the recruitment process is finalised.

Parents willing to enrol their children into sports classes at local district school are asked to participate in the recruitment process using Gdańsk Educational Platform at <https://portal.edu.gdansk.pl/jst/gdansk> and submit an application form. The fitness tests are obligatory for all the candidates. The schedule and other regulations for sports classes are presented in p. III.

II. Recruitment process for schools other than local district schools

Candidates living outside the area of the local district primary school, may be admitted to the first grade once the recruitment process is completed and the school offers vacancies.

1. How to apply:

Log into the electronic recruitment system at <https://portal.edu.gdansk.pl/jst/gdansk>

Prepare the list of schools - you can choose 3 schools. The school you choose in the first place, is the first-choice school.

Fill out the form, print it, sign and submit at the first-choice school between the 2nd and 13th of March 2020 until 3 pm.

You are asked to submit the application only at the first-choice school.

It is obligatory to include all the documents confirming the criteria and a statement of special needs education requirements, if applicable.

Once the application is submitted, after the 13th of March 2020 at 3 pm, Gdańsk Educational Platform will be blocked, except for 24th March 2020 when the list of qualified children is published and the 2nd of April 2020, when the list of accepted children is published.

The recruitment process considers all of the criteria, the points given and the documents required described in the Gdansk City Council Act no. XXXVII/985/17 from the 30th March 2017. The recruitment process is carried by the Recruitment Committee appointed by the school's principal.

The recruitment criteria for general classes and general access classes within the special needs classes (described in the Gdansk City Council Act no. XXXVII/985/17 from the 30th March 2017)

No.	Criteria	Document confirming the criteria	Number of points
1.	Candidate's sibilings attend the school where the application is submitted	Parent's statement confirming the criteria (<i>it is already included in the application form</i>)	50
2.	Candidate's disability	Statement authorised by the pedagogical counselling centre regarding disability in accordance with the Vocational & Social Rehabilitation and Disabled Employment Act	30



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		dated 27 th of August 1997 (Journal of Laws 2019 p. 1172, 1495, 1696, 1818).	
3.	Single upbringing of the candidate (upbringing of a child by a single woman, man, widow, widower, person separated from a spouse based on a court order, a divorced person)	Final court order stating a divorce, separation of spouses, death certificate or a statement regarding single upbringing or not raising a child in one household with its parent (<i>statement included in the application form</i>).	30
4.	Multichildren family (family raising at least 3 children)	Parent's statement (<i>statement included in the application form</i>)	30
5.	Candidate in alternative custody	Document stating alternative custody of a child according to the Family Support and Alternative Custody System Act dated 9 th of June 2011 (Journal of Laws 2019 p. 1111, 924, 1818).	30
6.	Parent's place of employment is located within the school's local district, where the application is submitted	Statement from the employer stating the employment or entry from the Business Activity Register in case of self-employment or other business activity	20
7.	Candidate who attended kindergarten within the school's district where the application is submitted	Parent's statement about attending kindergarten within the school's district in a school year prior to the current school application (<i>statement included in the application form</i>)	20

Documents confirming criteria 2, 3, and 5 may be submitted in an original form, copy signed by a certified notary representative, officially confirmed copies or legalised entries from official registers.

The chairman of the recruitment committee may require documents confirming circumstances included in statements attached to the application form or may request documents confirming the above from the office of the Mayor of Gdańsk.

Once the required documents are not submitted or prove lack of circumstances included in the application form, the criteria will not be approved by the recruitment committee.

2. Candidate's eligibility

Gdańsk Electronic Platform qualifies candidates based on the preference and the number of points in the recruitment application form.

3. Publication of the lists showing qualified candidates

On the 24th of March 2020 at 3 pm the lists of qualified and disqualified candidates will be published.

Parents can enter the lists in two ways:

- In the first choice school - the list of qualified and disqualified candidates
- By logging into parent's account at the Gdańsk Electronic Platform

4. Parent's confirmation

In order to confirm the will of continuing child's education in a local district school parents are asked to submit printed application form at school.

Once the candidate is qualified, parent is asked to confirm his/her decision between 25th of March and 31st of March 2020 r. until 3 pm. by submitting printed statement



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confirming the decision (attachment no. 1). This is the final step in the recruitment process.

Lack of the above statement will automatically disqualify the candidate.

5. Lists of the accepted and rejected candidates

The recruitment committee shall publish the list of the accepted and rejected candidates on the 2nd of April 2020 at 3 pm. The lists include first name and surname of the candidates in alphabetical order with minimum number of points required for acceptance.

The results can be verified by the parents in two ways:

Wyniki rodzic może sprawdzić na dwa sposoby:

- at school where the candidate was accepted
- by logging into parent's account at the Gdańsk Electronic Platform

Candidate can be accepted in a local district school if he or she is not qualified to any other school. The system will automatically allocate candidate to a local district school.

6. The appeal procedure

Within 7 days from the publication of the accepted and rejected candidates, parents may submit a motion to request the justification of the committee's decision. The document should be prepared within 5 working days and should include the reasons for denial, minimum points required and the number of points the candidate received.

Parents may appeal from the committee's decision in 7 days from receiving the justification. Principal examines the document within 7 working days. Principal's decision can be objected in the administrative court.

7. Additional proceedings

Additional proceedings may be implemented in case of vacancies after the recruitment procedure is over. It is proceeded without the electronic system and starts on the 11th of May 2020. The application should be submitted directly to the school's principal.

III. RECRUITMENT PROCESS FOR THE SPORTS CLASSES WITHIN REGULAR SCHOOLS AND SPORTS SCHOOLS.

- Fitness tests for candidates are scheduled on the 4th of March, 5th of March and the 9th of March 2020. Candidates shall enter fitness tests if their health condition is verified by a primary healthcare provider on a proper document.

Detailed schedules are available at particular sports schools.

The list of sports schools and sports classes will be ready for download at <https://portal.edu.gdansk.pl/jst/gdansk>



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- The eligibility criteria for students of sports schools and sports classes are as following:
 - a) health condition verified by a primary healthcare provider on a proper document
 - b) written affidavit of consent from parents to attend sports school or sports class
 - c) positive results of the fitness test set by the national committee of a particular sport

If there are more candidates fulfilling the above criteria than the number of vacancies, the fitness test results are to decide in the first stage of the recruitment process.

- If there are two candidates with equal results in the first stage, other criteria (presented in Educational Law Act (under article 131 paragraph 2) are taken into consideration in the second stage of the recruitment process

- 1) multichildren family,
- 2) candidate's disability,
- 3) one of the parent's disability,
- 4) both parents' disability,
- 5) candidate's sibilings disability,
- 6) single upbringing of the candidate,
- 7) alternative custody.

The criteria have equal value of 100 points.

- The application procedure

1. Log into the electronic recruitment system at <https://portal.edu.gdansk.pl/jst/gdansk>
2. Prepare the list of schools - you can choose 3 schools. The school you choose in the first place, is the first-choice school.
3. Fill out the form, print it, sign and submit at the first-choice school between the 2nd and 13th of March 2020 until 3 pm.

You are asked to submit the application only at the first-choice school.

It is obligatory to include all the documents confirming the criteria and a statement of special needs education requirements, if applicable.

Once the application is submitted, after the 13th of March 2020 at 3 pm, Gdansk Educational Platform will be blocked, except for 24th March 2020 when the list of qualified children is published and the 2nd of April 2020, when the list of accepted children is published.

The recruitment process considers all of the criteria, the points given and the documents required described in the Gdansk City Council Act no. XXXVII/985/17 from the 30th March 2017. The recruitment process is carried by the Recruitment Committee appointed by the school's principal.



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- on the 10th of March 2020 at 3 pm the list of candidates with positive results of fitness test is published
- on the 24th of March 2020 at 3 pm the results of the fitness test are published as the list of qualified and disqualified candidates.
- Candidates from the qualified list shall be accepted once their parents confirm the decision by submitting printed application form between 25th and 31st of March until 3 pm (attachment form no 1)
- The recruitment committee shall publish the list of the accepted and rejected candidates on the 2nd of April 2020 at 3 pm. The lists include first name and surname of the candidates in alphabetical order with minimum number of points required for acceptance.

IV. THE RECRUITMENT OF THE CANDIDATES WITH SPECIAL NEEDS REQUIREMENTS

Children requiring special needs demands may apply to be accepted in general schools, integrated classes, general schools with special needs classes and to the special needs schools. Pedagogical counselling centres advise on choosing the right option when issuing the diagnosis.

The regulations of admittance with an opinion stating special needs requirements (Educational Law Act dated 14th of December 2016 under article 130 paragraph 8)

1) general classes:

Candidates holding an opinion stating special needs requirements take part in the recruitment regulations 2020/2021 as mentioned above in paragraph I and II.

2) integrated classes:

Candidates holding an opinion stating special needs requirements do not take part in the recruitment regulations. The decision on admittance is taken by the recruitment committee appointed by the school's principal.

In order to enrol the candidate with special needs statement to the integrated class or the general class, parents should log into the electronic recruitment system at <https://portal.edu.gdansk.pl/jst/gdansk>, fill out the form, print it, sign and submit at the first-choice school between the 2nd and 13th of March 2020 until 3 pm. Special needs statement should be attached to the application form.

In case of choosing integrated class as the second and even third choice, both application form and the special needs statement should be submitted in all three schools where the integrated class was chosen.



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Candidates from the qualified list shall be accepted once parents confirm their decision by submitting printed and signed application form between 25th and 31st of March until 3 pm (attachment form no 1)

The recruitment committee shall publish the list of the accepted and rejected candidates on the 2nd of April 2020 at 3 pm. The lists include first name and surname in alphabetical order with minimum number of points required upon acceptance.

Candidates not holding special needs statement, but willing to be accepted in the integrated classes are kindly requested to follow the general recruitment regulations described in paragraph II (Educational Law Act dated 14th of December 2016 under article 133 paragraph 6)

3) special needs schools/classes

Candidates living within the city of Gdańsk limits are requested to submit printed application form with the special needs statement directly to the school's principal. The forms are available at school. Such candidate does not participate in the recruitment procedure. The decision is taken by the principal based on the recommendations presented in the statement.

If the candidate's residential address is outside the city of Gdańsk and there is no special needs school/class in the county of his/her residence, the application form with the special needs statement should be directed to the county's governor according to the place of residence. The governor submits application to the Mayor of Gdańsk with all the required documents.

The referral is issued based on the parents' application form and a valid special needs statement. Both documents should be submitted at school, where the principal issues confirmation of vacancy and forwards all the documents to the Department of Community Development (WRS) in Gdańsk City Hall.

The application form may be obtained here: <https://www.gdansk.pl/urzedmiejski/wydzial-rozwoju-spoecznego/procedury/wydawanie-skierowania-do-ksztalcenia-specjalnego-w-specjalnych-przedzkolach-szkolach-i-oddzialach-specjalnych-oraz-osrodkach,a,44409>.

List of special needs schools in the City of Gdańsk

No.	School	Address	District	Telephone
1.	Szkoła Podstawowa Specjalna nr 26	80-882 Gdańsk ul. Karpia 1	Śródmieście	58 301 24 48
2.	Szkoła Podstawowa Specjalna nr 28	80-680 Gdańsk ul. Tęczowa 26	Wyspa Sobieszewska	58 344 59 17



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3.	Szkoła Podstawowa Specjalna nr 37 im. Szarych Szeregów	80-332 Gdańsk ul. Piastowska 35/37	Przymorze Małe	58 558 31 13
4.	Szkoła Podstawowa Specjalna nr 63 w Zespole Szkół Specjalnych nr 1	80-251 Gdańsk ul. Batorego 26	Wrzeszcz Górny	58 341 23 63
5.	Szkoła Podstawowa Specjalna nr 78 w Specjalnym Ośrodku Szkolno-Wychowawczy nr 2	80-544 Gdańsk ul. Góreckiego 16	Nowy Port	58 343 03 21
6.	Specjalny Ośrodek Rewalidacyjno- Wychowawczy dla Dzieci i Młodzieży z Autyzmem	80-365 Gdańsk ul. Prezydenta Lecha Kaczyńskiego 28	Przymorze Wielkie	58 553 40 32

V. Deferral of compulsory education

Principal of a public school within the candidate's residential address postpones compulsory education for a given school year, once his/her parents submit an application.

Application should be submitted in the calendar year when the child is 7 years old. It can be resubmitted once the child is 8 years old, but not later than 31st of August of this year. The deferral applies to a school year when the child is obliged to start compulsory education.

In case of children holding special needs statement, compulsory education cannot be postponed longer than until the end of the school year when a child is 9 years old.

Application should be accompanied by an opinion stating the need of a deferral in a given school year issued by the pedagogical counselling centre operating according to the requirements stated in Educational Law Act under article 168.

Child, whose compulsory education was postponed continues preschool education in the kindergarten, preschool class at school or another form accepted by the Educational Law Act. A child holding an opinion stating special needs issued because of the interlocked disabilities (when one of them is an intellectual disability) is able to continue preschool education in a special centre.

Child whose obligatory education was postponed in 2020/2021 and continues preschool education in the same school does not take part in the recruitment process. Parents are asked to submit the document referring to the continuation of the preschool education called „karta kontynuacji wychowania przedszkolnego” between 17th and 28th of February 2020. Unless a child holds the deferral statement, parents are requested to confirm education in a local district school or participate in the recruitment process according to the schedule.



Parents requesting the deferral are asked to inform the principal of the local district school about the probability of postponing child's compulsory education.

VI. FIRST GRADE PRIMARY SCHOOL RECRUITMENT SCHEDULE FOR 2020/2021 SCHOOL YEAR

First grade public primary schools run by the city of Gdańsk recruitment schedule for 2020/2021 school year based on the Mayor of Gdańsk Ordinance Act No, 36/20 dated 31st of January 2020.

No	Activities within the recruitment process	From	Until
1.	Submit the application with any additional documents confirming the requirements and the criteria within the recruitment process.	02.03.2020 at 9 am	13.03.2020 at 3 pm
2.	Fitness tests for sports schools and sports classes	04.03.2020 05.03.2020 09.03.2020 at 9 am	04.03.2020 05.03.2020 09.03.2020 at 3 pm
3.	Results of the fitness tests are published for candidates who received positive results set by the national committee of a particular discipline	10.03.2020 at 3 pm	
4.	Lists of qualified candidates are published	24.03.2020 at 3 pm	
5.	Confirm the decision by submitting printed application form at school.	25.03.2020 at 8 am	31.03.2020 at 3 pm
6.	Lists of accepted and rejected candidates are published by the recruitment committees	02.04.2020 at 3 pm	
No	Activities within the additional recruitment process	From	Until
1.	Submit the application with any additional documents confirming the requirements and the criteria within the recruitment process.	11.05.2020 at 9 am	15.05.2020 at 3 pm
2.	Fitness tests for sports schools and sports classes	12.05.2020 13.05.2020 at 9 am	12.05.2020 13.05.2020 at 3 pm
3.	Results of the fitness tests are published for candidates who received positive results set by the national committee of a particular discipline	14.05.2020 at 3 pm	
4.	Lists of qualified and disqualified candidates are published	22.05.2020 at 3 pm	



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5.	Confirm the decision by submitting printed application form at school.	25.05.2020 at 8 pm	28.05.2020 at 3 pm
6.	Lists of accepted and rejected candidates are published by the recruitment committees	01.06.2020 at 3 pm	

Legal basis of the recruitment regulations:

- Educational Law Act dated 14th of December 2016 (consolidated text Journal of Laws 2019 p. 1148, 1078, 1287, 1680, 1681, 1818, 2197, 2248),
- Gdansk City Council Act no. XXXVII/985/17 dated 30th of March 2017, regarding the recruitment criteria for first grade public primary schools run by the city of Gdańsk and the number of points and document confirming for each of the necessary criteria
- The Decree of the Mayor of Gdańsk dated 13th of January 2020 regarding the schedule of recruitment process for 2020/2021 school year for primary schools operated by the City of Gdańsk.