



**MINISTERO DELL'ISTRUZIONE E DEL MERITO
UFFICIO SCOLASTICO REGIONALE PER IL LAZIO
ISTITUTO COMPRENSIVO "RAFFAELLO"**

SCUOLA DELL'INFANZIA – SCUOLA PRIMARIA – SCUOLA SECONDARIA DI PRIMO GRADO

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Roma, 9 gennaio 2026

To families
To the teaching staff
To the website

Subject: Enrolment for the 2026-2027 School Year - English version

As announced by the Ministry of Education and Merit in Note No. 100847 dated 17/12/2025, applications for enrolment in pre-schools and schools of all levels for the 2026/2027 school year must be submitted between **8:00 AM on January 13, 2026, and 8:00 PM on February 14, 2026.**

Enrolment is carried out **online** for all entry classes of primary and lower secondary schools on **Platform Unica** (<https://unica.istruzione.gov.it/portale/it/home>). This is the access point for online enrolment, where parents and those exercising parental responsibility (*p.e. foster parents*) can find procedure for completing and submitting applications (*under the "Iscrizioni" menu item in the "Orientamento" section*). The Platform is accessible via SPID, CIE, CNS, or eIDAS credentials. Operating instructions are detailed in the ministerial annex attached to this circular.

Conversely, enrolment for **pre-school** (Scuola dell'Infanzia) remains **paper-based** and must be submitted directly to the administrative offices.

ENROLMENT FOR PRE-SCHOOL SECTIONS

Pre-school applications must be submitted in person at the school office every day during the enrolment period (from Tuesday 13/01 to Friday 13/02/2026), from **8:30 AM to 11:00 AM**, by completing the specific paper form downloadable from the Institute's website at: <https://www.icraffaello.edu.it/servizio/iscrizioni-online/>.

The paper application must also be accompanied by **Annex A (Pre-school)** — used for score allocation in case of excess applications — complete with certifications stating the type of contract (fixed-term or permanent) and the specific weekly hours worked for both parents. For public sector employees or VAT-registered (self-employed) workers, a Self-certification is sufficient.

Please note that to avoid the forfeiture of the pre-school placement, documentation proving compliance with **compulsory vaccination** requirements must be submitted (in according to Art. 3-



bis, paragraph 5, of D.L. June 7, 2017, n. 73, converted with modifications by Law July 31, 2017, n. 119).

Additionally, please remember that **only one enrolment application** may be submitted.

Applications missing Annex A and any related certifications/self-certifications will not be accepted.

In according to Article 25 of DPR 89/2009, pre-school admit children between the ages of three and five who turn three by December 31, 2026. Upon request by parents "early entry" children (*anticipatari*) who turn three by April 30, 2027, may also be enrolled. Their admission is subject to the availability of suitable premises and equipment for children under three, as well as a pedagogical and educational assessment by the Teachers' Board regarding timing and reception methods.

If applications exceed the total number of places, priority is given to those turning three by December 31, 2026, also taking into account the preference criteria defined by the School Council.

ENROLMENT FOR THE FIRST GRADE OF PRIMARY SCHOOL

Enrolment for the first grade of primary school takes place from **8:00 AM on January 13, 2026, to 8:00 PM on February 14, 2026**, via the online enrolment page on the Platform Unica: <https://unica.istruzione.gov.it/it/orientamento/iscrizioni>.

Children turning six by December 31, 2026, **must** be enrolled. Children turning six after December 31, 2026, and by April 30, 2027, **may** be admitted. For these cases, parents are advised to carefully consider the guidance provided by the pre-school teachers.

If applications exceed available places, priority is given to those turning six by December 31, 2026, per the School Council preference criteria (see Annex B).

To be assigned a score, **Annex B (Primary School)** must be submitted no later than **February 14, 2026**. This is available on the school website, along with any other certification requested in the online form. Failure to submit Annex B and its supporting documents by the deadline will result in zero points being assigned. These annexes must be submitted even if "nil" (negative), as they are an integral part of the online application.

The available weekly schedules (**24, 27, 30, and 40 hours**) are subject to a sufficient number of enrolments (minimum 15 pupils per class), as well as the availability of staff and services (school canteen).

Families are reminded that **physical education** taught by specialized teachers has been introduced for 4th and 5th grades (L. 234 of 30/12/2021). This instruction will be provided as extra hours (two additional hours starting from 4th grade) for 24, 27, and 30-hour options, while it will be included within the 40-hour full-time option.



ENROLMENT FOR THE FIRST GRADE OF LOWER SECONDARY SCHOOL

Enrolment for the first grade of lower secondary school is carried out via the Platform Unica (<https://unica.istruzione.gov.it/it/orientamento/iscrizioni>) from **8:00 AM on January 13, 2026, to 8:00 PM on February 14, 2026.**

To be assigned a score, **Annex C (Lower Secondary School)** must be submitted to the school no later than **February 14, 2026**. In addition to the enrolment documentation, parents must submit the form for **"Independent Exit" (Uscita Autonoma)** authorization, also downloadable from the school website.

SPECIFICATIONS FOR SUBMITTING PAPER DOCUMENTATION

The School Office, located at **Via Giuseppe Capograssi 23**, will receive enrolment forms and supporting annexes on the following days:

EVERY DAY from Tuesday, January 13 to Friday, February 13, 2026: from 8:30 AM to 11:00 AM.

Late applications may be submitted by 8:00 PM on Saturday, February 14, 2026, by emailing all documentation to rmic83700e@istruzione.it.

Any applications received after the ministerial deadline will be placed at the end of the ranking list if places are oversubscribed. For support with the online procedure, please book a telephone appointment at **0672633026**.

APPLICATION PROCESS AND VERIFICATION

- **Paper Applications (Pre-School):** The school will communicate in writing if an application cannot be accepted, allowing families to choose another school or wait for the waiting list to move.
- **Digital Applications (Primary/Secondary):** The Platform Unica will notify families in real-time regarding acceptance or alternative routing (forwarding to the 2nd or 3rd choice indicated). **It is highly recommended to always indicate 3 choices.**

Verifications of self-certifications will be carried out on a sample basis. Pursuant to Arts. 75-76 of DPR 445/2000, false declarations will result in the forfeiture of benefits and may lead to administrative and criminal consequences.

PARENTAL RESPONSIBILITY

The application must be shared by both parents. The parent completing the form declares that the choice is made in compliance with the **Civil Code (Arts. 316, 337-ter, and 337-quater)**, which requires the consent of both parents/guardians.

SCHOOL COMPLEX CODES (CODICI MECCANOGRAPHICI)

- Primary School "Piet MONDRIAN" (Via Capograssi 23): **RMEE83703P**
- Primary School "Henri MATISSE" (Via Gregoraci 70): **RMEE83701L**
- Lower Secondary School (Single code for both sites): **RMMM83701G**

CHOICE OF ALTERNATIVE TO CATHOLIC RELIGIOUS EDUCATION

The choice to attend or not attend Catholic religious education is made at the time of enrolment and is valid for the entire course of study, unless modified for the following year within the enrolment deadline.

Between **May 26 and June 30, 2026**, families who opted out must indicate their preferred alternative activity via the Piattaforma Unica (**Form C**):

- Educational and training activities;
- Study/research activities with teacher assistance;
- Non-attendance at school (only if coinciding with the first or last hour of the school day).

SUMMARY TABLE

School Level	Application Type	Forms to Submit to School	Submission Method of <u>paper</u> annex and authorizations	Period
PRE-SCHOOL	Paper	Enrolment Form + Annex A + Pick-up Authorizations From: ISCRIZIONI – Istituto Comprensivo Raffaello	At the Administrative Office in Via Capograssi 23	13/01 to 13/02/2026 (8:30-11:00)
PRIMARY	Online	Annex B + Pick-up Authorizations From: ISCRIZIONI – Istituto Comprensivo Raffaello		
SECONDARY	Online	Annex C + Independent Exit Authorization From: ISCRIZIONI – Istituto Comprensivo Raffaello		

For further information, please visit the "ISCRIZIONI" section of the school website or the Ministry of Education and Merit website.

IL DIRIGENTE SCOLASTICO

Prof.ssa Elena Biondi

Documento firmato digitalmente ai sensi del Codice dell'Amministrazione Digitale e normativa connessa