

# Repeating the 3<sup>rd</sup> year of nursery school: an **exceptional** procedure digitised in **the DAccE**

As part of the Pact for Teaching Excellence, special attention is paid to supporting learning and combating school failure. If your child has learning difficulties and you think that repeating the 3<sup>rd</sup> year of nursery school is the only solution, despite the support already provided, you can submit a request to the General Inspection Service (SGI).

**Please note:** a request to repeat the 3<sup>rd</sup> year of nursery school can only be granted in **exceptional circumstances**, when the extra educational measures already put in place do not give the results necessary for your child to successfully move up to the 1<sup>st</sup> year of primary school.

Only you, as parents, can submit the request, which must be accompanied by a recent certificate<sup>1</sup> drawn up by a specialist<sup>2</sup> that demonstrates the exceptional nature of your child's learning difficulties.

The SGI will consider the request to exceptionally repeat the year, also taking on board the opinions of the school and the psycho-medical-social centre (PMS). On this basis, it will authorise (or not) the child to repeat the 3<sup>rd</sup> year of nursery school.

If the request to repeat a year is rejected, you can lodge a reasoned appeal, which will then be examined by a Board of Appeal before the end of the school year.

The procedure to exceptionally repeat the 3<sup>rd</sup> year of nursery school is now fully digitised in the Pupil's Accompanying File (DAccE).

## What is the DAccE?

The DAccE is a digital tool that accompanies your child throughout their schooling, even if they change school. It allows you to follow the extra educational measures put in place to help your child in case of learning difficulties.

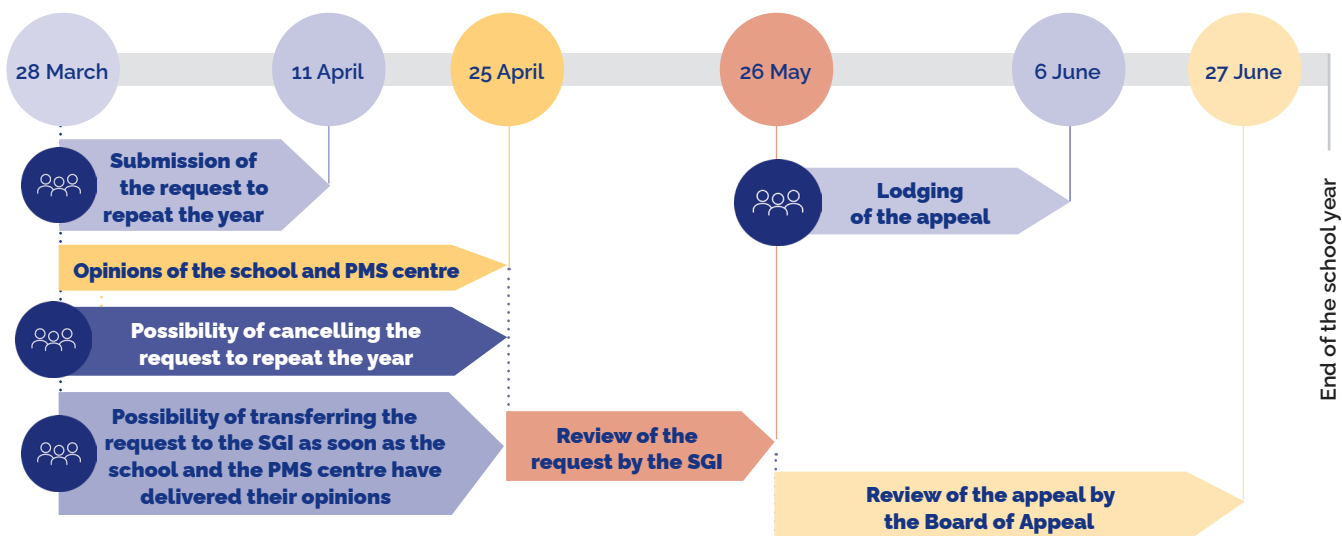
The DAccE does not replace parents' meetings or the usual exchanges with teachers or contact persons at the PMS centre.

It is designed to be a document that supports this dialogue.

## How do you access your child's DAccE?

Consult your child's DAccE by logging into Mon Espace ([monespace.fw-b.be](https://monespace.fw-b.be)) with your national registry number. A short video explains the process on [www.enseignement.be/dacce](https://www.enseignement.be/dacce).

## WHAT IS THE TIMETABLE OF THE PROCEDURE FOR THE 2024-2025 SCHOOL YEAR?



<sup>1</sup> This means that the request must have been made within 6 months of the date of submission of the appeal.

<sup>2</sup> Speech therapist, neurologist, neuropaediatrician, neuropsychiatrist, neuropsychologist, ear, nose and throat specialist, paediatrician, psychiatrist or a multidisciplinary medical team (in this case, the signatory must practise one of the listed professions).

## HOW TO SUBMIT A REQUEST?

**Between 28 March and 11 April**, log into your child's DAccE, enter the "Procédure de maintien exceptionnel en M3" (Procedure to exceptionally repeat the 3<sup>rd</sup> year of nursery school) sub-tab and complete the "Demande de maintien" (Request to repeat the year) tab.

The school and the PMS centre in turn enter their opinions in the DAccE.

You then have **until 25 April** to:

- either send your request to the SGI (again via the DAccE);
- or cancel your request;
- or do nothing. In this case, your request will be automatically transmitted to the SGI at the end of the deadline for entering the request (26 April inclusive).

## WHICH DOCUMENTS DO YOU NEED TO SEND?

- Mandatory: the certificate of a specialist (speech therapist, neurologist, neuropaediatrician, neuropsychiatrist, neuropsychologist, ear, nose and throat specialist, paediatrician or psychiatrist) or a multidisciplinary medical team.

Optional: any other document you deem useful that sheds light on your child's situation.

## Having trouble accessing your child's DAccE?

You can ask the head of the school or PMS centre to enter your request to repeat a year and/or your appeal for you. This can be done by submitting your request for help via the form available on [www.enseignement.be/maintien](http://www.enseignement.be/maintien).

## Any other questions?

**On the specific procedure for repeating the third year of nursery school in exceptional circumstances.**

[secretariat.maintien3M@cfwb.be](mailto:secretariat.maintien3M@cfwb.be)

**On the DAccE application.**

[dacce.support@cfwb.be](mailto:dacce.support@cfwb.be)

02 690 86 00 (Monday to Friday from 9am to 12pm and from 2pm to 4pm)

## WHAT HAPPENS IF THE GENERAL INSPECTION SERVICE REJECTS THE REQUEST TO REPEAT THE YEAR?

You can lodge an appeal **between 26 May and 6 June**. The appeal must include a statement of reasons as to why you are contesting the SGI decision.

## HOW TO LODGE AN APPEAL?

This is also done via your child's DAccE: enter the "Procédure de maintien exceptionnel en M3" (Procedure to exceptionally repeat the 3<sup>rd</sup> year of nursery school) sub-tab and complete the "Recours des parents" (Appeal by the Parents) tab.

**From 27 June**, you will be able to consult the decision of the Board of Appeal in the "Décision de la Chambre de recours" (Decision of the Board of Appeal) tab.

## WHAT HAPPENS IF THE REQUEST TO REPEAT A YEAR IS REJECTED BY THE BOARD OF APPEAL?

Your child must be enrolled in the 1<sup>st</sup> year of primary school.

## WHAT HAPPENS IF THE REQUEST TO REPEAT A YEAR IS GRANTED FOR THE 2025-26 SCHOOL YEAR?

Your child is re-enrolled in the 3<sup>rd</sup> year of nursery school and the educational team that follows their progress during this repeat year continues the extra educational measures throughout the year.