

# Going to secondary school with tailored education in the BOVO Haaglanden region

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For parents of children with additional support needs who are making the transition from primary to secondary school.

**2023-2024**

# A big step

Your child will be entering secondary school next year. The primary school will help you with this important step. Some pupils need extra support at school. This is called tailored education. Does your child need this support? Then look for a secondary school that can offer the right support. This leaflet outlines the steps needed for the transition to secondary school.

## School recommendation, educational report

It is important that your child attends a school that suits him or her. In grade 8, your child will receive the primary school recommendation. This indicates the level at which your child can enter secondary school. The primary school also draws up an educational report. This states what your child can do well and what he or she cannot do well. It also states what support your child will need at secondary school. You have the right to inspect this report and, if you wish, to add your opinion in the parents' point of view. You can also indicate yourself that your child needs extra support.

If your child has a school recommendation for practical education or learning pathway support (lwoo), investigation into learning difficulties, intelligence or social-emotional development is required. For most investigations, your consent is needed to undergo this investigation. The primary school or an expert conducts this investigation. With your permission, the results will be included in the educational report.

## Support in education

With tailored education, every child can be educated at the school type that suits his or her level and talents. Sometimes a child is already receiving extra support in primary school. Sometimes extra support is not needed until secondary school. If your child comes from a school for special primary education or special education, he or she will (almost) always need support. In tailored education, there are three forms of support: basic, extra and in-depth support.

**1) Basic support** is offered in each secondary school in its own way. Tailored education starts with good basic support at the schools for all children. Basic support is described in the school support profile (sop) for which the schools themselves are responsible. For the majority of children, basic support is sufficient. Examples include guidance from a mentor or support for dyslexia.

**2) Extra support** is meant for pupils who need more than basic support. This is called extra support. This is provided in the child's own school as far as possible. A development perspective (opp) is drawn up at your child's school. This is required by law. The school is responsible for organising the support. Additional resources are available for this purpose and these are provided by the Zuid-Holland West Partnership (Samenwerkingsverband Zuid-Holland West – SWVZHW). (see: [www.swvzhw.nl](http://www.swvzhw.nl)). Practical education and learning pathway support (lwoo) in vmbo come under extra support.

**Please note:** if your child has received extra support at primary school, in the form of an individual arrangement, ask about the possibilities at secondary school. Extra support is organised differently there.

**3) In-depth support.** If the extra support proves insufficient, it may be determined in consultation between parents/carers, the school and the SWVZHW Partnership that special support or a referral to secondary special education (vso) is needed. Children at vso receive in-depth support. In-depth support is particularly intensive support that requires highly specialised knowledge among providers, and imposes special requirements on a building. It is support that a regular secondary school cannot provide.

## Priority rules

Many schools use priority rules if they have too many applications. Your child may be given priority in the following cases:

- 1) Priority for pupils with a (half-, step-) brother/sister at the preferred school;
- 2) Priority for children of staff from the preferred school;
- 3) Priority for pupils from primary schools with the same educational concept:
  - a. Montessori secondary schools may give priority to students from Montessori primary schools and to students from Dalton primary schools.
  - b. Dalton secondary schools may give priority to students from Dalton primary schools and to students from Montessori primary schools.
  - c. The secondary Free School may give priority to students from the (primary) Free Schools.

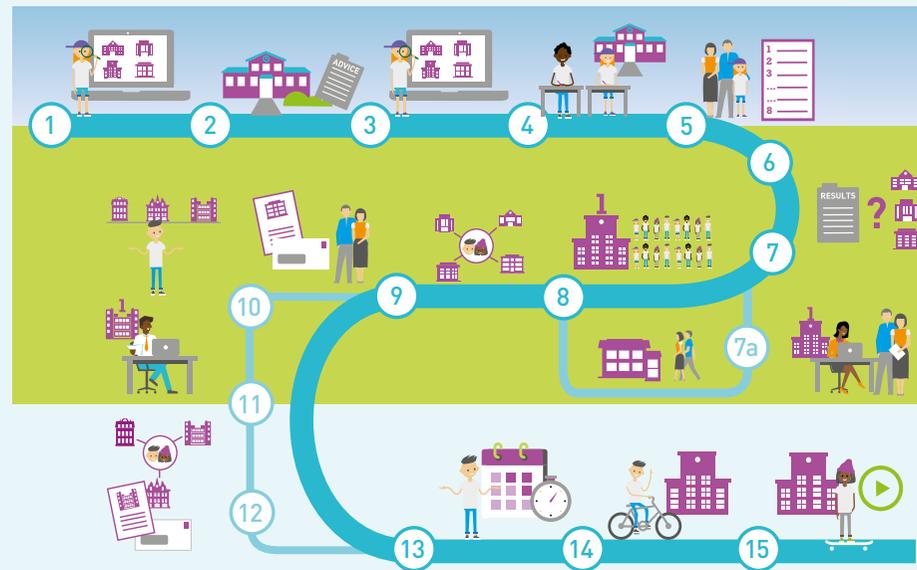
Schools decide for themselves which priority rules they apply and announce them via their own websites and on [scholenwijzer.denhaag.nl](http://scholenwijzer.denhaag.nl).

**Please note that** priority rules apply only in the first round and only to the school of first choice!

# Registering for extra support within practical education, vmbo (lwoo), havo and vwo

Important steps for enrolling your child.

**Please note:** In order to start a tailor-made programme for a pupil with additional support needs, parental consent is required to share data with secondary school experts prior to enrolment. Help cannot be provided without this consent.



## Step 1 Between autumn and Christmas holidays 2023

You can obtain information together with your child about the transition to secondary school, for instance by attending a parent information evening at the primary school or by your child attending a trial lesson. You can find information about the transition and an overview of all open days at: [scholenwijzer.denhaag.nl](https://scholenwijzer.denhaag.nl).

## Step 2 10 to 31 January 2024

Your child will receive a preliminary primary school recommendation from the primary school with a list of suitable schools (the orientation form) by 31 January. You discuss with your child which secondary schools to attend. The primary school and/or yourself indicate whether your child needs more support at secondary school than basic support.

## Step 3+5 8 January to 3 February 2024 as well as 26 February to 16 March 2024

The open days at secondary schools are divided into two periods - one before the transfer test (doorstroomtoets) and one after the transfer test. Together with your child, you make a list of favourite schools. Important advice for the minimum number of different schools you will later fill in on the preference list:

- 4 schools – Practical education, the various forms of preparatory secondary vocational education ('vmbo'): vmbo bl, vmbo bl/kl, vmbo kl, vmbo kl/tl and vmbo tl (vmbo with and without extra support 'lwoo')**
- 6 schools – vmbo tl/havo and havo (senior secondary general education)**
- 8 schools – havo/vwo and vwo (pre-university secondary education)**

As the transfer test may still have an effect on the provisional recommendation, we advise everyone to orientate themselves widely on schools during open days.

Tip: fill in more rather than less. This will increase the chances of placement at one of the schools.

**Please note that you can attend open days and/or introductory interviews at practical schools as early as 1 November 2023.**

## Step 4+6 5 to 16 February 2024 15 to 24 March 2024

In the first two weeks of February, your child will take the transfer test. The results of the transfer test will be known by 15 March at the latest. If the result of the transfer test is higher than the provisional primary school recommendation, the primary school will reconsider the recommendation. The primary school can decide to leave the recommendation as it was or to raise it. Lowering the recommendation is not possible. No later than 24 March, you will receive the final school recommendation with which you can register your child.

## Step 7 18 to 31 March 2024

In our region, all pupils, except pupils with a practical education recommendation, apply digitally. This is possible as soon as the final school recommendation has been given by the primary school. You can fill in the application form and preference list in BOVO's application (Onderwijs Transparant) and enrol your child in this way. You will receive more information about digital enrolment from the primary school. Through this digital registration, your child is registered with all schools on the preference list. In our region, we do not work

with a placement guarantee, even if you follow the recommendation of the number of schools to be filled in on the preference list.

After registration, the secondary school reviews your child's educational report. The school then looks into whether it can provide the extra support your child needs. To this end, the school may request additional information, from you and/or from the primary school.

## Step 7a Duty of care

Can the school of your first choice not offer the right support? Then the school cannot admit your child, but has a duty of care. This means that the school must find another place for your child. You will then receive a letter from the school explaining why your child will not be admitted. Even if your child is not admitted, the school will look for another place for your child. The other schools on your preferred list will be considered first. Sometimes it is necessary for your child to attend a school that is not on your preference list. This will always be discussed with you. Staff from the SWVZHW Partnership will support you and the secondary school of your first choice in this process.

### Note:

With more schools on the preferred list, the chances of getting a place at one of those schools are higher!

Don't forget to enrol your child between 18 and 31 March 2024!

## Step 8 April and May 2024

First-choice schools place as many pupils as possible. Priority children are placed first. If a school receives more applications than places, it may have to draw lots. If there is no place at the first school on the preferred list, your child receives a lottery number and a central system of drawing lots and matching starts. Based on the order of the lottery number, we will see if your child can get a place at the highest possible school on the preferred list.

## Step 9 15 May 2024

On 15 May 2024 between 15.00 and 17.00, you will hear from BOVO whether your child has a place at one of the schools on the preference list. In addition, you will receive notification from the secondary school on 15 May (from 3pm) or 16 May 2024. You can choose to receive the message from BOVO by email or view the message in BOVO's application (Onderwijs Transparant). If you choose neither, you will only receive notification from the secondary school. You can sign up for BOVO's notification through the primary school.

**Please note:** if you have any questions about admission or non-admission following the drawing of lots, please contact the primary school in the first instance. If you have questions about the procedure, please contact BOVO-Haaglanden.

## Step 10-12 17 to 31 May 2024

Does your child not have a place by 15 May? Then check where there are still places on: [scholenwijzer.denhaag.nl](https://scholenwijzer.denhaag.nl). Your primary school will give you a new preference list with schools where there is still room. Between 21 and 24 May, you can re-register your child digitally at a school that still has a place. Your child will immediately receive a lottery number for a second central draw and matching. On 31 May 2024, you will receive a message from BOVO between 15:00 and 17:00. You will also receive a message from the secondary school about your child's placement.

## Step 13 5 June to summer

In the remaining period, all children who do not yet have a place can find one through the live overview of capacity published on [scholenwijzer.denhaag.nl](https://scholenwijzer.denhaag.nl).

## Step 14 3 to 10 July 2024

In July is the introduction to the new school.

## Step 15 26 August 2024

Your child starts secondary school.

### Enrolling in secondary special education (vso)

A different application procedure applies to children with a vso recommendation. This differs per school and can be found on the vso school's website. It is often possible to enrol earlier. Your child does need an admissibility statement for vso.

### Funding extra support

A school needs money to provide a child with the extra support he or she needs. This funding is slightly different in secondary education than in primary school. At primary school, the school applies for a separate arrangement for each child and receives money for it. The secondary school receives money from the SWVZHW Partnership to arrange the extra support for all children who need it.

### More information

The primary school can tell you more about the transition to secondary school. Information about the transition is included in the primary school's school guide

### BOVO Haaglanden

In the municipalities of The Hague, Leidschendam-Voorburg and Rijswijk, the transfer from primary school to secondary school is regulated through the BOVO procedure. This procedure stems from agreements made between the school boards in these municipalities. The organisation BOVO Haaglanden carries out the procedure and offers support to primary and secondary schools. More information about the procedure can be found on [www.bovohaaglanden.nl](http://www.bovohaaglanden.nl).

### Admission decisions

After the first round, all parents will receive notification of admission to a school on 15 May 2024. A large percentage of all pupils (over 98% on average) are admitted to a preferred school in this first round. In a very few cases, your child may miss out on all the schools on the preference list. This chance is small, but it does exist. If this is the case, the pre-school will contact you.

### Parent information point

Your first point of contact for questions about the transition is your primary school. After admission, it is the secondary school. Answers to specific questions about the process can be found on [www.bovohaaglanden.nl](http://www.bovohaaglanden.nl). Should you not find an answer for your question here, you can contact BOVO Haaglanden via [ouderinformatiepunt@bovohaaglanden.nl](mailto:ouderinformatiepunt@bovohaaglanden.nl). Shortly after the announcement of admission decisions, the parent information point can also be contacted by phone. You can contact the parent information point for questions about your child's secondary school admission and on how to proceed.

### Complaints procedure ('Ombudsregeling')

If you have a complaint about the way the BOVO procedure was carried out by the primary or secondary school, you can make use of the parent's ombudsman scheme. After submitting your complaint, an independent complaints committee will deal with it. You will receive a response within six weeks. BOVO Haaglanden, the school and the school board will receive a recommendation from the committee.

For a complaint about the primary school recommendation, the content of the educational report or about your child's admission decision, go to the school's management or board.

For more information on the ombudsman scheme and contact details and opening hours of the parent information point, visit <https://www.bovohaaglanden.nl/toelaten/contact-vragen-en-klachten-ouders/>

### Colophon

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Photography Roos Koole  
Design Haagsblauw  
Infographic Buro Marmelade  
Issue BOVO Haaglanden, School year 2023-2024

