Republic of Latvia

Cabinet

Regulation No. 11

Adopted 11 January 2022

**Procedures for Enrolling Educatees in General Education Programmes and Discharging from Them, and also the Mandatory Requirements for Moving Educatees up into the Next Grade**

*Issued pursuant to*

*Section 4, Clause 18, Section 26, Paragraph two, and Section 52 of the General Education Law*

**I. General Provision**

1. The Regulation prescribes:

1.1. the procedures by which educatees shall be enrolled in general basic education and general secondary education programmes, including special education programmes, and also pre-school education programmes in special education institutions and special pre-school education groups (hereinafter – the education programme), and discharged from them;

1.2. the mandatory requirements for moving educatees of a general education programme up into the next grade;

1.3. the procedures by which educatees shall be discharged from a pre-school education programme.

**II. Procedures for Enrolling Educatees in the Education Programme**

2. An educatee shall be enrolled in the education programme on the basis of a written application (hereinafter – the application for enrolment) addressed to the head of an educational institution (hereinafter – the head) to be submitted by one of the legal representatives of the educatee (hereinafter – the parent), an adult educatee, or an official responsible for the resocialisation of a prisoner (hereinafter – the responsible official).

3. The following shall be indicated in the application for enrolment:

3.1. the given name and surname of the parent of a minor educatee or the adult educatee, or the responsible official;

3.2. the information on the out-of-family care of the educatee (if applicable);

3.3. the given name, surname, personal identity number (if granted), and date of birth of the educatee;

3.4. the address of the declared and actual place of residence of the educatee or additional address in Latvia prior to re-emigration;

3.5. the selected special pre-school education group (if applicable);

3.6. the name and code of the selected education programme;

3.7. the selected subjects (courses) (if applicable);

3.8. for communication with an educational institution – the address of the declared and actual place of residence of the parent or the institution of the responsible official represented thereby and the electronic mail address (if any) or official electronic address of the parent, the adult educatee, or the responsible official;

3.9. the information on the existence of a diplomatic or service passport for the parent of a child of a foreign diplomatic or consular mission employee (if applicable).

4. The following shall be appended to the application for enrolment:

4.1. a copy of the document certifying the previously acquired education or a copy of the document certifying partial acquisition of education (if any), presenting the original to the head, except for the case if the educatee is enrolled in a special pre-school education group and in grade 1 of a general education programme;

4.2. a copy of the decision on the recognition of the education document for continuation of education, presenting the original document to the head if the document certifying education or the document certifying partial acquisition of education has been issued in another country;

4.3. the medical card of the child (form No. 026/u), when enrolling an educatee in a special pre-school education group or in grades 1-12 of a general education programme, submitting it until taking of the decision on the enrolment of the educatee in the education programme, except for a third-country national who has requested asylum or who is subject to an expulsion procedure;

4.4. an extract from the inpatient/outpatient medical card (form No. 027/u) for an adult educatee, submitting it until taking of the decision on the enrolment of the educatee in the education programme, except for a third-country national who has requested asylum or who is subject to an expulsion procedure;

4.5. an opinion of the pedagogical medical commission on the most suitable education programme for an educatee with special needs, an opinion of the pedagogical medical commission, educational and school or clinical and health psychologist, speech therapist, teacher speech therapist, or special teacher on the support measures necessary for the completion of the education programme (if applicable).

5. Prior to enrolment of an educatee in the education programme, the parent, the adult educatee, or the responsible official has the right to become acquainted with the following documents:

5.1. the by-law of the educational institution;

5.2. the rules of internal procedures of the educational institution;

5.3. the plan for subjects (courses) and lessons of the education programme approved by the educational institution for one and three school years;

5.4. the entrance examinations and enrolment criteria stipulated by the educational institution if such are stipulated;

5.5. other documents for which the status of restricted access has not been determined.

6. After receipt of the documents indicated in Paragraphs 3 and 4 of this Regulation, the educational institution shall enter the information on the educatee into the State Education Information System (hereinafter – the Information system).

7. An educatee shall be enrolled in an appropriate grade of one education programme implemented by an educational institution by an order of the head, except for the case where the educatee is also enrolled at a basic education or secondary education level in an international baccalaureate programme. The educatee shall be enrolled in a general basic education programme of a State educational institution and in a general secondary education programme to be implemented concurrently with a vocationally oriented education programme if the educatee is also concurrently enrolled in a vocationally oriented education programme implemented by that educational institution.

8. If an educational institution organises an entrance examination, it shall ensure that:

8.1. an entrance examination commission has been established by an order of the head;

8.2. an entrance examination programme, the criteria and procedures for the assessment of the entrance examinations have been specified, not more than two entrance examinations have been specified for the educatee, and also the time period for the application for entrance examinations has been announced and the procedures for the course and evaluation thereof have been announced;

8.3. the results of the entrance examinations are recorded in the minutes and the minutes shall be signed by all members of the entrance examination commission;

8.4. the educatee is informed of the results of the entrance examination within five working days after occurrence of the entrance examination.

9. Orphans and children left without parental care shall be enrolled by priority order:

9.1. in the special pre-school education group of the nearest local government educational institution to the declared place of residence thereof in the special pre-school education programme recommended in the opinion of the pedagogical medical commission;

9.2. in the general basic education programme of the educational institution of the nearest local government to the declared place of residence thereof if an entrance examination is not organised and the criteria for enrolment have been specified;

9.3. in the general secondary education programme if an entrance examination is not organised and the criteria for enrolment have been specified;

9.4. in the general basic education or general secondary education programme if he or she presents the same result as another educatee in the entrance examination and the specified enrolment criteria.

10. If the educational institution does not enrol the educatee in the relevant education programme, the head shall inform the applicant in writing of the refusal of enrolment of the educatee and the reasons thereof.

11. The head shall inform the local government in the administrative territory of which the place of residence of the educatee has been declared of refusal to enrol a minor educatee in a State or local government educational institution for the acquisition or continuation of basic education. The local government shall provide the parent or the responsible official with information on vacancies in other educational institutions in the administrative territory of the local government.

12. Upon enrolment of an educatee in an educational programme, on the basis of the application from the parent, the head is entitled to determine by an order for one school year that the educatee shall complete the learning content provided for in the part of the education programme of the first stage of basic education, except for special basic education, in the family and that his or her parents are responsible for it if:

12.1. the application is accompanied by a statement issued by a family doctor or attending physician regarding the health condition of the educatee or an opinion issued by a clinical and health psychologist on the psychological state of the educatee due to which the educatee needs to complete the learning content of the relevant part of the basic education programme in the family;

12.2. the educational institution ensures the possibility for the parent to become continuously acquainted with the current plan of subjects and lessons, subject curricula, and learning content of the relevant basic education programme;

12.3. the educational institution ensures a possibility for the parent to receive counselling of the teacher of the subject at least once a month;

12.4. the educational institution evaluates the study performance of the educatee at least twice a semester.

13. When enrolling an educatee in the education programme, including a prisoner who does not have a document certifying the previously acquired education or a document issued by the National Archives of Latvia certifying partial completion of education, a commission in the composition of three teachers shall be established by an order of the head for evaluating the study performance of the educatee and the level of the learning content completed by the educatee shall be determined in order to diagnose the learning needs of the educatee and to plan the future learning process.

14. An educatee shall be enrolled in a special pre-school education group in the special pre-school education programme recommended in the opinion of the pedagogical medical commission and the educational institution shall ensure that the number of educatees, including the relevant educatee, in one group does not exceed:

14.1. 10 educatees with visual impairments;

14.2. 10 educatees with hearing impairments;

14.3. 15 educatees with physical development disorders;

14.4. 15 educatees with somatic diseases;

14.5. 14 educatees with speech development disorders;

14.6. 12 educatees with mixed development disorders;

14.7. 14 educatees with mental health disorders;

14.8. 10 educatees with mental development disorders;

14.9. six educatees with serious mental development disorders or several serious developmental disorders.

15. An educatee shall be enrolled in a special education grade in the special education programme recommended in the opinion of the pedagogical medical commission and the educational institution shall ensure that the number of educatees, including the relevant educatee, in one group does not exceed:

15.1. 10 educatees with visual impairments;

15.2. 10 educatees with hearing impairments;

15.3. 16 educatees with physical development disorders;

15.4. 20 educatees with somatic diseases;

15.5. 14 educatees with speech development disorders;

15.6. 14 educatees with learning disabilities;

15.7. 12 educatees with mental health disorders;

15.8. 10 educatees with mental development disorders;

15.9. six educatees with serious mental development disorders or several serious developmental disorders.

16. An educatee may be included in the combined grade for the completion of a special education programme, ensuring that the combined grade includes educatees from not more than two different special education programmes and from not more than two grades. Educatees who are completing a special basic education programme for educatees with mental development disorders or a special basic education programme for educatees with serious mental development disorders or several serious developmental disorders shall not be included in the combined grade.

17. The restriction referred to in Paragraph 16 of this Regulation regarding the inclusion of educatees in the combined grade shall not apply to the implementation of the special basic education programme for educatees with mental development disorders or the special basic education programme for educatees with serious mental development disorders or several serious developmental disorders in a special education institution.

18. An educatee with special needs shall be enrolled in a general education grade (group) and the educational institution shall ensure that a total of not more than four educatees with special needs of whom not more than one educatee is with mental development disorders or not more than one educatee is with serious mental development disorders or several serious developmental disorders are integrated into one grade (group), including the relevant educatee. The abovementioned educatee with special needs shall be enrolled:

18.1. in a special education programme;

18.2. in a general education programme, except for a special education programme, in order to implement the requirements specified in an opinion of the pedagogical medical commission, education and school or clinical and health speech therapist, the pedagogical speech therapist, or the special teacher on the support measures necessary for the completion of the education programme.

19. An educatee may be included in the combined grade for the completion of a general basic education programme, ensuring that the combined grade includes educatees from not more than two consecutive grades from grade 1 to 6. The abovementioned restriction shall not apply to the cases specified in Paragraphs 16 and 17 of this Regulation.

20. If an educational institution ensures services of official accommodation facilities or services of a boarding school during the implementation of the education programme, the head shall issue an order specifying therein the given name, surname, and personal identity number of the educatee who uses the service.

21. The head is entitled, on the basis of the application for enrolment and the documents appended thereto, and also in accordance with the learning needs and the planned learning process of the educatee diagnosed by the commission for evaluating the study performance (in the composition of three teachers of the relevant field of education field) established by the educational institution, to admit an adult person in the status of an external educatee who, in the form of self-education during one school year, consecutively completes the content of the study subject (course) specified by the requirements of the State basic education or State general secondary education standard or a part thereof, determining that the educatee:

21.1. obtains or improves the assessments in subjects of general basic education in order to obtain a document regarding the completion of general basic education;

21.2. obtains or improves the assessments in subjects (courses) of general secondary education in order to receive a document regarding the completion of general secondary education;

21.3. improves the previously obtained assessment in the subject (course) of general basic education or general secondary education in order to obtain the assessment in the subject (course) in the year or in the national level test, attested by a relevant document issued by the educational institution.

**III. Moving of a Student from One Educational Institution to Another Educational Institution**

22. If an educatee wishes to continue learning in another educational institution, the parent, the adult educatee, or the responsible official shall submit the application for enrolment and the relevant documents appended thereto (if applicable) to the head of the educational institution to which the educatee wishes to move, indicating the educational institution from which the educatee is discharging.

23. The previous educational institution shall:

23.1. within three working days after receipt of the information in the Information System on the enrolment of an educatee in another educational institution discharge the educatee from the educational institution by an order of the head, indicating the name of the educational institution to which the educatee has moved to learn;

23.2. within 10 working days after receipt of the information in the Information System on the enrolment of an educatee in another educational institution, send the documents referred to in Sub-paragraph 4.3 or 4.4 of this Regulation to the educational institution to which the educatee has moved to learn;

23.3. within 10 working days after receipt of the information in the Information System on the enrolment of an educatee in another educational institution who is completing a special education programme or who is completing a general basic education or general secondary education programme with support measures, send the individual plan for the completion of the education programme of the educatee and the assessment of the fulfilment thereof to the educational institution to which the educatee has moved to learn.

24. If an educatee who has returned or moved from the country of residence for permanent life in Latvia after a long-term absence and who has previously been completing education in Latvia, an educatee of another country who has not previously been completing education in Latvia, or an educatee who has studied in an international education programme implemented by the international school in Latvia, has been applied for enrolment in the education programme, the educational institution shall:

24.1. become acquainted with the decision on the recognition of education documents for continuation of the acquisition of education (shall not apply to an international education programme implemented by an international school in Latvia), a document certifying the previously acquired education, or a document certifying partial acquisition of education, and the learning content acquired by the educatee, and the study performance;

24.2. by order of the head, establish a commission in the composition of three teachers for evaluating the study performance of the educatee which, by enlisting the parent or the responsible official of the educatee and minor educatee, determine the level of the language proficiency of the educatee and the level of the learning content completed in order to diagnose the learning needs of the educatee and to plan the future learning process;

24.3. by an order of the head, enrol the educatee in the education programme in a grade appropriate for his or her age;

24.4. by an order of the head, determine the support measures to be implemented during one to two school years for the completion of the subject “Latvian Language” or “Literature” or “Latvian Language and Literature” and for the development of proficiency in the official language in other subjects, on the basis of the specified level of proficiency in the Latvian language of the educatee and the level of the learning content acquired.

**IV. Mandatory Requirements for the Moving of an Educatee up into the Next Grade**

25. By making an appropriate entry in the certificate and in the journal of the summary of the learning achievements of educatees, an educatee shall be moved up into the next grade of the general education programme by an order of the head if:

25.1. an educatee of grades 1-3 has received assessments in all attainable results specified in the subjects (except for the subjects or attainable results from which the educatee has been released) at the end of the school year or has not received a reasoned recommendation of the pedagogical council for being kept for the second year in the same grade after the course of the specified additional learning measures and post-examinations;

25.2. an educatee of grades 4 to 8 has received an assessment in all subjects (except for the subjects from which the educatee has been released) which is not lower than four points at the end of the school year or has received an assessment which is lower than four points in not more than one post-examination subject;

25.3. an educatee of grades 10 to 11 has received an assessment which is not lower than four points in all subjects (courses) (except for the subjects (courses) from which the educatee has been released) at the end of the school year.

26. An educatee who has received a certificate regarding the completion of the general basic education programme shall repeatedly complete all the subjects of the education programme and the subjects included in the plan for study lessons in grade 9. In such case, the assessments acquired in the subjects repeatedly completed by the educatee shall be considered to be the annual assessments in the relevant subject.

27. An educatee who is completing a special basic education programme for educatees with mental development disorders or a special basic education programme for educatees with serious mental development disorders or several serious developmental disorders shall be moved up into the next grade with no conditions.

28. If the parent, the adult educatee, or the responsible official disputes the assessment of the study performance of the educatee in a subject (course) in a year or in post-examinations and an agreement with the teacher of the relevant subject (course) has not been reached, the parent, the adult educatee, or the responsible official has the right, within two weeks after notification of the relevant assessment, to submit a written submission to the head regarding review of the relevant assessment. In such case:

28.1. the head shall, by an order, establish an appeal commission in the composition of not less than three teachers, including the teacher of the relevant subject for the provision of an opinion;

28.2. the appeal commission shall, on the basis of the requirements of the State basic education or the State standard of general secondary education, the requirements laid down in the basic education or general secondary education programme, and the assessment of the study performance of an educatee, review the relevant assessment, if necessary, organise an examination, and provide a written opinion to the head;

28.3. the head shall take the decision on the approval of the assessment of the study performance of the educatee in the relevant subject and inform the parent, the adult educatee, or the responsible official thereof.

29. If an adult educatee or the parent of a minor educatee wishes for an educatee to complete the content of two grades of subjects (courses) within one school year, then:

29.1. the parent, the adult educatee, or the responsible official shall, by 31 October of the relevant school year, submit a submission to the head with a request to allow the educatee to acquire the content of two grades of all subjects (courses) in one school year;

29.2. the head shall, by an order and on the basis of a recommendation of the pedagogical council of the educational institution, determine the examinations to be taken by the educatee by the end of the first semester of the relevant school year on the learning content to be completed in the relevant school year in which the educatee has initially commenced learning;

29.3. the head shall, by an order, move the educatee up into the next grade and determine the examinations to be taken by the end of the second semester of the relevant school year for the educatee for the learning content to be completed in all subjects (courses) of the next grade in the relevant school year if by the end of the first semester of the relevant school year:

29.3.1. an educatee of grades 1-3 has received assessments expressed at the level of completion not lower than “completed” in the attainable results specified by each examination of the subject in Sub-paragraph 29.2 of this Regulation;

29.3.2. an educatee of grades 4-8 and 10-11 has received assessments which are not lower than six points, in the attainable results specified by each examination of the subject (course) in Sub-paragraph 29.2 of this Regulation.

30. The results of examinations taken in subjects (courses) of the educatee referred to in Sub-paragraphs 29.3.1 and 29.3.2 of this Regulation shall be drawn up in the form of a protocol.

31. Paragraph 29 of this Regulation in relation to a convicted or imprisoned educatee shall be applied if the responsible official considers it possible and useful.

**V. Additional Mandatory Requirements – Learning Activities and Post-Examinations for the Moving of an Educatee up into the Next Grade at the Level of Basic Education**

32. Additional learning activities and post-examinations after the end of the school year for an educatee who cannot be moved up into the next grade in accordance with Paragraph 25 of this Regulation shall be mandatory:

32.1. in grades 1-3 in all attainable results specified by the subjects (except for the subjects or attainable results from which the educatee has been released) for which an assessment has not been received or for which a recommendation of the pedagogical council regarding the additional learning activities necessary for the educatee has been received;

32.2. in grades 4 to 8 in all subjects (except for the subjects from which the educatee has been released) in which the assessment of the study performance of the educatee at the end of the school year has been lower than four points or has not been received.

33. Additional learning activities and post-examinations shall be organised in accordance with the following procedures:

33.1. additional learning activities and post-examinations shall be determined by an order of the head, taking into account the recommendations of the pedagogical council of the educational institution;

33.2. the number of additional learning activities per week shall not be less than the number of lessons per week in the relevant subject;

33.3. additional learning activities and post-examinations shall be implemented in accordance with the schedule stipulated by the educational institution, without exceeding three weeks, but not later than until 25 August of the relevant year;

33.4. the educational institution shall inform the parent, the adult educatee, or the responsible official of the learning activities, post-examinations and time periods of their occurrence.

34. A post-examination assessment shall be drawn up in the form of a protocol of the examination. The assessment acquired by the educatee in the post-examination of the subject shall be considered equivalent to the annual assessment in the relevant subject.

35. The head shall, not later than by 25 August of the relevant year, take the decision on moving up into the next grade or keeping for the second year in the same grade of such educatee who has taken the post-examination.

36. In grades 1 to 8 of the general basic education programme, an educatee may, by an order of the head, be kept for the second school year in the same grade once, making a relevant entry in the certificate and in the journal of the summary of the learning achievements. An educatee shall not be kept for the second year in a general secondary education programme.

**VI. Procedures for the Discharge of an Educatee from a General Education Programme**

37. The head shall issue an order on the discharge of an educatee from a pre-school education programme:

37.1. after completion of the pre-school education programme if the educatee has been enrolled in a general basic education programme;

37.2. on the basis of a submission of a parent, except for an educatee in the mandatory age of acquisition of education;

37.3. if the educatee has been enrolled in another educational institution;

37.4. if the educatee has left the country in the case referred to in Paragraph 42 of this Regulation.

38. The head shall issue an order on the discharge of an educatee at the mandatory age of acquisition of education from a general basic education programme:

38.1. if the educatee has been enrolled in another educational institution;

38.2. if the educatee has left the country in the case referred to in Paragraph 42 of this Regulation;

38.3. if the educatee has received a certificate of general basic education;

38.4. on the basis of a submission by an adult educatee or the responsible official.

39. The head shall issue an order on the discharge of an educatee from a general secondary education programme:

39.1. if the educatee has not been moved up into the next grade;

39.2. if the educatee has been enrolled in another educational institution;

39.3. if the educatee has left the country in the case referred to in Paragraph 42 of this Regulation;

39.4. if the educatee has received a diploma of general secondary education or a certificate regarding completion of the general secondary education programme;

39.5. on the basis of a submission by the parent, the adult educatee, or the responsible official.

40. The head is entitled to issue an order on the discharge of an educatee from:

40.1. a pre-school education programme if the educatee, except for an educatee at the mandatory age of education, has not attended the educational institution for 60 days during the calendar year without a justifiable reason. The absence of the educatee due to the health condition attested by a statement issued by a doctor, the interruption of the completion of a pre-school education programme of the educatee in June, July, August, or other cases regarding which the parent informs the educational institution in writing prior to the intended absence shall be considered as a justifiable reason;

40.2. a general basic education programme if the adult educatee repeatedly fails to comply with the obligations of the educatee specified in the Education Law;

40.3. a general secondary education programme if the educatee repeatedly fails to comply with the obligations specified in the Education Law;

40.4. the education programme in a private education institution if the fee for the acquisition of pre-school education, general basic education, or general secondary education is not covered for more than three months during the calendar year.

41. If an educatee has travelled with the parent who has been sent to carry out diplomatic and consular service in foreign countries, the head shall issue an order on the non-discharge of the educatee from the educational institution for a period of up to four years, on the basis of a submission by the parent or an adult educatee, and also the information on the status of the educatee shall be updated in the Information System.

42. If an educatee leaves the country during the course of the school year and continues the acquisition of education in another country:

42.1. the parent or the adult educatee shall submit a submission to the educational institution certifying that the educatee is leaving the country;

42.2. the educational institution shall issue a certificate or a statement regarding partial completion of the education programme to the parent or the adult educatee;

42.3. the head shall issue an order on the discharge of the educatee from the educational institution and shall inform in writing the local government in the administrative territory of which the place of residence of the educatee is declared of the fact that the educatee will continue the acquisition of education in foreign countries, and also shall update the information on the status of the educatee in the Information System.

**VII. Closing Provisions**

43. Cabinet Regulation No. 591 of 13 October 2015, Procedures for Enrolling Students in and Discharging from General Educational Institutions and Special Pre-school Educational Groups, and also for Moving Them up into the Next Grade (*Latvijas Vēstnesis*, 2015, No. 217; 2017, Nos. 129, 243; 2018, No. 231), is repealed.

44. Paragraph 26 of this Regulation shall come into force on 1 September 2022.

45. Sub-paragraph 25.1 of this Regulation in relation to educatees of grade 3 shall be applied from 1 September 2022. Until the abovementioned date, an educatee of grade 3 shall be moved up into the next grade of the general education programme if the educatee has received an annual assessment not lower than four points in all subjects or the corresponding descriptive assessment in subjects (except for the subjects from which the educatee has been released) specified in the regulation regarding the State basic education standard, standards for basic education subjects, and samples of basic education programmes in effect until 31 August 2020.

46. The requirement referred to in Sub-paragraph 29.3.1 of this Regulation regarding the expression of an assessment at a completion level not lower than “acquired” (in grades 1-3) shall be applied in relation to educatees of grade 3 from 1 September 2022. Until the abovementioned date, the assessments received by educatees of grade 3 are considered as corresponding to the abovementioned requirement if the educatee has received an assessment not lower than four points, in all subjects or the corresponding descriptive assessment in subjects specified in the law or regulation regarding the State basic education standard, standards for basic education subjects, and samples of basic education programmes in effect until 31 August 2020.

47. Sub-paragraph 32.1 of this Regulation in relation to educatees of grade 3 shall be applied from 1 September 2022. Until the abovementioned date, additional learning activities and post-examinations for educatees of grade 3 after the end of the school year shall be mandatory in subjects (except for the subjects from which the educatee has been released) in which the assessment of the study performance of the educatee has not been received or has been lower than four points, or an descriptive assessment has not been received, respectively, or an assessment has not been received within the scope of the implementation of the plan for subjects and lessons in accordance with the regulation regarding the State basic education standard, standards for basic education subjects, and samples of basic education programmes in effect until 31 August 2020.

Prime Minister A. K. Kariņš

Minister for Education and Science A. Muižniece