

A group of diverse secondary school students are walking through a school hallway. They are smiling and looking towards the camera. The hallway has yellow lockers in the background. A large purple semi-circle is overlaid on the bottom left of the image, containing the main text.

# Attending appropriate secondary school in the Haaglanden BOVO-region

For parents of children who are about to transition  
from primary school to secondary school.

**2020-2021**

# A big step

Your child will attend secondary education next year. The primary school will help you in this important step. Some students need extra help at school. This is called 'appropriate education'. If your child needs this support, you should find a secondary school able to help your child. This leaflet shows which steps are important for your child in this matter.

## School advice, educational report

It is important that your child attends a school that is appropriate for him or her. Your child receives the 'basisschooladvies', the primary school advice, in the 8th grade. This indicates the level at which your child can be placed in secondary school. The primary school also draws up an educational report. This contains information about your child's strengths and weaknesses. It also details the support your child needs in secondary school. You have the right to view this report and, if you so wish, to have your opinion added as a separate attachment. You can also indicate yourself that your child needs extra help.

If your child has a school advice for employment-oriented training ('praktijkonderwijs') or learning support ('lwoo'), the examination of the learning disadvantages, intelligence or social-emotional development is required. Your permission is required for most of the examinations. The primary school or an expert performs this examination. The results will (given your permission) be included in the educational report.

## Support in education

With appropriate education, each child can access education at the type of school that suits his or her level and talents. Sometimes a child already receives extra support in primary school. Sometimes, extra help is only needed at secondary school. If your child attended special (primary) education, he or she will almost always need support. Three forms of support exist within appropriate education: basic, additional and in-depth support.

**1) Basic support** is offered in every secondary school in its own way. Examples include mentoring or support with dyslexia.

**2) Additional support** is intended for pupils who need more than basic support. The offer differs per school and is described in the school support profile. This also includes practical education ('praktijkonderwijs') and learning support ('lwoo') in pre-vocational secondary education ('vmbo').  
**Note:** If your child has had extra support in primary school in the form of an individual arrangement, ask about the possibilities at the secondary school. Extra support is organised differently there.

**3) In-depth support** is offered in special secondary education and is intended for pupils who need very intensive guidance.



## Priority rules

Many schools use priority rules when they have too many applicants. Your child may be given priority if:

- 1)** an older (step) brother or (step) sister is already enrolled at the preferred school;
- 2)** one of the parents works at the preferred school;
- 3)** if the primary school educates on the basis of the same progressive educational movement as the preferred school. Dalton and/or Montessori secondary schools may give priority to pupils of Dalton and/or Montessori primary schools. The secondary "Vrije School" (Steiner school) may give priority to pupils of primary "Vrije" schools.

Schools decide for themselves which priority rules they will apply and publish them on their own website and at [scholenwijzer.denhaag.nl](http://scholenwijzer.denhaag.nl).

**Please note:**  
the priority rules only apply in the first enrolment period and only for the preferred (first choice) school!

# Applying for extra support for Practical Training Schools ('pro') Pre-vocational Secondary Education ('vmbo', learning support - 'two'), Senior General Secondary Education ('havo') and Pre-university Education ('vwo')

Important steps for applying on behalf of your child:

Step 1

## December 2020

Your child will receive a preliminary primary school advice from the primary school no later than the Christmas holidays together with an overview of suitable schools (the orientation form). You will discuss with your child which secondary schools you'd like to visit. The primary school and/or you yourself indicate whether your child needs more support in secondary school than the basic support.

Step 2

## 4 January through 5 February 2021

Secondary schools hold open house days after the Christmas holidays. If you visit these together with your child, you will get a better picture of the schools. Any additional Covid-19 measures can be found at the schools website. You will receive the definitive primary school advice in January 2021, and you will receive both the application form and the preference list from the primary school on 5 February.

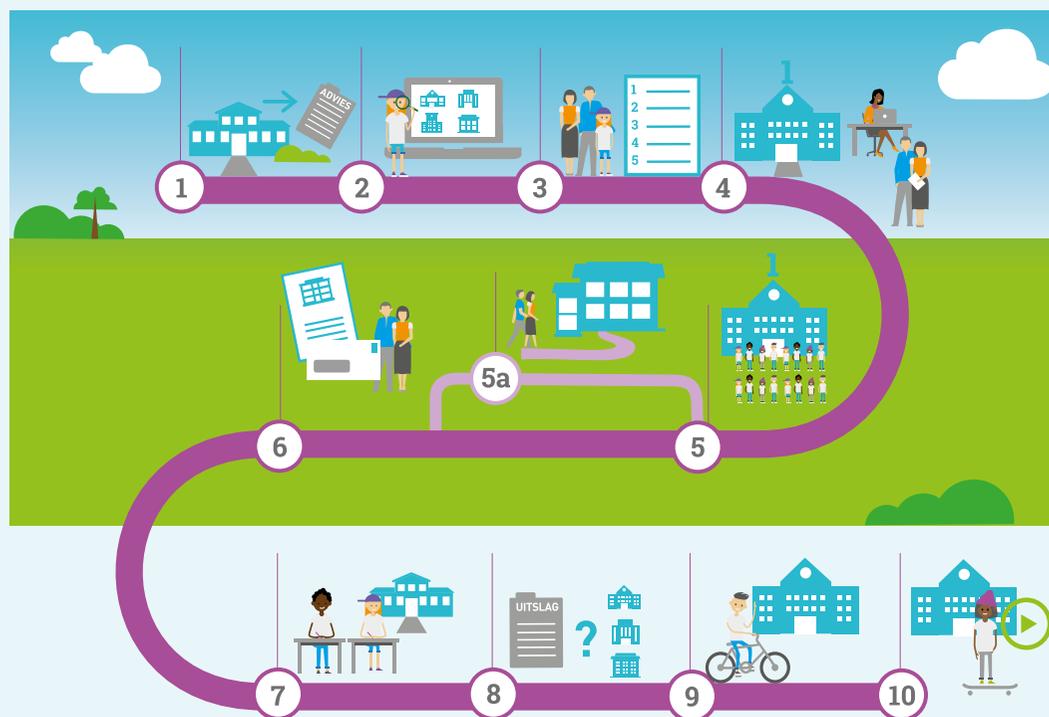
**Note:** you can attend open house days and/or introductory meetings at practical training schools as early as 7 November 2020. Any additional Covid-19 measures can be found at the schools website.

Step 3+4

## 6 through 19 February 2021

Together with your child, you draw up a list of five favourite schools. Tip: it's better to fill in more than fewer. Doing so increases the chances of placement. The application form with the list of preferences should be handed in to your preferred (first choice) school. Your child will then have applied for all the schools listed on the list of preferences.

If your child's primary school participates in digital applications, you can fill in the application form and the preference list in the BOVO application ('Onderwijs Transparant') and apply on behalf of your child in this way. You will receive more information about the digital application process from the primary school.



Step 5

## 20 February through 31 March 2021

The secondary school examines your child's educational report. The school then assesses whether it can provide the extra support your child needs. For this purpose, the school can request additional information from you and/or the primary school. Can the school offer the requested support, but are there too many applications? Then the school applies any priority rules and subsequently applies a raffle system (information about the priority rules can be found on page 2).

Step 5a

## Duty of care

Is your favourite high school unable to provide the right support? In that case, the school cannot admit your child, but it does have a duty of care. This means that the school has to provide the placement of your child elsewhere. You will then receive a letter from the school explaining why your child has not been admitted. Even if your child is raffled off, the school will search for a different place for your child. Other schools on your list of preferences are first considered. In some cases, it is necessary for your child to enrol in a school that is not on your preferred list. This is always discussed with you. Employees of the South Holland West Collaboration (SWVZHW) will assist you and the preferred secondary school in this matter.

Step 6

## 31 March 2021

On 31 March 2021 between 3:00 and 5:00 p.m., BOVO will inform you on whether your child has been allocated a place in one of the preferred schools. In addition, you will be contacted by the secondary school able to admit your child on 31 March (after 3:00 p.m.) or 1 April 2021. You can choose to receive the message from BOVO by e-mail or view it in the BOVO application ('Onderwijs Transparant'). If you do not choose either, you will only receive the message from the secondary school. You can sign up for BOVO's reporting services through the primary school.

Step 7-8

## April/May 2021

In April/May, most children in the 8th grade take the final test. If the result of the final test is higher than the school advice, the primary school will reassess the advice. The primary school may decide to leave the advice as it was or to increase it. If the school now issues a higher advice, your child may stay in the same class, transfers to a different class, or you may choose another school where an opening still exists.

Step 9

## July 2021

The introduction at the new school takes place in July.

Step 10

## 30 August 2021

Your child will start secondary school.

**Note:**  
The chance of enrolment is greater with 5 or more schools on the list of preferences!  
.....  
Don't forget to apply on behalf of your child in the period from 6 through 19 February! The next window after that is not until 6 through 13 April 2020 (1:00 pm). Several secondary schools will be full by then.

### Signing up for special secondary education ('vso')

A different application procedure applies for children with a special secondary education advice. This differs per school and can be found on the website of the special secondary school. You can often apply at an earlier date. Your child needs an admissibility statement for special secondary education.

### Processing time

The secondary school has a maximum of 6 weeks from the time of application to assess whether they can provide your child with the help he or she needs. You will then be notified on 25 March (see step 6). Incidentally, the school may need extra time. Then the school is allowed to extend this period by a maximum of 4 weeks.

### Financing the extra support

A school needs money to offer a child the extra help he or she needs. This funding is slightly different in secondary education as opposed to primary education. In primary school, the school applies for an arrangement for each child and receives money for that. The secondary school receives money from the 'Samenwerkingsverband Zuid-Holland West' (South Holland West Collaboration) to arrange the extra help for all the children who need it.



### More information

The primary school can tell you more about the transition to secondary school. You can also find information on: [scholenwijzer.denhaag.nl](http://scholenwijzer.denhaag.nl), [www.bovohaaglanden.nl/voor-ouders](http://www.bovohaaglanden.nl/voor-ouders) and on the websites of the primary and secondary schools. Would you like to know what support a secondary school offers? The 'schoolondersteuningsprofiel' (SOP, the school support profile) describes what support a school can and cannot offer. Please consult the school's website or [www.svwzhw.nl](http://www.svwzhw.nl) for more information. Information about appropriate education can be found at [www.passendonderwijs.nl](http://www.passendonderwijs.nl).

### BOVO Haaglanden

In the municipalities of The Hague, Leidschendam-Voorburg and Rijswijk, the transition from the primary school to secondary school has been arranged via the BOVO procedure. This procedure stems from agreements between the school boards in these municipalities. All schools in the Haaglanden BOVO region adhere to this. The BOVO Haaglanden organisation executes the procedure and offers support to primary and secondary schools. More information can be found at [www.bovohaaglanden.nl/over-bovo](http://www.bovohaaglanden.nl/over-bovo).

### Ombudsman regulations

If you have a complaint about the way in which the BOVO procedure has been carried out by a primary or secondary school, you can make use of the ombudsman regulations for parents. After submitting your complaint, an independent complaints committee will take it under advisement. You will receive a response within 6 weeks. The school and the school board receive advice from the committee.

If you have a complaint about the primary school advice, the content of the educational report or about the admission decision concerning your child, please contact the school's management or board.

More information can be found at [www.bovohaaglanden.nl/voor-ouders](http://www.bovohaaglanden.nl/voor-ouders).

### Parent Helpdesk

From 31 March and from 15 April 2021, a parent helpdesk will be opened temporarily. You may consult this to ask questions about your child's admission to a secondary school and about the rest of the procedure. The opening hours and contact details can be found at [www.bovohaaglanden.nl/voor-ouders](http://www.bovohaaglanden.nl/voor-ouders).

### Colophon

Text Team BOVO Haaglanden

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