

**INSPECTION, ACCREDITATION
AND
AUTHORISATION
OF
BRITISH SCHOOLS IN SPAIN**

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BACKGROUND

The 'Delegación en España de la Fundación British Council' (hereafter British Council or BC) is the official representative of the United Kingdom of Great Britain and Northern Ireland accredited in Spain to issue the certification referred to in Article 14(2)(b) of Royal Decree 806/1993 of 28 May 1993 governing foreign schools in Spain.

Following review of the accreditation process and of the responsibilities of the British Council (by the F. López Tapia law practice) with regard to the authorisation of British schools in Spain, the procedure has been updated and is as set out in the present document.

Note: This procedure is submitted to the association of British schools in Spain and to the inspectorates for discussion, amendment (if appropriate) and implementation. Copies are also submitted to all of Spain's regional education authorities for their information.

Note: Due to the United Kingdom's exit from the EU, entry in the register (Article 7 of Royal Decree 806/1993) may require prior authorisation by the Spanish Ministry of Foreign Affairs.

RESPONSIBILITIES AND FUNCTIONS OF THE VARIOUS INSTITUTIONS

RESPONSIBILITIES OF THE SPANISH AUTHORITIES

Foreign schools in Spain are specifically regulated by Royal Decree 806/93. The Spanish authorities are responsible for entering them in the corresponding public register and, if applicable, granting them authorisation to operate. The Spanish authorities are likewise responsible for ensuring they meet all legal requirements (including health and safety and child protection). Accreditation by the British Council is one of the requirements that schools must meet in order to be eligible for entry in the official register and, if applicable, for authorisation. If an already approved school receives a negative report following an inspection, it is the Spanish authorities that withdraw its authorisation or amend or terminate its authorisation to operate. Participating schools are under the jurisdiction of the Spanish courts.

RESPONSIBILITIES OF THE BRITISH COUNCIL

The British Council is the educational authority responsible for accrediting that a school operating in Spain provides formal British education and that the qualifications gained have official validity in the UK. The British Council only gives accreditation to schools that receive a positive report from the inspectorate following inspection of that school. To assure that the required standards are maintained, the British Council is responsible for ensuring that every school undergoes regular inspection and for issuing the pertinent certificate of accreditation after each inspection. If the British Council issues a certificate without having received a positive recommendation from the inspectorate, it will be held accountable by the Spanish and British authorities, by the families of the school's pupils and by the schools themselves.

The British Council undertakes:

1. To form a Monitoring Committee, membership of which will be open to all the inspectorates and support organisations authorised by the British Government to perform inspections in Spain.
2. To receive, and submit to the Monitoring Committee within 10 days of receipt, applications and supporting documentation submitted by the proprietors of schools interested in offering official British education.
3. To issue, on receipt of a positive report from the Committee, a **Certificate of Application to Offer British Education** (Annex 5) and submit it to the local authorities. This form does not have the status of accreditation. To perform a Disclosure and Barring Service (DBS) check on the proprietor and management of the school (if already under contract) before issuing the aforementioned letter.¹
4. To ensure that all the schools are inspected regularly and that they do not continue to operate without undergoing inspection (jointly with the inspectorates).
5. To submit a Certificate of Accreditation (Annex 6) or Certificate of Withdrawal of Accreditation (Annex 8) to the local authorities.
6. To maintain the transparency of the system, making public on the website the responsibilities, procedures and outcomes of the inspections and providing a list of British schools in Spain.
7. To respond to all complaints received in relation to the quality of education at the schools (as per the complaints procedure).

The Monitoring Committee will meet 3 times a year (once per school term) and will perform the following functions:

- a) Review the inspections carried out since the last meeting.
- b) Draw up a list of schools pending inspection before the next meeting.
- c) Agree on the actions necessary to ensure that all the schools are inspected (warning notices, etc.).
- d) Monitor schools experiencing difficulties.
- e) Follow up all complaints received.
- f) Review continually and propose improvements to current protocols and procedures.

The British Council will perform the following functions for this Committee:

¹Please note that the DBS only checks criminal records in the United Kingdom. Enforcement of restrictions under Spanish law on the proprietor(s) or management of schools, such as not holding public office or not possessing a criminal record in Spain, is the responsibility of the Spanish authorities and not of the British Council.

- Arrange the meetings.
- Draw up the agenda.
- Record the minutes.
- Implement the procedures agreed.

For their part, the inspectorates that have joined the Committee undertake:

- To attend the meetings or to accept the decisions made in their absence (by Skype or conference call).
- To work with the BC to assure the quality of the procedures and improve them continually.
- To implement the changes to procedure agreed.

TRANSPARENCY

To facilitate transparency, the British Council will make the responsibilities and procedures public. Since September 2014, the details of every inspection of British schools in Spain have been made publicly available on the British Council website: <https://www.britishcouncil.es/programas/educacion/colegios>.

COMPLAINTS

As participating schools are private institutions under the supervision of Spanish local authorities, the British Council cannot intervene in every individual case of dissatisfaction. However, as accreditors of the schools, we do have certain powers if a school does not meet British standards regarding education, staff training and transparency of information for parents. Consequently, we give due consideration to all reports of relevant failures to meet those standards. In some cases, an emergency inspection will be requested to make sure that the school meets the minimum requirements and that all serious failings are remedied. The British Council may also ask inspectors to take specific individual complaints into account in their next inspection (see [Complaints Procedure](#)).

QUALITY GUARANTEE: REGULAR INSPECTION

Responsibility for the quality of participating schools is shared by the British Council, the inspectorates, the support organisations in Spain, the Spanish local authorities and the schools themselves. Inspection is the means employed to monitor the quality of participating schools and foster the constant improvement of it. To gain the accreditation referred to in Article 14(2)(b) of Royal Decree 806/93, participating schools must be inspected. They can choose either a British Schools Overseas (BSO) inspection — which assigns them a unique registration number in the Ofsted (Office for Standards in Education) database — or an inspection by an inspectorate belonging to the National Association of British Schools in Spain (NABSS), the support organisation in Spain recognised by Ofsted.

RESPONSIBILITIES OF INSPECTORATES IN SPAIN

The inspectorates and support organisations (NABSS) are tasked with inspecting British schools in Spain. If the inspectorates give a positive recommendation to the British Council without having reviewed all the aspects included in the minimum standards established by the British Government, they will be held accountable by the Spanish and British authorities, by the pupils' families and by the schools themselves. The NABSS and inspectorates undertake:

1. To work with the British Council to ensure the proper operation of British schools in Spain.
2. To visit and inspect participating schools with due rigour and according to the standards established by the British Government for British schools overseas.
3. To work with the schools to implement the improvement plans required to achieve a positive outcome.
4. To inform the British Council of the inspections carried out and of the outcomes of those inspections.
5. To submit the final report to the British Council for publication within a maximum of 1 month.

RESPONSIBILITIES OF PARTICIPATING SCHOOLS

Participating schools hold primary responsibility for the quality of teaching and will be held accountable for it by their pupils, by their pupils' families and by the Spanish and British education authorities. British schools in Spain undertake:

1. To teach the British curriculum, employ staff with the necessary expertise and qualifications and provide the space and facilities necessary for suitable learning and implementation of the British methodology.

2. To meet all the requirements established by the British Government for British schools overseas.
3. To comply with Spanish legislation on schools.
4. To request, pay for and undergo inspection, when due, by an inspectorate of choice and to accept and implement the recommendations for improvement and comply with the inspectorate's decision.
5. To request, pay for and undergo a new inspection by the inspectorate if the school's teaching conditions (new year group, new building, change of main site, etc.) change substantially, even if a routine inspection is not due.
6. To pay the cost of inspection by the inspectorate and, if applicable, of certification of accreditation.
7. To submit, in extreme cases (e.g. serious incident or evidence of various incidents), to the criteria of the Monitoring Committee if this committee deems a new inspection is required, and to pay the associated costs.

PROCEDURES AND FUNCTIONS

BRITISH COUNCIL: ACCREDITATION PROCEDURE

Both the staff at the British Council responsible for school certification and accreditation and the Director — whose signature is required to formalise certification and accreditation — take their annual holiday during the months of July and August. Consequently, **we cannot guarantee the issue of certifications and/or accreditations during those months.**

ACCREDITATION OF EXISTING SCHOOLS

To ensure that the minimum standards of quality are maintained and to foster continual improvement, British schools in Spain undergo compulsory inspection every four years. If the inspectorate issues a favourable report following the inspection, the British Council issues the corresponding accreditation. The process followed to ensure that all participating schools comply with the inspection schedule is as follows:

1. The British Council maintains a permanently up-to-date list of participating schools and inspection dates.
2. Inspection performance is monitored at the termly meetings of the Monitoring Committee. In July and December, the British Council sends a letter to the schools due for inspection in the next 6 months to remind them of the date of the next inspection.
3. The British Council receives the inspection reports (within a maximum of 1 month after the inspection). Once the reports have been received, the BC proceeds as follows:
 - i. The school's proprietor is informed of the outcome.
 - ii. If the report is positive, the BC issues the Recommendation for Authorisation Following Inspection (see Annex 3) and submits it to the local authorities. This certificate must be signed and is not issued until the school has paid the processing fee²
 - iii. If the report is negative, the BC informs the school's proprietor and the local authorities (regional education authority) that the school in question does not meet the minimum standards required and that therefore accreditation will be withdrawn.
 - iv. The BC updates the list of schools and inspection visits carried out.
 - v. Notice of the inspection is published on the [British Council website](#).
4. If a school is not inspected within the deadline, the BC sends a warning notice to the school giving it 6 months to undergo inspection, after which period the BC will submit a negative report to the authorities.
5. If the school does not undergo inspection within the new deadline, the BC informs the school's proprietor of the situation and submits notice of withdrawal of accreditation to the local authorities.

Schools may change location, extend (or reduce) school spaces, make substantial alterations, change proprietor or substantially change management, etc. In the event of changes that affect the school's capacity to offer high-quality British education — such as changes to over 70% of management or the extension/reduction of physical spaces and

² (see CERTIFICATION FEES).

buildings that affect the number of pupils at the school — the school is required to request a new inspection (and accreditation). All new physical spaces and buildings (or alterations to existing ones) must comply with currently applicable Spanish legislation. Following such changes, local authorities frequently require British accreditation once more that the new buildings are fit for purpose. In this case, the school is required to submit supporting documentation for the spaces (construction specifications if the spaces have not been built, or plans of the facilities if they have been completed) to the British Council, which will proceed as follows:

1. The British Council will submit the plans to the Monitoring Committee and, if approved, will issue a certificate and submit it to the authorities.
2. The space/building at the school will be inspected to verify that the facilities match the plans submitted.
3. A certificate indicating that the space has been inspected will be issued and submitted to the authorities. This certificate will not include accreditation of the quality of teaching, although it may indicate an increase in total pupil capacity if this was the purpose of the extension/construction of the new space(s).
4. In all cases, the school will be inspected when due as per the deadline established in the last inspection.

ACCREDITATION OF NEW APPLICANTS

(either Spanish schools that wish to open one or more British education year groups, or newly created schools)

If a person or school wishes to create a British school in Spain, that person or school should submit the corresponding documentation to the British Council. That documentation will only be accepted if the BC has received a prior positive recommendation from one of the inspectorates authorised by the British Government in Spain. The inspectorates may help schools to prepare the documentation required and may help them to meet the requirements necessary to submit the application. When a centre has been advised by an inspectorate, this inspectorate will not be able to carry out the first year inspection.

The British Council will proceed as follows:

1. Receipt of the documentation:
 - a. Save a copy of the documentation (on-line).
 - b. Submit, within 10 working days, digital and paper copies to the Monitoring Committee for review and authorisation.
 - c. Follow up and receive the report from the Monitoring Committee ([First Application Sign Off Form](#) (Annex 1)).
2. Submit the [Application to Offer British Education](#) (Annex 5) to the local authorities, sending a copy to the school's proprietor. This certificate does not constitute accreditation. It is issued to allow the school to start operation in preparation for subsequent verification that it meets the standards set for British schools overseas. The BC issues this certificate after completing the following steps:
 - a. The school's proprietor is informed of the outcome.
 - b. The fee is invoiced and paid (certificates are not issued prior to receipt of payment).
 - c. The new school is included in the list of schools pending inspection for subsequent monitoring. The list must include the date of initial certification and the date of compulsory inspection.
3. Monitor the inspection date via the Monitoring Committee.
4. Receive the [Sign-Off Form Pending Action Plan](#) (if applicable), the Inspection Report and the [Recommendation for Authorisation Following Inspection](#) (Annex 3).
5. Issue an [Certificate of Accreditation](#) (Annex 6) or [Certificate of Withdrawal of Accreditation](#) (Annex 8). The process leading to issue of this accreditation includes the following steps:
 - a. The school's proprietor is informed of the outcome.

- b. *The fees charged by the inspectorate are invoiced and paid (certificates are not issued prior to receipt of payment).*
- c. *The school is added to the list of British schools on the BC website.*
- d. *The new school is included in the list of schools pending routine four-yearly inspection for subsequent monitoring. The list must include the date of initial accreditation and the date of compulsory inspection.*

BRITISH COUNCIL: COMPLAINT FOLLOW-UP PROCEDURE

The British Council will only acknowledge complaints related to British schools in Spain under the following circumstances:

- *The complaint refers to the quality of teaching at the school or to the quality of the management of the school in accordance with British educational standards.*
- *The school's complaints procedure has been followed in full but it is deemed that the cause of the complaint has not been remedied, or the school has not complied with its complaints procedure and less than one year has passed since the school's complaints procedure was closed.*
- *The complaint is submitted in writing, using the form in [Annex 9](#), to the Director of Education, British Council, Paseo General Martínez Campos 31, 28010 Madrid – Education@britishcouncil.es.*

Complaints will not be investigated in relation to the following:

- *Malpractice or misuse relating to official British examinations. These complaints should be submitted to the awarding bodies (Cambridge, Pearson, AQA, OCR, etc.).*
- *Non-compliance by the school with Spanish civil, trade, labour, administrative, criminal or other law. All such complaints should be submitted to the relevant local authorities (see below).*
 - *Data protection issues should be reported to the Agencia Española de Protección de Datos (AEPD).*
 - *Criminal conduct should be reported to the local police, public prosecutor's office or courts.*
 - *Staff employment or promotion issues, etc. should be reported via the school's internal grievance procedure and/or to the corresponding employment and/or social security authorities.*
 - *Child protection issues should be reported to the local authorities responsible for this area (municipal social services, public prosecutor's office, courts and police).*
 - *Issues relating to fees, costs or other matters pertaining to the agreement entered into between the family and the school should be reported to the education authorities and to the Spanish courts.*

We reserve the right not to acknowledge the following:

- *Incomplete or imprecise complaints lacking sufficient evidence.*
- *Malicious complaints lodged only to cause inconvenience.*
- *Complaints containing obscenities, insults and/or homophobic, xenophobic, racist or sexist language.*
- *Complaints reiterating earlier complaints that have been addressed and resolved.*

Complaint receipt and investigation procedure

Every effort will be made to resolve complaints fairly, appropriately and as swiftly as possible.

1. *Complaints should be submitted by post to the Education Department, British Council, Paseo General Martínez Campos 31, 28010 Madrid, or by e-mail to Education@britishcouncil.es.*
2. *The British Council will confirm receipt of the complaint within 15 working days and will proceed as follows:*
 - a. *The BC will inform the family whether or not the complaint will be investigated and, if not, the reason for that decision.*
 - b. *The BC may request more information.*
3. *If the complaint is to be investigated, the BC will send the family a summary of the complaint and will request the family's permission to use that summary as the basis for investigation. It will also request permission to submit the relevant information to the school's proprietor, to the Monitoring Committee and/or to the school inspectors (as applicable).*
4. *Investigation – make contact with the school*
 - a. *The BC submits the summary to the school's proprietor and requests information on how the school's complaints procedure was followed.*
 - b. *The BC requests the proprietor's response to the matter in question.*

5. Decision – report the complaint and investigation to the Monitoring Committee for its decision, which may take one of the 4 following forms:
 - a. Ask the school to review its response at a specific stage of the procedure.
 - b. Ask the school to review its complaint follow-up-policy.
 - c. Take no action, as it is clear that the school acted correctly.
 - d. Request an unannounced investigation.
6. Communication with the family – report the outcome of the investigation. As the Monitoring Committee meets termly, the final response may take several months.

PARENTS: PROCEDURE FOR SUBMITTING A COMPLAINT ABOUT A BRITISH SCHOOL IN SPAIN

The process below should only be followed if the one above has been brought to a close without reaching a satisfactory solution.

Step 1: Request a copy of the complaints procedure from the school and follow it to the letter. Every school must have a complaints procedure in place.

Step 2: Submit a formal written complaint to the headteacher or head of studies and request that person sign acknowledgement of receipt on a copy of the complaint submitted.

Step 3: Submit a formal written complaint to the proprietor of the school and request a meeting of the mediation panel.

Step 4: Complaints relating to educational issues may be submitted to the British Council using the [form in Annex 9](#). Complaints not relating to educational issues should be submitted to the competent Spanish authority.

INSPECTORATES: PROCEDURE FOR POSITIVE RECOMMENDATION OF A NEW SCHOOL

For a new application to be accepted, the school must first submit a recommendation made by an inspectorate. The inspectorate's function is to ensure that the proprietor and management of the new school are fully familiar with the British education system, have the sufficient means to make the project viable and undertake to comply with British and Spanish legislation.

Inspectorates may help applicants prepare the documentation on the understanding that they will be held responsible for their recommendation as it will be the basis upon which the application will be accepted or rejected.

Each inspectorate will have its own procedures and ways of supporting new schools.

INSPECTORATES: INSPECTION PROCEDURE

The inspectorates and support organisations (NABSS) ensure that participating schools meet the educational standards set by the British Government for British schools in Spain.

www.gov.uk/government/uploads/system/uploads/attachment_data/file/279901/BSO_Standards_that_schools_have_to_meet.pdf

While the NABSS may only perform inspections in Spain, the other inspectorates may perform inspections in any country outside the United Kingdom. Each of these institutions has its own proprietary standards and inspection models. However, to meet the accreditation criteria established in Spain, they must all use the same forms and must submit the same series of documents to the British Council before, during and after inspection. The procedure is as follows:

Step 1: Submit the details regarding the school, the management, the inspection date and the lead inspector to the British Council by e-mail (education@britishcouncil.es) when an inspection is agreed with a British school in Spain.

Step 2: Submit the [Sign-off Form pending Action Plan](#) to the British Council within 20 days of the inspection if the school requires an Action Plan (note: the BC will not issue accreditation with this document).

Step 3: If an Action Plan is required, work with the school to implement the improvements until they are completed.

Step 4: When the Action Plan has been completed, or if specific actions are not needed to recommend authorisation or non-authorisation, submit the [Recommendation for Authorisation Following Inspection Form](#) to the British Council within no more than 1 month of the date of inspection or of the date of satisfactory fulfilment of the requirements of the Action Plan (note: the British Council issues official accreditation based on this form, irrespective of whether or not it has received the final inspection report).

Step 5: Issue the final report and submit a copy in PDF format to the British Council and to the school within no more than one month of the date of inspection or of satisfactory completion of the Action Plan.

Step 6 (optional): Publish the inspection report (in any event, these reports will be published on the [British Council website](#)).

Should a building inspection be required either for a new centre or for an existing centre building extra premises, inspectors will submit the Sign off form following Building Inspection as well as the positive report to the British Council. The British Council will then issue a certificate to the authorities and to the school. Please note that the British Council will charge a fee for issuing these certificates.

SCHOOLS: PROCEDURE FOR INITIAL ACCREDITATION

NEWLY CREATED SCHOOLS

The process, adapted to comply with Spanish legislation, is similar to the one followed by new schools in England (i.e. The Education (Provision of Information by Independent Schools) (England) Regulations 2003).

Step 1: (optional) Request help with preparing the documentation and meeting the requirements from an approved inspectorate.

See 'Useful links' below. Please be reminded that when a centre has been advised by an inspectorate, this inspectorate will not be able to carry out the first year inspection.

Step 2: Submit the application.

The school must submit two copies of the application, one addressed to the Monitoring Committee, c/o British Council, Paseo General Martínez Campos, 31, 28010 Madrid, and the other (in digital format) addressed to BritishSchools@britishcouncil.es by 31 January (for schools intending to open in September of that year). Please note that the British Council will charge a fee for processing this application.

The application should be submitted in both paper and digital format (maximum of 3 documents, not exceeding 10 MB in total). The application will be submitted to the Monitoring Committee. Approval to process the application will require the Monitoring Committee's unanimous agreement that the project is viable. Please note that the British Council will charge a fee for managing the application and issuing the first letter of request to be authorised as a British School pending inspection/accreditation.

Step 3: Review of the documentation by the Monitoring Committee

The British Council will submit the documentation received to the Monitoring Committee, which will review it and will recommend whether or not the school should implement its proposed educational programme. Further to considering the documents submitted the Monitoring Committee will conduct a visit to the centre before giving their final go ahead.

Step 4: Issue by the British Council of the corresponding certificate and submission to the education authorities

If the application is accepted by the Monitoring Committee, the British Council submits notice to the local education authorities indicating that the school has applied to offer British education or wishes to open as a British school. This certificate does not yet constitute accreditation, it merely informs the authorities that the school will be inspected in the

last term of the school year and that, if the report is positive, the British Council will issue accreditation for its entry in the register of foreign schools in Spain.

A certificate will not be issued if the school fails to provide evidence that i) a criminal record check has been performed in Spain confirming that the management and proprietor do not have convictions for sexual offences or criminal record and that ii) a corresponding DBS check has been conducted in the United Kingdom. Please note that enforcement of restrictions or incompatibilities imposed under Spanish law on proprietors or management of schools, such as not holding public office/post or any other is the responsibility of the Spanish authorities and not of the British Council.

Step 5: Inspection and notice of accreditation

In the first year in which the school is open (in which the school has not yet been accredited and/or authorised but has started teaching), the school must be inspected, usually in the third term.

The school must arrange an inspection/visit by one of the authorised inspection bodies (selected by the proprietor of the school). For the Early Years Foundation Stage (EYFS, 0-3 years old), schools must request a BSO inspection). The inspectors will submit a report (either positive or negative) to the British Council. It is common for the inspectorate to require a series of improvements before issuing the report on the outcome of the inspection and for it to recommend changes and a further inspection within one or two years. Irrespective of the outcome, the school undertakes to provide a copy of this inspection report to those parents who so request it. All inspection reports are published on the British Council website. If the inspection report is positive, the British Council issues the corresponding accreditation, which is submitted directly to the authorities and the school. If the inspection report is negative, it is likewise submitted to the authorities and the school. Please note that the British Council will charge a fee for issuing all certificates of accreditation.

Step 6: Authorisation of the school and entry in the register of foreign schools

The decision on whether or not to enter a school in the register of foreign schools — and, if applicable, to authorise a foreign school if, in addition to the curriculum of the respective country, it teaches a curriculum equivalent to that mandatory in Spain and teaches the subjects of Spanish language and culture — lies with the Spanish education authorities. In addition to receiving certification and/or accreditation from the British Council, the school must comply with Spanish legislation, it must submit all documentation or complete all other formalities required and it must undergo inspection by the local authorities in accordance with Spanish law. It is usual that the school announces commencement of British education but does not receive official authorisation until after the first inspection and issue of a positive report (see step 5).

Step 7: Subsequent inspections

The school must undergo inspection a minimum of once every 4 years. The British Council will issue a certificate of accreditation after each inspection that produces a positive outcome and will inform the local authorities of the length of time that the accreditation will remain in force. Independently of this inspection, participating schools must comply with all applicable Spanish legislation (Royal Decree 806/93). As regards child protection, participating schools must comply with both the minimum British requirements and with Spanish legislation. If a school fails to undergo inspection or receives a negative report, the British Council will inform the authorities for the purpose of removing the school from the register of foreign schools in Spain.

EXISTING SCHOOLS: MAINTAINING ACCREDITATION

Participating schools are responsible for maintaining British educational standards and for requesting inspection by an inspectorate within a maximum of 4 years of the date of the last inspection. Schools may also request inspection if they change location, extend (or reduce) school spaces, make substantial alterations, change proprietor or substantially change management, etc. In the event of changes that affect the school's capacity to offer high-quality British education — such

as changes to over 70% of management or the extension/reduction of physical spaces and buildings that affect the number of pupils at the school — the school is required to request a new inspection (and accreditation). All new physical spaces and buildings (or alterations to existing ones) must comply with currently applicable Spanish legislation. Following such changes, local authorities frequently require British accreditation once more that the new buildings are fit for purpose. In this case, the school is required to submit supporting documentation for the spaces (construction specifications if the spaces have not been built, or plans of the facilities if they have been completed) to the British Council.

USEFUL INFORMATION AND LINKS FOR SCHOOLS AND PARENTS

The following links provide useful information for parents, schools and authorities in general.

Standards for British Schools Overseas (Ofsted)

www.gov.uk/government/uploads/system/uploads/attachment_data/file/279901/BSO_Standards_that_schools_have_to_meet.pdf

Standards for inspectorates

www.gov.uk/government/uploads/system/uploads/attachment_data/file/279870/BSO_Standards_that_inspectorates_have_to_meet.pdf

Inspectorates approved by Ofsted

www.gov.uk/guidance/british-schools-overseas-inspection-scheme

Websites of the leading inspectorates operating in Spain:

Cambridge Education: www.camb-ed.co.uk/Internationalschools/Inspectionandschoolaccreditation/Britishschools.aspx

NABSS: www.nabss.org/index.php/en/school-inspections

ISI: www.isi.net/schools/international-schools/

SIS: www.schoolinspectionservice.co.uk/

Penta: <http://www.pentainternational.co.uk/home.php>

Education Development Trust: <https://www.educationdevelopmenttrust.com/>

ANNEX 1- FIRST APPLICATION SIGN OFF FORM (FORMULARIO RECOMENDACIÓN PRIMERA SOLICITUD)

To: British Council - Fao: Raquel Fernández-Montes
Paseo General Martínez Campos, 31
28010 Madrid or by e-mail to: raquel.fernandezmontes@britishcouncil.es

The monitoring committee members have received copy of an application from:

School Full name:.....
School full address (street, number, urbanisation when applicable and post code)

to start implementing the English Curriculum.

Having reviewed all documentation received, we are unanimously satisfied that the plans from this school meet the educational requirements set up by Ofsted for overseas British Schools and **recommend that this school should be permitted to initiate teaching the English Curriculum** for the following groups*:

Courses (from xx to yy)**	Student age range*	Starting from	Max Capacity
<i>ie. Year 1 to Year 5</i>	<i>5-10 year olds</i>	<i>September 2017</i>	<i>60 students</i>
Total maximum British school capacity			

*When the school has different authorisation periods for different age groups, please provide details for each group

**To indicate course ranges, use name of the course only: Pre-Nursery, Nursery, Reception, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6, Year 7, Year 8, Year 9, Year 10, Year 11, Year 12. Please avoid any other group descriptors: Early Years, Key Stage or Sixth Form

*** Age in Spain is counted in calendar years

Apart from UK standards, schools in Spain must comply with Spanish legislation. This inspectorate does not review compliance with Spanish licencing, labour or trade law. Equally, we do not inspect compliance with Spanish H&S or child protection legislation. We accept no liability for non-compliance with any of these areas, to be monitored by Spanish authorities previous to authorisation.

We do not yet recommend this school for Accreditation until they fulfil an education inspection during the third term of the academic year in which it starts offering British education.

Additional Notes:

.....

Signed: Date:

Position:

Name(s) of inspector(s) that have agreed to this first application to be accepted

.....

ANNEX 2- SIGN OFF FORM PENDING ACTION PLAN (Recomendación si pendiente de Plan de acción)

To: British Council
Fao: Raquel Fernández-Montes
Paseo General Martínez Campos, 31
28010 Madrid
raquel.fernandezmontes@britishcouncil.es

INSPECTORATE:

LEAD INSPECTOR:

With respect to the following school, which was inspected on (insert date):

School Full name:.....

School full address
(street, number, urbanisation when applicable and post code)

Following our visit, this school does not yet meet the educational requirements set up by Ofsted for overseas British Schools. We require that this school fulfils an Action Plan previous to being able to issue a Recommendation.

Additional Notes:

Signed:

Date:

Lead Inspector

Name of all inspectors:

ANNEX 3 - RECOMMENDATION FOR AUTHORISATION FOLLOWING INSPECTION (Recomendación para inscripción tras inspección)

To: British Council - Fao: Raquel Fernández-Montes, Paseo General Martínez Campos, 31
28010 Madrid o by mail to raquel.fernandezmontes@britishcouncil.es

I, (insert full name)....., Lead Inspector from (insert inspectorate)

certify, with respect to the following school:

School Full name:.....
School full address (street, number, urbanisation when applicable and post code)

that:

- The above mentioned school or centre was inspected on by myself and the following duly qualified inspectors (list all):
- The inspectors find that the school ☐ meets ☐ does not meet (tick as appropriate) the requirements of the UK Government for British Schools Overseas and recommend this school is issued an accreditation to offer British Education, as required under Article 14 of Royal Decree 806 of 28 May 1993 for **AUTHORISATION** of foreign schools in Spain.
- Authorisation should be granted for the following groups³:

From Course ⁴	Aged	To Course	Aged	Max capacity	Next inspection
I.e. Year 1	5-6	Year 3	7-8	100	Before Dec 2020
Total maximum school capacity					

*When different groups require different inspection dates, list them on separate lines

** When there are different buildings for different ages/groups, list max capacity per building on separate lines

- The inspector(s) consider the school, including premises and teaching resources, **meets the minimum standards established by UK Government currently in force for British Schools Overseas** (www.gov.uk/government/publications/british-schools-overseas-standards-for-schools) and certifies that the inspection has covered all aspects required by such standards. The curriculum and courses offered to pupils between the ages specified in paragraph 2 above, and which are based upon the English Curriculum, have validity in the United Kingdom.
- Overall, the teaching staff of this school is appropriately qualified and experienced to teach the above mentioned curriculum. Verification has been made that the proprietor [in the case of an individual], the directors of the proprietorial body [in the case of a legal entity] and the headteacher have not been convicted of sexual offences in the United Kingdom.
- Authorisation beyond the dates outlined in the chart above will depend upon a further inspection. Both Spanish and British authorities may request an earlier inspection.
- Apart from UK standards, schools in Spain must comply with Spanish legislation. This inspectorate does not review compliance with Spanish licencing, labour or trade law. Equally, we do not inspect compliance with Spanish H&S or child protection legislation. We accept no liability for non-compliance with any of these areas, to be monitored by Spanish authorities previous to authorisation.

Signed (lead Inspector): Date:

³ ***When the school has different authorisation periods for different age groups, please provide details for each group

⁴ **To indicate course ranges, use name of the course only: Pre-Nursery, Nursery, Reception, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6, Year 7, Year 8, Year 9, Year 10, Year 11, Year 12. Please avoid any other group descriptors: Early Years, Key Stage or Sixth Form

ANNEX 4 - SIGN OFF FORM FOLLOWING BUILDING INSPECTION

To: *British Council*
Fao: *Raquel Fernández-Montes*
Paseo General Martínez Campos, 31
28010 Madrid
raquel.fernandezmontes@britishcouncil.es

INSPECTORATE:

LEAD INSPECTOR:

With respect to the following school, which was inspected on (insert date):

School full name:.....

School full address
(street, number, urbanisation when applicable, post code and city)

In the opinion of the inspector(s) the school building under inspection would meet the requirements currently in force in England to teach pupils of the following years and ages of the National Curriculum of England.

From Course	Aged	To Course	Aged	Max capacity
<i>ie. Year 1</i>	<i>5-6</i>	<i>Year 3</i>	<i>7-8</i>	<i>100</i>
Total maximum school capacity, including the new building				

This building inspection does not imply a postponement of the educational inspection.

Additional Notes:

Signed:

Date:

Lead Inspector

Name of all inspectors

ANNEX 5 – Certificate of Application to start offering British Education (pending accreditation)

Attn.: Regional Minister of Education

Xxx

Xxx

File number: xxx/xx

CERTIFICATE OF APPLICATION TO START OFFERING BRITISH EDUCATION

I, Andrew Mackay, on behalf of the Delegación en España de la Fundación British Council, principal agent appointed by the Government of the United Kingdom of Great Britain and Northern Ireland to implement measures pertaining to the Cultural Convention between the United Kingdom and the Kingdom of Spain, hereby certify the following with regard to the school named below:

Name:(full name of the school)

Address: (full address of the school)

1. The above-mentioned school wishes to be entered in the register of foreign schools in Spain as a British school. It has submitted its proposed educational programme to the British Embassy in Spain via the British Council, which has submitted the proposal for review by a monitoring committee comprising British inspectors belonging to one of the institutions named in the list drawn up by the British Government (www.gov.uk/guidance/british-schools-overseas-inspection-scheme).
2. Having received a positive report from the aforementioned committee, we hereby confirm that the proposed educational programme meets the standards required to open a school of similar characteristics (same range of ages and number of pupils) in the United Kingdom, pending final authorisation following a physical inspection by duly qualified British inspectors in the third term of the first school year and, in all cases, no later than twelve months from the start of operation.
3. We therefore recommend that this school be temporarily permitted to offer British Education, for a maximum of, (include number of pupils, ages and years), as a foreign school in Spain, to be valid from to (insert the dates from and until when it will remain valid, usually until the end of the next school year), the school being required to undergo inspection and receive the letter of accreditation before the expiry of this deadline.
4. Verification has been made that the proprietor [in the case of an individual], the directors of the proprietorial body [in the case of a legal entity] and the headteacher [if already employed] have not been convicted of sexual offences in the United Kingdom.

The present certificate is issued and submitted to the Spanish authorities in compliance with Royal Decree 806/93. Entry by the Spanish authorities in the corresponding register as a foreign school shall be subject to compliance by the school with all applicable Spanish legislation (e.g. requirements and restrictions applicable to proprietors of schools; certification of no convictions for sexual offences; appropriate permits and licences; compliance with trade and labour law; child safety and protection measures, etc.). The British Council does not accept liability for irregularities at the school beyond the scope of oversight of British educational standards for British schools overseas: www.gov.uk/government/publications/british-schools-overseas-standards-for-schools)

In witness whereof, I hereby sign this certificate in Madrid on this day of of(date)

Signed by:

Andrew Mackay,
Director, British Council, Spain

ANNEX 6 – CERTIFICATE OF ACCREDITATION

Attn.: Regional Minister of Education

Xxx

Xxx

File number: xxx/xx

CERTIFICATE OF ACCREDITATION

I, Andrew Mackay, on behalf of the Delegación en España de la Fundación British Council, principal agent appointed by the Government of the United Kingdom of Great Britain and Northern Ireland to implement measures pertaining to the Cultural Convention between the United Kingdom and the Kingdom of Spain, hereby certify the following with regard to the school named below:

Name:(full name of the school)

Address: (full address of the school)

1. The above-mentioned school was inspected on (insert date) by (names of the inspectorate and lead inspector), one of the inspectorates authorised by the British Government or one of the approved support organisations (www.gov.uk/guidance/british-schools-overseas-inspection-scheme)
2. According to this inspection, the school meets the requirements of Article 5(1) of Royal Decree 806/93 for authorisation as a British school teaching pupils between (insert age groups and years, e.g. **Pre-Nursery (2–3 years old) to Reception (4–5 years old)**), these age groups being those defined in the English National Curriculum. The inspectorate considers that, given its staff and facilities, the school has the capacity for (insert maximum number of pupils) pupils.
3. Based on this report, the British Council accredits that this school, including both its physical and human resources, meets the standards established for British schools overseas.
 - 3.1. The curriculum and the courses taught to pupils of the ages specified in paragraph 2 above, and which are based on the English National Curriculum, would be valid in the United Kingdom.
 - 3.2. The teaching staff possess the qualifications and experience required to teach the aforementioned curriculum.
 - 3.3. The building would be appropriate in the United Kingdom for pupils in the courses specified in paragraph 2 above.
4. This accreditation will remain valid until the next inspection, which will take place no later than (insert date, no more than 4 years after the last inspection). Notwithstanding, an inspection may be performed earlier if so requested by the Spanish authorities, by the British authorities or by the school itself.
5. Verification has been made that the proprietor [in the case of an individual], the directors of the proprietorial body [in the case of a legal entity] and the headteacher have not been convicted of sexual offences in the United Kingdom.

The present accreditation is issued and submitted to the Spanish authorities in compliance with Royal Decree 806/93. Entry by the Spanish authorities in the corresponding register as a foreign school shall be subject to compliance by the school with all applicable Spanish legislation (e.g. requirements and restrictions applicable to proprietors of schools; certification of no convictions for sexual offences; appropriate permits and licences; compliance with trade and labour law; child safety and protection measures, etc.). The British Council does not accept liability for irregularities at the school beyond the scope of oversight of British educational standards for British schools overseas: www.gov.uk/government/publications/british-schools-overseas-standards-for-schools).

In witness whereof, I hereby sign this certificate of accreditation in Madrid on this day of of (date)

Andrew Mackay

Director, British Council, Spain

ANNEX 7 - CERTIFICATE OF BUILDING INSPECTION

Attn.: Regional Minister of Education

Xxx

Xxx

File number: xxx/xx

CERTIFICATE OF BUILDING INSPECTION

I, Andrew Mackay, on behalf of the Delegación en España de la Fundación British Council, principal agent appointed by the Government of the United Kingdom of Great Britain and Northern Ireland to implement measures pertaining to the Cultural Convention between the United Kingdom and the Kingdom of Spain, hereby certify the following with regard to the school named below:

Name:(full name of the school)

Address: (full address of the school)

1. The above-mentioned school had a building inspection on (insert date) by (names of the inspectorate and lead inspector), one of the inspectorates authorised by the British Government or one of the approved support organisations (www.gov.uk/guidance/british-schools-overseas-inspection-scheme)
2. According to this building inspection, the new building meets the requirements of Article 5(1) of Royal Decree 806/93 for authorisation as a British school teaching pupils between (insert age groups and years, e.g. **Pre-Nursery** (2–3 years old) to **Reception** (4–5 years old)), these age groups being those defined in the English National Curriculum. The inspectorate considers that with the new facilities, the school has the capacity for (insert maximum number of pupils) pupils.
3. Based on the inspectors' report, the British Council accredits that the building would be appropriate in the United Kingdom for pupils in the courses specified in paragraph 2 above.
4. This building inspection does not imply a postponement of the educational inspection that must take place before. (insert date).

The present certificate is issued and submitted to the Spanish authorities in compliance with Royal Decree 806/93. Entry by the Spanish authorities in the corresponding register as a foreign school shall be subject to compliance by the school with all applicable Spanish legislation (e.g. requirements and restrictions applicable to proprietors of schools; certification of no convictions for sexual offences; appropriate permits and licences; compliance with trade and labour law; child safety and protection measures, etc.). The British Council does not accept liability for irregularities at the school beyond the scope of oversight of British educational standards for British schools overseas: www.gov.uk/government/publications/british-schools-overseas-standards-for-schools).

In witness whereof, I hereby sign this certificate in Madrid on this day of of (date)

Andrew Mackay
Director, British Council, España

ANNEX 8 – WITHDRAWAL OF ACCREDITATION

Attn.: Regional Minister of Education

Xxx

Xxx

File number: xxx/xx

CERTIFICATE OF WITHDRAWAL OF ACCREDITATION

I, Andrew Mackay, on behalf of the Delegación en España de la Fundación British Council, principal agent appointed by the Government of the United Kingdom of Great Britain and Northern Ireland to implement measures pertaining to the Cultural Convention between the United Kingdom and the Kingdom of Spain, hereby certify the following with regard to the school named below:

Name:(full name of the school)

Address: (full address of the school)

1. The above-mentioned school was inspected on (insert date) by (names of the inspectorate and lead inspector), one of the inspectorates authorised by the British Government or one of the approved support organisations (www.gov.uk/guidance/british-schools-overseas-inspection-scheme)
2. According to this inspection, the school **DOES NOT MEET** the requirements of Article 5(1) of Royal Decree 806/93 to provide teaching outside the United Kingdom as a British school overseas for pupils between (insert age groups and years, e.g. **Pre-Nursery (2–3 years old) to Reception (4–5 years old)**), these age groups being those defined in the English National Curriculum.
3. Based on this report, the British Council hereby informs that this school does not meet the standards established for British schools overseas.

In witness whereof, I hereby sign this certificate of withdrawal of accreditation in Madrid on this day of of (date)

Andrew Mackay
Director, British Council, Spain

ANNEX 9 – COMPLAINTS FORM FOR BRITISH SCHOOLS IN SPAIN (*compulsory field)

British schools in Spain must have a procedure in place to handle complaints and that procedure must be publicly available and accessible to parents. Ask the school for a copy of the complaints procedure. This procedure must offer you the opportunity to do the following:

1. Resolve the issue informally (e.g. by speaking to a teacher or member of staff).
2. If you are not satisfied, to submit a formal written complaint to the headteacher or head of studies.
3. If you are still not satisfied, to arrange a meeting with a mediator (or to offer other options that provide for a third party to make a decision on the disagreement between the parties). This mediator will consider whether or not the school handled the initial complaint adequately.

The British Council will **ONLY** acknowledge complaints related to the quality of teaching or to compliance with British educational standards, and will only do so when the school's complaints procedure has been followed in full. We will only acknowledge complaints about schools submitted by a member of staff or by a parent of a pupil at the school in question. We will endeavour to respond to the complaint within a maximum of 15 working days of receipt.

Name of school* _____ Headteacher* _____

Full address* _____

Briefly describe the cause of your complaint*

Date mediation panel convened: (please attach the notes accompanying the mediation panel's decision to this form)

If you believe that you have not been allowed to follow the complaints procedure in full, please explain why below*:

Explain the reasons for your first complaint about the school*

Explain why you believe the school did not give your complaint due attention*:

Maximum 6000 characters

[See the British Council Complaints Procedure](#)

COMPLAINANT DETAILS:

Full name*: _____ Father/Mother of*: _____ (indicate
your relationship with the school if you are not the father/mother of a pupil)*

Full address* _____

Telephone: _____ E-mail: _____ (you will receive a swifter response by e-mail)

☐ Check this box if you DO NOT wish us to share your personal data with third parties in the course of investigating your complaint and reaching a decision.

Please note that it will be difficult to investigate your complaint if you do not allow us to share your personal data with third parties. You should also be aware that, depending on the circumstances, we may be obliged to share your personal data with other institutions, either as a consequence of our duty of care (e.g. in cases of child protection) or at the order of the courts (e.g. in the case of legal disputes between the parties).

In compliance with Organic Law 15/1999 on the protection of personal data, we hereby inform you that your personal data will be added to the files held by the Delegación en España de la Fundación British Council, the registered office of which is at Paseo General Martínez Campos, 31 – 28010 Madrid, for the sole purpose of handling your complaint in accordance with the procedure established by the British Council in Spain. You authorise us to share those personal data with the Monitoring Committee, which comprises representatives of the bodies responsible for inspecting British schools in Spain, for the purpose of investigating the complaint submitted. You may exercise your rights to access, modify, delete and challenge those data by writing to data.protection@britishcouncil.es, indicating the name of the school about which you submitted a complaint.