

Emergency contact information

- Name of organisation: UNCHR-France
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- Website: <https://www.unhcr.org/fr-fr>
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- Tel.: 01 44 434 861

- Name of organisation: Medecins sans Frontieres- France
- Address: 8 Rue St Sabin, 75011 Paris
- Website: <https://www.msf.fr>
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- Tel.: 01 40 21 29 29

- Name of organisation: National Police
- Address: 5 Rue O' Quin, 64000 Pau
- Website: <https://www.police-nationale.interieur.gouv.fr>
- Email:
- Tel.: 05 59 98 22 22

- Name of organisation: Hospital Center of Pau
- Address: 4 Boulevard Hauterive - 64000 Pau
- Website: <https://www.ch-pau.fr>
- Email: contact@ch-pau.fr
- Tel.: 05 59 92 48 48 or 15

- Name of organisation: SDI64 (Fire Department of Pau)
- Address: 33 Avenue du Général Leclerc
- Website: <http://www.sdis64.fr>
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Emergency Numbers:

Firefighters: 18

Police: 17

Medical Emergency: 15

European Emergency Number: 112

Supporting institutions

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Template content for 2.3 e-COURSE

- Name of supporting institution: Ministry of National Education and Youth
- Address: 110 rue de Grenelle – 75357 Paris SP 07
- Website: <http://www.education.gouv.fr>
- Email:
- Tel.: 00 33 1 55 55 10 10 or 3939

- Name of supporting institution: Regional School Rectorate
- Address: 5, rue Joseph de Carayon Latour, Bordeaux
- Website: <http://www.ac-bordeaux.fr>
- Email:
- Tel.: 00 33 5 57 57 38 00

- Name of supporting institution: Isard Cos - Hosting Center for Asylum Seekers
- Address: 86 Cours Léon Bérard, 64000 Pau
- Website: <https://www.fondationcos.org/centre-provisoire-dhebergement-cph-isard-cos-1>
- Email: isard@cos-asso.org
- Tel.: 00 33 5 59 80 76 20

Information about the educational system

- **Registration period:** Registration takes place between March and April, in some major cities it can be done in November of the year before the child starts school.
- **Exam period:** There is no exam period for primary school
- **School attendance policy**

- **Reporting procedure of absences**

The system for preventing school absenteeism reinforces the support of families in monitoring their child's schooling and must allow an immediate and adapted response as close as possible to the field.

It improves dialogue with parents in a spirit of coeducation, in particular through the establishment of a referent education staff.

It must make it possible to take into account the multiplicity of causes of school absenteeism. The involvement of all actors involved in the child's education is an essential lever to prevent absenteeism.

When a pupil is first enrolled, the school project and the internal regulations are systematically presented to the persons responsible of the child during a meeting or interview. By signing the internal regulations, they are informed of the procedures for checking attendance, in particular the conditions under which absences are reported to them.

In each school and each establishment, students' absences are recorded in a 'call book'. Any staff responsible for an activity during school time will report absent students. The electronic recording system is to be favoured in accordance with Act No. 78-17 of 6 January 1978 on information technology, files and freedoms, as amended.

- **Numbers of Absences**



The only reasons deemed legitimate for absence are: illness of the child, contagious disease of a family member, solemn family reunion, impediment resulting from accidental difficulty of communication, temporary absence of responsible persons when children follow them. The other grounds shall be assessed by the competent educational authority of the State.

From **the first unjustified absence**, i.e. from the first hour of absence without legitimate reasons or valid excuses, contacts are established by the class teacher or the school principal with the persons responsible. Then, the student is summoned by the principal educational adviser, in conjunction with the principal teacher or teacher concerned, to remind him or her of his or her obligations regarding attendance. Contact is made with the persons responsible. Punishments adapted to the student's situation may be given.

When the child has missed class without legitimate reason or a valid apology for **at least four full half-days within a one-month period**, the relevant members of the educational team are brought together by the school principal to conduct a reflection to identify the problems encountered by the student within or outside the school that may cause absenteeism. Accompanying measures are contracted with the persons responsible for the student, if necessary in conjunction with partners, in order to restore the student's attendance.

In the event of persistent non-attendance, i.e. around **ten full half-days of absence during the month**, the school principal or head teacher shall bring together the members of the educational community concerned to work with the persons responsible for the child to develop an appropriate and individual support and assistance system. It proposes any additional measures likely to restore the pupil's attendance with a view to continuing the dialogue with the persons responsible for the child.

At this stage, the head teacher also appoints a referent educational staff from among the persons within the school who are able to ensure personalised follow-up with the pupil concerned: a teacher, in particular the head teacher, the social service assistant, the nurse, the head educational adviser, the guidance counsellor-psychologist or the project manager.

- **Frequency of parent visits:**

In the first days after the start of the school year, the school principal brings together the parents of newly enrolled pupils.

Several meetings are organized by the school principal and teachers to better inform about school life (introduction of the principal and teachers, visit of the school, school programs, meeting of parents of the small section, election of parents of students, etc.).

For any request for information or appointments submitted by parents, the school principal and teachers shall ensure that they respond as soon as possible. If the answer is no, it must be justified.

Throughout the school year, the various members of the school's pedagogical team can meet individually with parents for several reasons.

- With the principal for the registration and admission of the student; for administrative matters (certificate of schooling, etc.); or to discuss the student's schooling (various difficulties, Personalized Program for Educational Success (PPRE), orientations).



- With the teacher to assess the student's schooling (in some cases, another member of the teaching team may be present); or for the delivery of the learning logbook and the school report.
 - With the school psychologist; (several members of the pedagogical team must be present); for a school follow-up for a disabled child.
 - With the medical-social team for an appointment with the school doctor; for an Individualised Reception Project (IAP); for a Personalised Schooling Project (PPS); for the compulsory visit in the preschool high section or in grade 1 (CE2), the doctor sees the child alone and calls the parents if a problem is detected; or for an appointment with the social worker.
- **Required documents for school enrolment & registration:**
 - the family record book, an identity card or a copy of a birth certificate
 - a proof of residence
 - a document certifying that the child has received the vaccinations required for his or her age: anti-diphtheria, tetanus, polio
 - registration certificate issued by the town hall
- **Public holidays**
 - 1st of January
 - Easter Monday
 - Labour Day (May 1st)
 - May 8th
 - Ascension Thursday
 - Whit Monday
 - July 14th
 - August 15th
 - All Saints' Day (November 1st)
 - November 11th
 - Christmas (December 25th)

The calendar of school holidays in France differs from one area to another. Indeed, since the 1964/1965 school year, France has been divided into several zones. Since 1992, there have been three zones: zone A, zone B and zone C.

These zones are chosen so that the number of students in each zone is approximately equivalent. The objective of this division is to extend the winter and spring holiday periods by four weeks, in order to promote tourist activities related to winter sports.

School holidays usually start on Friday evening or Saturday morning after school and end two weeks later on Monday morning when school resumes. They include:

- All Saints' Day (or autumn) holidays: they are generally located at the end of October and the beginning of November. They last 2 weeks and are common to all areas.
- Christmas (or end-of-year) holidays: lasting two weeks and also common to all areas. They include Christmas and New Year's Day holidays and leave a few days for recovery at the beginning of January.
- Winter holidays: from February to March. They are divided into zones and last two weeks for each zone.

- Spring holidays: the last holidays of the school year, they are also divided into zones and last two weeks for each zone.
- **School hours**
 - **Monday, Tuesday, Thursday and Friday:**
 - 7h30-8h30 : extracurricular activities
 - 8:30-11:30 am: school lessons
 - 11h30-13h45 : catering and extracurricular activities
 - 13h45-16h : school lessons
 - 16h-18h30 : extracurricular activities
 - **Wednesday**
 - 7h30 -8h30 : extracurricular activities
 - 8:30-11:30 am: school lessons
 - 11h30-13h30 : catering and extracurricular activities
 - Afternoon: leisure centre or municipal daycare or home

Student information

Education level	Age range	Country
Preschool	3-5	France
Primary School	6-11	France
Middle School	12-15	France
High School	16-18	France
CFA (Vocational Training)	15-25	France
Higher Education	18+	France

