

REGULATORY GUIDELINES FOR ADMISSION TO MUNICIPAL SPECIALIZED EARLY CHILDHOOD SERVICES FOR THE 2026–2027 SCHOOL YEAR

1. PURPOSE AND SCOPE OF APPLICATION

These regulations are established in order to govern the ordinary admission procedure for minors for the 2026–2027 school year in the Municipal Specialized Early Childhood Services (SEMPI) authorized as Early Childhood Education Centres, namely: **Escuela Infantil Municipal Les Fontanelles (EIMF)**, **Escuela Infantil Municipal Les Caletes (EIMC)**, **Escuela Infantil Municipal El Tossalet (EIMT)**, and the Early Childhood Care Service (SAPI).

2. BENEFICIARIES

Parents or legal guardians of children born in 2024, 2025, and those born in 2026 who are at least four months old before September 1, 2026, may apply for a place in SEMPI.

The minimum age for admission is four months old, as established in Article 4 of the Minimum Content Document of the Internal Regulations of the Municipal Early Childhood Schools of the Benidorm City Council (Official Provincial Gazette BOP of April 4, 2002).

3. FORECAST OF VACANCIES

3.1 The initial structure of school units for the 2026–2027 school year will be as follows:

- **EIMF**: 1 unit for 0-year-old (P/0), 4 units for 1-year-old (P/1), and 4 units for 2-year-old (P/2).
- **EIMC**: 1 unit for 0-year-old (P/0), 3 units for 1-year-old (P/1), and 3 units for 2-year-old (P/2).
- **EIMT**: 2 units for 1-year-old (P/1) and 2 units for 2-year-old (P/2).
- **SAPI**: 2 groups for 1-year-old (P/1), 1 group for 2-year-old (P/2), and 2 additional groups depending on demand.

3.2 The number of units will be determined considering the minimum and maximum student-teacher ratios. Units will not be activated if enrolment falls below the minimum ratio required for each level.

3.3 The number of vacancies offered at levels P/1 and P/2 for EIMF, EIMC, EIMT, and SAPI will be calculated by deducting the places reserved for children whose families have confirmed their continued enrolment in SEMPI.

4. UNIT/STUDENT RATIO

4.1 In order to determine the number of available school places and units, the following ratios are established:

Services	Minimum Ratio			Maximum Ratio		
	P/0	P/1	P/2	P/0	P/1	P/2
Early Childhood Schools	6	9	15	8	13	20
SAPI		9	15		13	20
		11 (mixed group)			15 (mixed group)	

4.2 The Councillor Delegate for Education may adapt what is established in sections 3.1 and 4.1 to the following circumstances: the occurrence of imbalances between the supply and demand of places, the maximum capacity of minors using the SAPI, compliance with regional regulations, serious situations of social disadvantage, as well as based on the content of official supra-municipal reports.

5. APPLICATION FOR A PLACE

- 5.1 Families with children enrolled in the 2025–2026 academic year who wish to continue occupying their place must confirm it at the centre where the child is enrolled. Confirmation of the place will only be accepted if the family is up to date with payments.
- 5.2 It will only be possible to complete both the confirmation process and a new place application when the family wishes to change centres. Admission to the newly requested centre will cancel the confirmation. If the child is not admitted to the newly requested place, they will remain at the centre where the place was confirmed.
- 5.3 Applications must be submitted through the **ELECTRONIC OFFICE**: sede.benidorm.org (Service Catalogue, Education) via **the procedure enabled for this purpose. A digital certificate or electronic ID (DNI) is required.** The mandatory documentation and supporting documents in **PDF format** to justify scoring criteria must be attached to the application. If more than one application is submitted, only the last one registered will be processed.

To facilitate the application process, Benidorm City Council will provide a technical assistance point by prior appointment for individuals who do not have electronic means.

6. DOCUMENTATION

6.1 The following general **mandatory documentation** must be provided:

6.1.1. Identity document of the parents or legal guardians: DNI or NIE. If neither is available, a passport or updated residence card.

6.1.2. Family Record Book (including siblings' pages), birth certificate, or other documents relating to filiation showing the child's name and date of birth. Identification

or filiation data of foreign minors may be accredited with identity documents, passport, or the complete Family Record Book (including siblings' pages) from the country of origin, **translated if necessary**. In cases of separation, divorce, or non-cohabitation of the parents, a court judgment indicating custody arrangements, or a regulatory agreement signed by the parents, must be provided. The full composition of the family unit must be accredited for the purposes of obtaining income and residence registration data.

6.1.3. If the mother is pregnant, a medical certificate confirming the pregnancy at the time of submission and the expected due date must be provided.

6.1.4. The child's health card (SIP).

6.1.5. Upon formal enrolment, families of children who may require urgent intervention during school hours, or who have medical conditions requiring modifications to the school diet, must submit a report issued by healthcare staff from their primary care centre and/or relevant specialist care centre detailing these aspects.

6.2. Documentation Subject to Assessment (Scoring Criteria)

CRITERION	SUPPORTING DOCUMENTATION
INCOME 1) Accreditation of the annual income of the family unit 2) Valencian Inclusion Income	1) Authorisation from the applicants allowing Benidorm City Council to obtain and verify data from the Tax Agency regarding income level (Personal Income Tax – IRPF) for the year 2024. Only for applicants who provide a NIF or NIE. 2) Proof of receipt of the benefit.
ADDRESS	The City Council will verify internal municipal registration (padrón) records. (To determine group A, B or C)
SIBLINGS ENROLLED AT THE CENTRE Only those who will continue at the centre during the 2026–2027	It must be indicated in the application form for verification.
MULTIPLE BIRTH	It must be indicated in the application form for verification.
DISABILITY	Disability must be accredited by the corresponding certificate issued by the competent Regional Ministry (Conselleria), specifying type, degree and status.
LARGE FAMILY	Copy of the valid official Large Family certificate.
SINGLE-PARENT FAMILY	Copy of the valid official Single-Parent Family certificate.
EMPLOYMENT STATUS OF PARENTS	If employed: proof of employment status of the parents by submitting an employment record (vida laboral). Self-employed workers must provide proof of registration in the Special Regime for Self-Employed Workers (RETA) or form 036/037 submitted to the Tax Office. If unemployed: submit a photocopy of the updated DARDE (job-seeker registration document).

FOSTER CARE	Document issued by the competent Regional Ministry (Conselleria).
OFFICIAL WAITING LIST 2025–2026 SCHOOL YEAR	Must be indicated in the application form for verification
GENDER-BASED VIOLENCE, TERRORISM OR MORTGAGE EVICTION	Photocopy of the judicial or administrative decision accrediting this circumstance.
PARENTS WORKING AT THE CENTRE	Must be indicated in the application form for verification

7. PROCEDURE FOR ADMISSION AND SCORING CRITERIA

7.1 Benidorm will be considered a **single school zone** for scoring purposes.

7.2 Places will be allocated in **the following order**:

- **First:** Applicants whose **family unit** has been continuously registered (*empadronada*) in Benidorm up to **1 May, 2025**. (*Group A*)
- **Second:** If vacancies remain, applicants whose **family unit** has been continuously registered in Benidorm since May 1, 2025. (*Group B*)
- **Third:** If vacancies still remain, applicants whose **family unit** is not registered in Benidorm. (*Group C*)

7.3 Children in residential care, family care, or foster care for adoption purposes will have priority access, as stipulated in Article 47 of Law 26/2018, dated December 21, of the Generalitat, regarding the rights and guarantees of children and adolescents. Similarly, priority access will be granted to students who need to change their residence due to gender-based violence, terrorism, eviction from the family home, or other serious situations of social exclusion that have been certified.

7.4 Once the group (A, B, or C) to which the family belongs has been determined based on the registration date that establishes the order for allocating places, if demand exceeds supply, a scoring system must be applied, as detailed below:

7.4.1 **Priority** scoring criteria:

The criteria established by the **RESOLUTION of February 25, 2026**, by the General Directorate of Educational Centres, which sets the calendar and provides instructions regarding the admission process of students to public educational centres in the Comunitat Valenciana that offer Early Childhood Education, Primary Education, Compulsory Secondary Education, and Baccalaureate, as well as Special Education centres, for the 2026-2027 academic year.

7.4.2 **Complementary municipal** scoring criteria

ADDITIONAL CRITERIA		
EMPLOYMENT STATUS OF THE PARENTS	For each parent engaged in employment.	5 points
	For each unemployed parent.	2 points
OFFICIAL WAITING LIST	A child included in the official waiting list for the 2025–2026 school year in any specialized service.	1 point

7.4.3 To score a criterion on the scale, applicants must meet the conditions of the criterion by the deadline for submitting applications.

7.4.4 The work leave will only be scored as a worker when it ends before October, and the return to the position on that date is justified.

7.4.5 **Ties** in the scoring will be resolved as follows:

- By applying successively the highest score obtained, first in the criteria eligible for scoring according to Article 38 of Decree 48/2024 of the Consell, and then in the municipal criteria. For the latter, the following order of application will be followed:
 1. Employment status of the parents.
 2. Official waiting list.
- If the tie persists, the criterion established in Article 40 of Order 8/2024, of April 24, by the Consellería of Education, Universities, and Employment, will be applied:
"In situations of tie after applying the tie-breaking criteria, a public draw will be held according to the following procedure: two letters will be selected to order the first surname; another two letters will be selected to order the second surname, which will be applied when there is a match with the first surname. If there is no second surname, it will be considered as starting with 'AA'."

Thus, the reference letters will be those established by the Conselleria for the student admission process for the 2026-2027 school year.

If the draw has not been held by April 26, 2026, the letters from the previous year's call will apply: M M for the first surname S A for the second surname

7.5 If any duplication is detected after the publication of the final lists in the Specialized Municipal Services for Early Childhood and the public schools, the family must notify the Education Department of which centre they choose for the child's enrolment. If no notification is received, the municipal place will be automatically cancelled, as only one public place (municipal or regional) can be allocated.

7.6 The school directors and the president of the SAPI Technical Commission will score the applications according to the first choices. The delegated Education Department will appoint a Coordination Commission for the SEMPI, which will manage the allocation of school places in the regular period.

The Commission will also perform functions outlined in Article 14 of ORDER 8/2024, of April 24, by the Conselleria of Education, Universities, and Employment, which regulates the student admission process for public and private concerted schools offering Early Childhood Education, Primary Education, Compulsory Secondary Education, and Baccalaureate, as well as Special Education centres in the Comunitat Valenciana; or any regulations that may replace such regulation.

7.7 The bodies managing the admissions may require additional supporting documentation for the different circumstances that score on the scale at any time.

7.8 The score corresponding to the "official waiting list" criterion will only be awarded to families who were not admitted in the official deadline of the ordinary admission

process for the 2025-2026 school year. Cases where a place was rejected in any of the requested options will not be considered.

7.9 Municipal resolutions regarding provisional lists, final lists, and appeals will be published on the respective notice boards, the website, and the notice board of the City Council's Electronic Headquarters, which will be considered as collective notifications, as provided in Article 45 of the LPACAP. These publications will indicate the deadlines for corrections or appeals.

7.10 Discrepancies in the interpretation of these rules or any organizational or procedural issues not specified that generate disagreement will be resolved by the Delegated Education Department.

8. ADMISSION CALENDAR

1. The day after the approval of these rules, they will be published on the SEMPI notice boards.
2. Admission process calendar:
 - **Confirmation of place** for enrolled students: **Until April 10, 2026**
 - **Publication of vacancies**: **April 17, 2026**
 - **Submission of applications**: **From April 27 to May 10, 2026**
 - Publication of **provisional list**: **May 25, 2026**
 - **Appeal** to provisional list: **From May 25 to May 28, 2026**
 - Publication of **final list**: **June 8, 2026**
 - **Appeal** to final list: **From June 8 to June 11, 2026**
 - **Enrolment formalization**: **To be determined** by the direction of each centre.
3. Appeals to the provisional list should be submitted to the first-choice requested child care centre for resolution, or, in the case of the SAPI, to the Education Department. Appeals to the final list should be directed to the Coordination Commission and submitted to the Education Department. Both processes can be done electronically.
4. Enrolment cannot be formalized for families with outstanding fees at any SEMPI centre.
5. In September, changes of centre will only be allowed for students previously admitted to any SEMPI, if a vacancy occurs at the first-choice requested centre.
6. The new student incorporation period must be completed before September 18, 2026.

9. WAITING LISTS AND VACANCY COVERAGE

1. Once the appeals are resolved, the applications of families registered in Benidorm who were not admitted in the ordinary process will be included in an official waiting list to cover possible vacancies. This list will remain valid until the start of the next call.
2. Once the admission process in the regular period is concluded, a vacancy coverage list (**outside the deadline**) will be created, where the order of priority will be based on the family's registration time in Benidorm (group A, B, or C), and

secondly, the date the application was submitted. However, when there is a serious family circumstance duly justified, the delegated Education Department will be authorized to change the order of the extraordinary waiting list.

3. Once the final list is published in the regular process, families not registered in Benidorm (Group C) who **did not obtain a place** will be excluded from the official waiting list; however, they will be included in the vacancy coverage list for non-registered families.

10. WITHDRAWALS FROM ALLOCATED PLACES

1. In addition to the provisions set out in Fiscal Ordinance No. 34, the following shall constitute grounds for withdrawal from SEMPI:
 - a. Failure to properly complete enrolment.
 - b. Request by families or legal guardians.
 - c. Duplicate admission, upon obtaining a place in a public school.
 - d. Falsification of the submitted documentation.
 - e. Failure to attend the centre within ten calendar days from the start of the school year of the corresponding SEMPI centre, without prior notification or justification from the family.
 - f. The child's absence from the centre or service, once enrolled, for fifteen consecutive calendar days, or on alternating days within the same month, without notification.
 - g. Breach of the school or service regulations (timetables, concealment of health information posing a risk of contagion, aggression, threats, or lack of respect towards educational or service staff).
 - h. Failure to pay three consecutive monthly fees, or four non-consecutive payments, following a report from the centre's management and after hearing the interested party.
 - i. Absence of the child from the centre for a period exceeding fifteen days will only be accepted for duly justified medical reasons or, at most, one month due to the parents' work-related holidays. In any other case, the child will be withdrawn from the service.
2. If any of the above circumstances apply, the school management, or the Head of Educational Services for SAPI, shall propose the child's withdrawal and notify the Department of Education. The latter will inform the family of the proposed withdrawal and, where appropriate, the resulting vacancy will be filled.
3. Children who are to continue occupying a place in the following academic year may not withdraw during the months of July and August and must pay the corresponding fees for those months.

11. SAPI REGULATIONS

In all matters relating to SAPI not covered by its own regulations, the provisions established for EIMF shall apply.

12. COMPLIANCE AND IMPLEMENTATION

The Department of Education shall adopt all necessary measures to ensure compliance with these regulations, establishing the relevant procedures, information leaflets, and required documentation or supporting records. Likewise, the Department of Education shall be authorised, where appropriate, to adapt these rules to regional regulations regarding both admissions for the 2026–2027 academic year and the funding of school places.

13. INFORMATION ON PERSONAL DATA PROTECTION

Detailed information on the processing of your personal data.

Controller: The data subject is informed that their personal data will be processed by Benidorm City Council (Data Controller), with Tax ID No. P-0303100B, and registered address at Plaza SSMM los Reyes de España, 03501, Benidorm, Alicante.

Data Protection Officer: Benidorm City Council has appointed a Data Protection Officer. Contact details: dpd@benidorm.org.

Purposes: Your personal data will be processed for the purpose of:

- Managing applications related to schooling and any procedures under the responsibility of the Department of Education, including but not limited to enrolment, entrance examinations, applications for places in classrooms, support programmes, and any general procedures within the Department's remit.
- Sending communications that may be of interest to you, where applicable.

Legal basis: The processing of your data may be based on:

- The data subject's consent:
 - To process the submitted application;
 - To send information of interest via WhatsApp and/or email, where applicable.

Failure to provide the required data will prevent the processing of your application. You have the right to withdraw your consent at any time by sending an email to dpd@benidorm.org, indicating your objection to the processing of your data for the purpose for which you originally gave your consent.

- Compliance with a legal obligation, including:
 - Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations.
 - Organic Law 3/2020, of 29 December (LOMLOE) amending Ley Organic 2/2006 of 3 May on Education (LOMLOE).
 - Organic Law 8/2013, of 9 December, on the Improvement of the Quality of Education.

- Performance of a task carried out in the public interest:
 - Law 7/1985, of 2 April. regulating the Basic Framework of Local Government.

Categories of personal data: The Controller will process identification data of the applicant, the minor, and their parents or guardians, including image, academic data, social circumstances, financial and tax data, and, where necessary, health data for the performance of teaching or guidance functions, or within the framework of the provision of social services, as well as any other data necessary to process your request.

Retention period:

The data will be retained for as long as necessary to fulfil the purpose for which they were collected and to determine any potential liabilities arising from that purpose and from the processing of the data. The provisions of the applicable archives and records management regulations shall apply.

Recipients:

The data may be disclosed to:

- All public administrations that, pursuant to Law 39/2015 of 1 October on the Common Administrative Procedure of Public Administrations, request the data subject's information for consultation, verification, or use, unless the data subject objects. Objection shall not be possible where the provision of such information is required in the exercise of sanctioning or inspection powers.
- In situations of absenteeism, coordination will be carried out with the participation of various municipal departments, sectors, and social stakeholders with responsibilities in this matter in Benidorm, with the aim of reducing this phenomenon.
- Where applicable, identification data may be disclosed to third parties for the purpose of processing the request.

International transfers:

No international data transfers are carried out.

Automated decision-making:

No automated decision-making is carried out.

Exercise of rights:

To exercise the rights provided for under data protection regulations (access, rectification, erasure, objection, restriction of processing, portability, and the right not to be subject to decisions based solely on automated processing of your data, where applicable), you may submit a written request to the postal address of the Benidorm City Council or by email to: dpd@benidorm.org, providing a copy of your ID card or equivalent identification document.

You may lodge a complaint with the Agencia Española de Protección de Datos (www.aepd.es) if you consider that your request has not been properly addressed.