



## ADMISSION PROCEDURES - School year 2026/2027 SCUOLA INFANZIA PARITARIA COMUNALE PIANETA AZZURRO

### 1 NUMBER OF PLACES AVAILABLE

The public school “Pianeta Azzurro” (from now on School) can accommodate up to 195 children, including 20 in the so-called “sezione primavera” (meant for 2-3 years children). This number can vary depending on the following:

- how many children confirm their enrolment every new school year;
- how many 4-year-old children demanding early enrolment in Primary School;
- how many children with disabilities will attend the School;
- how many new children with disabilities are enrolled;
- how many children move from the “sezione primavera” to the School.

#### 1.1 PRIORITY CRITERION FOR “SEZIONE PRIMAVERA”

With a view to ensure an ongoing educational path, children attending the “Sezione Primavera” in the previous school year have priority for enrolment (up to a maximum of 20) provided that they were enrolled before January 31, 2026.

### 2 ENROLMENT CRITERIA

#### 2.1 RESIDENCE

May be enrolled to the School children who, at the time of submitting the application, meet the one of the following:

- Belong to a family unit where the children and at least one parent or legal guardian are registered in the municipal registry of Monza (as shown in the family status certificate);
- Are being adopted, are in foster care or guardianship, even if not residents, provided that at least one parent or legal guardian resides in Monza;
- Are hosted, with or without a parent or legal guardian, in a Community located in of Monza, even if officially residing in another municipality;
- Belong to a family unit where the children and at least one parent or legal guardian will be resident in Monza by August 31, 2026;

the unsuccessful fulfilment of this criterion will invalidate the application.

**Parents of children residing outside Monza may submit an application starting from the day after the enrolment deadline (see paragraph 4.6).**

#### 2.2 AGE

**According to current laws, children eligible for enrolment are those aged between three and five years, provided they turn five by December 31 of the relevant school year.**

Children who turn three by April 30 might be admitted only after all children who were born before December 31 have been admitted to the School.

Notwithstanding the previous provisions, the above mentioned children will be admitted only in case of:

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Email [pianetaazzurro@comune.monza.it](mailto:pianetaazzurro@comune.monza.it)  
Orari: da lunedì a venerdì 9.00 -12.00

Sede Municipale: Piazza Trento e Trieste | 20090 Monza | Tel. +39.039.2372.1 | Fax +39.039.2372.558  
Email [protocollo@comune.monza.it](mailto:protocollo@comune.monza.it) | Posta certificata [monza@pec.comune.monza.it](mailto:monza@pec.comune.monza.it)  
Codice Fiscale 02030880153 | Partita IVA 00728830969

- availability of suitable facilities and equipment that meet safety and functional requirements;
- a pedagogical and educational assessment by the teaching staff regarding timing and methods of integration.

Enrolment is **not allowed**, even if places are available, for children who turn three **after April 30** of the relevant school year.

Children whose parents are employees of the school, regardless of role, contract type (permanent or temporary), or employer (public or private etc.) cannot be enrolled.

### 3 ADMISSION PROCEDURES

#### 3.1 ENROLMENT PERIOD

**The enrolment period is set each year by the Ministry of Education.**

Applications must be submitted **online** through the online portal available on the following page [Procedimenti](#) only during the official enrolment period.

Instructions for online enrolment and access to the portal are provided in paragraph 3.4 and are also available on the following website page: [Iscrizione scuola dell'infanzia paritaria Pianeta Azzurro e sezione Primavera - Comune di Monza](#)

Please note that: **The order in which applications are submitted does not give priority in the ranking of applications.**

#### 3.2 SINGLE ENROLMENT

It is not possible to submit multiple applications.

#### 3.3 PASS ANAGRAFICO

Families residing in Monza and willing to submit an application for the School must download the "Pass Anagrafico" by following the instructions on the official website.

The pass must be delivered to the relevant office located in Piazza Bonatti 9, Monza, within the deadlines set for enrolment.

Even families of children aged 4 and 5 who are already enrolled in other schools must also deliver the pass, under penalty of the online application not being accepted.

The families of children aged 4 and 5 who are not enrolled in other schools must declare, when filling out the online application that they have submitted an application only and exclusively for the public school "Pianeta Azzurro".

Children who will be found to be listed in multiple rankings or who have submitted multiple enrolment applications will be automatically and permanently removed from the Pianeta Azzurro ranking for 2026/2027 school year.

#### 3.4 FILLING IN THE APPLICATION FORM

**The parent, foster parent, or legal guardian must complete the online application through the online portal available here [Procedimenti](#) .**

The online portal can be accessed from the "Online Services - Monza Digitale" page ([monzadigitale.comune.monza.it](http://monzadigitale.comune.monza.it)) using one of two authentication methods: **SPID** or **CRS/CNS**.

After logging in, it is necessary to select the "Nuovo portale genitori" icon and then choose the online form "A.S.26-27 Iscrizione Scuola Infanzia P. Azzurro". All the fields within the application form need to be filled out.

Once all the relevant information has been given, it is necessary to select the “Submit” button and then “Confirm”. This way the online system will generate two documents:

- a summary of the application;
- a receipt showing the submission date and the protocol number.

As explained in paragraph 3.6, the protocol number is the child’s personal code and will be used instead of the child’s name. **Please make sure to save and keep the protocol number.**

The will to enroll the child to the School must be agreed upon by both parents or guardians—if both are present—even in cases of separate living arrangements. The online application includes a section where such a confirmation needs to be validated by the person who is filling in the application form.

The relevant office will control the application submitted to verify the truthfulness of data and information declared at the time of application. If irregularities are found, the relevant office reserves the right to report the matter to the Public Prosecutor for criminal investigation.

Any changes in personal status or circumstances arising after submitting the application can be communicated by submitting a new online application within the enrolment period. Families in such a need must ask for the cancellation of the previous application by using the following address [pianetaazzurro@comune.monza.it](mailto:pianetaazzurro@comune.monza.it).

### 3.5 ATTACHMENTS

Documents needed to be attached within the application form are listed in the document “Criteri di accesso e punteggi a.s. 26-27” available in the following web page: [Iscrizione scuola dell’infanzia paritaria Pianeta Azzurro e sezione Primavera - Comune di Monza](#)

### 3.6 RECEIPT

A receipt will be sent to the address given when submitting the application form. It contains the protocol number and the date of submission.

The protocol number is the child’s personal code and will be used in the ranking list instead of the child’s name.

The protocol number must therefore be kept. In case of loss, please contact the following address: [pianetaazzurro@comune.monza.it](mailto:pianetaazzurro@comune.monza.it).

## 4 ADMISSION CRITERIA AND RANKING LIST

If the number of applications received should exceed the number of places available, there will be drawn up a ranking list based on the criteria and the scores set out in the document “Criteri di accesso e punteggi a.s. 26-27”. In case of equal scores, priority will be given to older children.

### 4.1 PRELIMINARY RANKING LIST

A preliminary ranking list will be drawn up based on the declarations given in the application form and following the criteria set out in the above-mentioned document “Criteri di accesso e punteggi a.s. 26-27”. The preliminary short list will show the number of protocol and will indicate either “admitted” or “waiting list”

The ranking list will be published—by mid-March on the following page: [Iscrizione scuola dell’infanzia paritaria Pianeta Azzurro e sezione Primavera - Comune di Monza](#)

For any clarification regarding child’s position, it is possible to contact the relevant office by emailing at [pianetaazzurro@comune.monza.it](mailto:pianetaazzurro@comune.monza.it).

## 4.2 APPEAL AGAINST PRELIMINARY RANKING LIST

Any appeals can be submitted by email to [pianetaazzurro@comune.monza.it](mailto:pianetaazzurro@comune.monza.it), including all documents considered useful for review, within 20 days from the publication date of the preliminary ranking list. The relevant office will communicate the outcome of the appeal review within 7 days after the deadline for submitting appeals.

## 4.3 FINAL RANKING

Within 30 days from publishing the preliminary ranking list, the final ranking list will be published, considering the appeals received.

The final ranking will include all the children admitted to School as well as the waiting list, which will be divided into three separate lists by age group (3, 4, and 5 years). This final waiting list will be used in case of withdrawal by children attending the School to fill vacant spots (see paragraph 4.5).

## 4.4 ACCEPTANCE OR WITHDRAWAL

Acceptance or withdrawal from the School as set out in the final ranking must be declared by filling out the specific online form (A.S.26-27 Conferma-Rinuncia Infanzia P. Azzurro) within 10 days from the publication of the final ranking list.

## 4.5 WAITING LIST MANAGEMENT

Those placed on the waiting list will be contacted in case of withdrawal from the School by the admitted children.

## 4.6 ADDITIONAL RANKING

Starting from the day after the enrolment deadline, families residing outside Monza may submit applications. Applications may be submitted even by resident families who have failed to enrol within the enrolment period.

Therefore, an additional ranking will be created, including “late” residents and non-residents. Resident children will always have priority over non-residents, and the list will be ordered following the application submission date.

This additional ranking will be used only after the waiting list is exhausted.

## 4.7 LAST ADMISSIONS

Admissions are possible only until the end of January, in order to ensure a stable educational environment and a proper integration.

## 5. VACCINATION REQUIREMENTS

Failure to comply with vaccination requirements will result in loss of enrolment, as provided by Article 3-bis, paragraph 5, Law 119/2017.



Settore Istruzione, Sistema Bibliotecario  
Servizio Politiche scolastiche ed educative

ATTACHMENT A

**RANKING LIST CRITERIA - School year 2026/27**  
**SCUOLA INFANZIA PARITARIA COMUNALE PIANETA AZZURRO**

**PRELIMINARY RULE: IN ORDER TO VERIFY THE TRUTHFULNESS OF THE DATA AND INFORMATION DECLARED AT THE TIME OF APPLICATION, ONLY THE SITUATION RECORDED IN THE MUNICIPAL REGISTRY OF MONZA AT THE TIME OF APPLICATION WILL BE TAKEN INTO ACCOUNT**

**Access criteria**

Criterion	Description	Documents that need to be attached to the application
<b>Residence in Monza</b>	▪ Child belonging to a family unit where the child and at least one parent or legal guardian are registered in the municipal registry of Monza	Self-declaration within the online format
	▪ Child in adoption, in foster care or guardianship, even if not resident, provided that at least one parent or legal guardian resides in Monza	Court decree/Court order
	▪ Child hosted, with or without a parent or legal guardian, in a Community located in of Monza, even if officially residing in another municipality	Court decree/Court order
	▪ Child belonging to a family unit where the children and at least one parent or legal guardian will be resident in Monza by August 31, 2026	Self-declaration within the online format
	<i>Starting from the day after the enrolment deadline, families residing outside Monza may submit applications</i>	
<b>Age</b>	▪ Children aged between three and five years provided they turn five by December 31 2026	Self-declaration within the online format

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Orari: da lunedì a venerdì 9.00 -12.00

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Codice Fiscale 02030880153 | Partita IVA 00728830969

	<ul style="list-style-type: none"> <li>Children who turn three by April 30 might be admitted only after all children who were born before December 31 have been admitted to the School. In accordance with art. 2, comma 2, D.P.R. N. 89/2009, children who turn three by April 30 may be admitted only if the following requirements are met: <ul style="list-style-type: none"> <li>availability of suitable facilities and equipment that meet safety and functional requirements;</li> <li>a pedagogical and educational assessment by the teaching staff regarding timing and methods of integration</li> </ul> </li> </ul>	Self-declaration within the online format
	<i>Enrolment is not allowed, even if places are available, for children who turn three after April 30 of the relevant school year.</i>	
<b>Children with parents employed in the school</b>	Only children whose parents are not employees of the School can be admitted.	Self-declaration within the online format

#### Priority criteria

Criterion	Description	Documents that need to be attached to the application	Score
<b>Children attending “Sezione primavera”</b>	Child who, at the time of the application, are attending the “Sezione Primavera” provided that they were enrolled before January 31, 2026.	Self-declaration within the online format	<b>Directly admitted*</b>

\*Following birth date

## Priority criteria

Criterion	Description	Documents that need to be attached to the application	Score
<i>The followings are alternatives</i>			
<b>Parental responsibility</b>	<i>The following scores are attributed only to the child for which the parent is applying for</i>		
	In case of: <ul style="list-style-type: none"> <li>▪ adoption</li> <li>▪ foster care</li> <li>▪ guardianship</li> <li>▪ host in a Community</li> </ul>	Court decree/Court order	<b>5</b>
	<i>The following scores are attributed in case of single-parent family</i>		
	<ul style="list-style-type: none"> <li>▪ non-recognition of parenthood</li> <li>▪ death of a parent</li> </ul>	Self-declaration within the online format	<b>9</b>
	In case of parents who are separated or divorced	Legal separation or divorce declaration	<b>7</b>
	In case of former cohabiting parents or parents who have never cohabited	Self-declaration within the online format	<b>7</b>

Criterion	Description		Documents that need to be attached to the application	Score
<b>Parent's work</b>	<i>The following scores are attributed only to the parents/guardian who is submitting the application, provided that within the family unit</i>			
	Full time <ul style="list-style-type: none"> <li>private sector</li> <li>public administration</li> <li>temporary contract</li> <li>internship</li> <li>self-employed worker</li> </ul>	Working time as per the National Collective Employment Contract (CCNL)	- private sector, public administration, temporary contract: the following will be accepted <u>exclusively</u> : last payslip or certification from the employer, issued in the month in which the application is submitted, where the following information must necessarily be included - under penalty of not assigning the score -: "working time", daily or weekly, type of contract, start date and possible end date of the contract or its duration. - Internship: appointment letter, on company letterhead, indicating the "working time" daily or weekly, the start and end dates of the assignment, or the duration of the assignment. - self-employed worker: VAT _____	<b>7 each parent</b>
	Part time <ul style="list-style-type: none"> <li>private sector</li> <li>public administration</li> <li>temporary contract</li> <li>internship</li> <li>self-employed worker</li> </ul>	Minimum 10 hours per week, maximum 20 hours per week		<b>6 each parent</b>
	University or high school student	University or high school student is equal to part time worker. Such a condition is not cumulative with other, i.e. student and worker	- Proof of enrolment	<b>6 each parent</b>
	Cassa integrato Mobilità		- Cassa Integrazione certificate - Iscrizione alle Liste di Mobilità	<b>1 each parent</b>
	Unemployed	Who is not currently working but is looking for a work	- Relevant certification (DID, Patto Servizio Personalizzato, Attestazione dello stato di disoccupazione not earlier than 24 months) or Naspi.	<b>1 each parent</b>
	Unoccupied	Who has never worked but is looking for a work	- Relevant certification (Certificato di inoccupazione DID, Patto Servizio Personalizzato not earlier than 24 months)	<b>1 each parent</b>
	Discouraged worker	Who is not currently working and is not looking for a work		<b>0 each parent</b>

Criterion	Description	Documents that need to be attached to the application	Score
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<b>Family unit situation</b>	Number of children under 15 years of age within family unit	Self-declaration by inserting number of children under 15 years of age within family unit _____	<b>1 each person</b>
	Brother or sister attending “Pianeta Azzurro” in the current school year end in the following one	Self-declaration within the online format by inserting the name of brother/sister: _____	<b>9</b>
	Brother or sister for which there is a contemporary application to “Pianeta Azzurro”	Self-declaration within the online format by inserting the name of brother/sister: _____	<b>9</b>
	Application for twins	Self-declaration within the online format	<b>2</b>
<b>Residence and work address</b>  <i>Options 2, 3, and 4 are mutually exclusive Options 1, 2, and 3 are mutually exclusive with respect to 5</i>	Residence in the school's catchment area	Self-declaration within the online format	<b>10</b>
	Child in adoption, in foster care or guardianship whose adoptive family resides in the school's catchment area	Self-declaration within the online format	<b>10</b>
	Child belonging to a family unit where the children and at least one parent or legal guardian will be resident in Monza by August 31, 2026 in the school's catchment area	Self-declaration within the online format	<b>10</b>
	Child whose residence is not part of a catchment area	Self-declaration within the online format	<b>5</b>
	Both parents or at least one are working for a minimum of 10 hour per week in the school's catchment area	Self-declaration within the online format Address of work: _____	<b>5</b>
<b>Nursery or Sezione Primavera</b>	Child who at the time of application is attending a public nursery continuously for the last 3 months prior to the end of enrolment, with a daily attendance of at least 4 hours	Self-declaration within the online format for those who are in a public nursery of Monza Declaration by public nursery in case of attendance outside Monza	<b>4</b>
	Child who at the time of application is attending a private nursery or a “sezione primavera” in schools other than “Pianeta Azzurro” continuously for the last 3 months prior to the end of enrolment, with a daily attendance of at least 4 hours	Declaration by the relevant School containing daily hours of attendance and starting date	<b>4</b>

Criterion	Description	Documents that need to be attached to the application	Score
<b>Disabilities and special circumstances</b> <i>Options 1 and 2 are mutually exclusive</i>	Child with a disability having a functional diagnosis for which the application is submitted	Relevant certificate issued by ATS - health authority or child neuropsychiatry	<b>15</b>
	Child in charge of Child health services	Relevant certificate issued by a specialised service belonging to the national health system	<b>5</b>
	A child with disability or a disabled person within the family unit	N° of people with disability or disabled _____ Relevant certificate with disability > 74%	<b>3 each person</b>
	Family unit in charge of the social services of Monza	Self-declaration within the online format by inserting the name of the social worker _____	<b>3</b>
<b>Age</b>	3-year-old child who does not attend school (as an early starter)	Self-declaration within the online format	<b>2</b>
	4-year-old child who does not attend school	Self-declaration within the online format	<b>3</b>
	5-year-old child who does not attend school	Self-declaration within the online format	<b>4</b>
	3, 4 or 5-year-old child who is attending other school	Self-declaration within the online format	<b>1</b>
	4 -year-old child who is attending other school outside Monza and will be resident in Monza by August 31, 2026	Self-declaration within the online format	<b>3</b>
	5 -year-old child who is attending other school outside Monza and will be resident in Monza by August 31, 2026	Self-declaration within the online format	<b>4</b>

**Tied score:** order by age of child (from the older to the younger)