

GUIDE POUR INSCRIRE SON ENFANT À L'ÉCOLE ET/OU AU PÉRISCOLAIRE > ANGLAIS

# HOW TO REGISTER YOUR CHILD IN SCHOOL OR IN EXTRACURRICULAR ACTIVITIES



In gratitude to the associations for the partnership:



Ville de  
**Besançon**

- In France, public school is free and compulsory from 3 to 16 years old.
- In certain conditions a child can be admitted to school when they are 2 years old.
- There are several holiday weeks for children in France throughout the year. On the school holiday calendar, Besançon is in “zone A”.

## ▲ Classes in France according to age

<b>2 years old</b> Très petite section not compulsory and subject to availability in schools	<b>3 years old</b> Petite section	<b>4 years old</b> Moyenne section	<b>5 years old</b> Grande section	
<b>6 years old</b> CP	<b>7 years old</b> CE1	<b>8 years old</b> CE2	<b>9 years old</b> CM1	<b>10 years old</b> CM2

## ▲ Registration at school

You have to register your child in school if :



### Step 1 Pre-registration process

Where can I pre-register ?

**Online**

<https://besancon.fr/portail-famille>



**OR**

**At Besançon town hall**

**2 rue Mégevand - Registration service – entrance E1**

No appointment needed, from Monday to Friday

(closed on Thursday mornings)

8.30am – 12pm • 1.30pm – 5pm

Tram stop : Chamars / Bus stop : Mairie

**Documents required** (one photocopy of each document must be provided)

**If you have your own address :**

- proof of address dated within the last 3 months (rent receipt or water/gas/ electricity bill or a home insurance certificate)
- the family record book or your child's birth certificate.

**If you are hosted by someone :**

- a sworn statement from your host
- your host's identity document
- Your host's proof of address
- the family record book or your child's birth certificate.

**To note** Your child will be registered at the nearest school to your home. If you wish to change schools, you have to apply for an exemption from the Registration service (Besançon town hall).

## Step 2 Registration confirmation

### A month after the pre-registration

you will receive a pre-registration certificate by post on which you will find the contact details of the headmaster.



You have to contact the school principal  
(by email or by telephone)



The headmaster will tell you when to come to the school with the pre-registration certificate **to complete the registration process.**

**For any questions: Registration service**

2 rue Mégevand • Entrance E1

Phone : 03 81 61 52 40 • Mail : [education-inscriptions@besancon.fr](mailto:education-inscriptions@besancon.fr)



## Registration for extracurricular activities

Extracurricular activities are not compulsory but you can register your child if you wish. It allows your child to be involved in activities with other children. These activities are open from Monday to Friday, excluding Wednesday.

Extracurricular timetable, there are three possibilities : in the morning before school / at lunchtime (lunch is included) / in the afternoon after school.

You can register your child for one, two or the three sessions.

If your child is registered for extracurricular activities, you can change, throughout the year, the times they are registered to.

- Parents do not need to be employed to register their children in extracurricular activities.
- If your child was already attended extracurricular activities this year and you want them to continue, you must reapply for registration.

### Where can I register for extracurricular activities?

#### Online

<https://besancon.fr/portail-famille>



#### OR

#### At Besançon town hall

**2 rue Mégevand - Registration service – entrance E1**

No appointment needed, from Monday to Friday

8.30am – 12pm • 1.30pm – 5pm (closed on Thursday mornings)

Tram stop : Chamars / Bus stop : Mairie

**Documents required** (one photocopy of each document must be provided)

- CAF family quotient certificate
- up-to-date vaccinations (vaccination record or medical certificate)

If your child has a medical treatment or has a disability

► You have to inform the registration service or mention it on the portail familles to help extracurricular professionals to better care for your child.

### Response from the town hall

Your request is analysed and a response is given according to the available slots.

#### Requests made between March and May :

Response by post before mid-July.

#### Requests made outside the March to May window

Response by post as soon as possible.