



Enrollment – *School Year 2025/2026*

Pre-school Education and 1st Grade

April 22 to May 31

Decreto-Lei n.º 176/2012 de 2 de agosto, Despacho Normativo n.º 2-B/2025, de 21 de março,
Despacho n.º 3640-A/2025, de 21 de março

School Network of the School Cluster

Santa Clara Primary School/Kindergarten – Campo de Santa Clara, n.º 200 - 1100- 471 Lisbon

Castelo Primary School/Kindergarten – Rua Flores de Santa Cruz n.º 14- 1100-244 Lisbon

Enrollment

- For **Pre-school Education and The 1st Cycle of Basic Education (1st to 4th grade)**, the enrollment period for the 2025/2026 school year is set between April 22 and May 31 of 2025.
- Applications received by May 31, 2025, will be considered immediately after this date for placement purposes. Application submitted after this period will be considered at a later time.

Pre-school Education (Kindergarten – first time)

® **Children aged 5, 4 and 3 years**

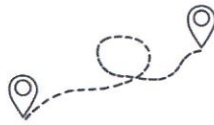
➤ Children who turn 3 between 16/09/2021 and 31/12/2021 may be enrolled on an exceptional basis.

1st grade

® **Children who turn 6 years old**

➤ By 15/09/2021 – mandatory enrollment

➤ Enrollment of children who turn 6 years old between September 16 and December 31 becomes final once a place is made available in the 1st cycle at the school chosen by the parent or guardian. Once the child has entered compulsory schooling, the enrollment cannot be cancelled.



Submitting the Application

- The enrollment request should preferably be submitted online through the *Portal das Matriculas* application (<https://www.portaldasmatriculas.edu.gov.pt>), using one of the following authentication methods: citizen card, digital mobile key, or access credentials for the Tax Authority Portal (*Portal das Finanças*)
- If it is not possible to comply with the previous provision, the enrollment request may be submitted in person at the administrative services of the educational institution located in the student's area of residence, regardless of the stated preferences for attendance, with the administrative services responsible for registering the enrollment electronically.
- In the case of the Gil Vicente School Cluster, **only in very exceptional situations**, where there is a complete lack of access to the necessary equipment, **may the request be submitted in person at the administrative services** (Escola Gil Vicente), **provided the student's residence is within the area covered by this School Cluster, and always upon prior scheduling of an appointment.**

You must **schedule the appointment** by email to geral@aegv.pt and **bring all the required documentation** on the scheduled day for enrollment.

- At the time of enrollment, the parent or guardian must indicate, in order of preference, five educational institutions where they wish the student to be enrolled.

Lisbon, April 22, 2025

The Headmistress

