Information concerning School Enrollment
for the academic year 2019/2020
on 03 April 2019

1. School Enrollment

In accordance with Art. 37 Bavarian Education and Teaching Act (BayEUG), in the academic year 2019/2020, all children who will be six years of age as of 30 September 2019, or whose enrollment in elementary school has been deferred once will be required to attend school.

A draft law amending the Bavarian Education and Teaching Act stipulates that the legal guardians of children who turn six in the period from 1 July to 30 September 2019 may postpone mandatory education until the next school year. The elementary schools provide information about the exact details within the scope of the registration process.

In the case of children who were born after 30 September 2013, parents may apply for their children to be admitted to their assigned elementary school earlier. For admission, all children born after 31 December 2013 require a school psychologist's opinion. The school principal shall decide whether a child will be admitted to the school. If an application is denied, this is not equivalent to a deferment.

The obligation to register at a school also exists if a deferral might be factor that is considered.

Admission to elementary school for a child of at least six years of age on 30 September 2019 may be deferred for one academic year if it is expected that a child can only successfully participate in an academic year one year later or, in accordance with Art 41, para. 5 BayEUG, can participate in classes at elementary school. Deferment should be announced before classes begin (10 September 2019) and is permitted until 30 November 2019, if it turns out within this time period that the conditions for a deferment have been met. Any such decision will be made by the school principal. Prior to his/her decision, the school must hold a hearing in order to consult the child's guardians.

The assigned elementary school can defer a child who has neither attended a day care center nor a preparatory course in accordance with Art. 5 para. 3 of the Bavarian Integration Act and in instances where, upon school registration, it is found that the child does not have the necessary knowledge of German and oblige the child to attend a day care center with an integrated preparatory course in the next school year (Art. 37 para. 4 BayEUG).

As a general rule, every child is required to attend the elementary school in the school district where he/she is resident (Art. 42 para. 1 BayEUG) unless the child wishes to attend a state-recognized and/or state-licensed private elementary school. Each child must register at the elementary school for his/her district. Schools provide information about school districts and other school-related matters.

If a child is enrolled in a private elementary school, his/her assigned elementary school must be informed so that mandatory schooling can be monitored.

In Munich, first-grader enrollment for the academic year 2019/20 will take place on

Wednesday, 03 April 2019
between 2 p.m. and 7 p.m.

in all school buildings with an elementary school.

Note: Some schools send out a separate letter with enrollment times that differ from the times stated above.

Guardians should register their child personally. If a guardian is unable to attend in person, an authorized representative who must present written authorization may accompany the child to his/her registration. Children, who for serious reasons are unable to be introduced personally on the day of registration, may be registered earlier
at their assigned elementary school if an appointment has been made with the school headmaster/headmistress.

Registration requires submission of the necessary details concerning the child’s identity. As the case may be, this must be proven using appropriate documents. In case of doubt, decisions on child custody should be brought along. It is necessary to present the attestation by the department of public health relating to the medical examination by the school physician (Schuleingangsuntersuchung) upon enrollment or to submit it by the start of the school year. Appointments for the required medical examination can be made by telephoning 233 96363. Further information concerning the medical examination upon school enrollment can be found online at [www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Gesundheit-und-Umwelt/Gesundheitsfoerderung/Kinder_und_Jugendliche/Einschulung.html](http://www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Gesundheit-und-Umwelt/Gesundheitsfoerderung/Kinder_und_Jugendliche/Einschulung.html) If possible, please additionally submit the handover form from your kindergarten.

For children who have been deferred from the elementary school in the previous year, the notice of deferment must be presented at the time of registration. In accordance with the Art. 8 Elementary School Ordinance (GrSO), there are special remedial services for children whose knowledge of German is insufficient (German classes DeutschPLUS). Please refer to the elementary school in your district for further information.

School children with special educational needs fulfill their mandatory education by attending the general or special school. In the specific case, the legal guardians decide at which of the legal and actually available schools their child should be taught (Art. 41 para. 1 BayEUG). School registration takes place at the district elementary school, private elementary school or at the special needs center according to the regulations of Grade School Ordinance - F (VSO-F).

The school may require participation in a procedure to assess ‘aptitude for schooling’. If the school determines that the prerequisites for instruction at the elementary school pursuant to Art. 41 para. 5 BayEUG are not met, it will refuse admission and recommend registration at the responsible special needs center. If the parent or guardian still wants to be admitted to elementary school, the matter will be submitted to the State Education Authority. If there is a doubt whether the conditions for going to the elementary school (according to Art. 41 para. 1 BayEUG) are met, the elementary school can first enroll the child for up to three months on a trial basis and then decide once this trial period has expired. Attendance of an elementary school with the profile ‘Inclusion’ can also be considered. For children outside of the district, assignment has to be applied for. The decision is made by the State Education Authority within the scope of the existing capacities.

The State Education Authority will form classes and instructional groups based on pedagogical and school organizational requirements.

2. Special Educational Services at Individual Schools

Linked all-day classes are currently offered at many public schools. You can ask whether there is a class on offer at your district elementary school. The mandatory education is distributed over morning and afternoon sessions. Over the whole day, lessons change between exercise and study times as well as activities which promote sport, music and artistic work in a rhythmic daily routine. In addition to this, leisure activities and projects are offered by external partners. The linked all day classes take place on at least four weekdays, generally up to 4 p.m. With the exception of lunch and possible additional activities, the all-day classes are free of charge.

Many elementary schools offer open all-day classes. You can find out if the open all-day class is offered from your district elementary school. The open all-day classes follow directly on from scheduled lessons and offers a selection of leisure activities, mostly in groups that cover several classes or year groups e.g. sport, music and artistic activities. Depending on the form in which they are offered, the open all-day classes provide care up until 2 p.m. or 4 p.m. on at least 4 weekdays. With the exception of lunch and
possible additional activities, the all-day classes are free of charge.

The model of cooperative all-day education is currently offered at one location after lessons and during holiday care times up until 6 p.m. including lunch, help with homework and a variety of educational provision. The flexible version is combined with morning lessons, the rhythmical variant is combined with lessons in the full-time class.

Several elementary schools are so-called Innovative Project Schools (IPS), which offer an all-day concept in cooperation with the day care center.

Some elementary schools offer bilingual instruction in selected subjects.

Even if special educational provision is desired, which the district elementary school does not provide, school enrollment must nevertheless always take place at the district elementary school.

The State Education Authority shall decide on a possible assignment to a primary school with the desired provision in accordance with Art. 43 para. 2 BayEUG.

3. Care Facilities

The city currently provides day care centers at various Munich schools where teaching staff take care of children after school has finished. There is a charge for attending a day care center. Please refer to the website www.muenchen.de for more information concerning opening times, prices and reductions by searching the keyword: Day Care Center. You can ask whether there is this on offer at your school from your local elementary school.

Registration takes place on the www.muenchen.de/kita website via the kita finder + or in the respective day care center up until the day of enrollment on

**Wednesday, 03 April 2019**
**between 2 p.m. and 7 p.m.**

School enrollment always takes place at the elementary school in the school district. Munich’s Municipal day care centers are institutions at state elementary schools that offer pedagogical education and childcare services for children and adolescents during their free time.

A joint cooperation agreement between the State Education Office and the Department of Education and Sport of the City of Munich ensures key forms of cooperation between teachers and educators.

Day care centers are based on the content of the Bavarian Education and Training Plan (BayBEP) and the Bavarian Guidelines for the education of children until the end of elementary school.

In addition, the basic standards for inclusive education, instruction and care in the municipal day care centers ensure a consistently high quality of educational work.

In order to meet the individual needs of children and families in the school district, each day care center has its own pedagogical concept and individual focus.

After-school care centers and/or children’s centers with places for schoolchildren are set up in the catchment area of many elementary schools in Munich. Here, children also receive a lunch after the end of the lesson and are educationally provided for.

After-school care centers and/or children’s centers are extracurricular day care facilities for the regular education, upbringing and care of children; A fee is charged for attending them. Further information is provided to parents during the office hours of these facilities (generally on Tuesdays between 3 p.m and 5 p.m., except holidays and closures), as well as online at www.muenchen.de/kita.

It has been possible to register at day care centers, after school care centers and/or children’s centers for the academic year 2019/2020 since September 2018.

In addition to the particularly convenient way to register your child online via the kita finder +, parents are still offered the chance to register their child locally in the respective institution (as a rule, a prior appointment by appointment with the institution is necessary for this). In addition to the municipal facilities, a large number of the facilities in freelance and other sponsorship also participate on the kita finder +.

Information on the kita finder + can be found on the Internet at www.muenchen.de, keyword: kita finder +

On 3.04.2019, the basic deadline for registering at a day center will close for the year 2019/20. On this day, personal registrations will be accepted between 2 p.m. and 7 p.m. at day care centers, after-school care centers and/or children’s centers. An
appointment by telephone is not necessary. All registrations which are made personally at day care centers, after-school care centers, children's centers and/or kita finder+ up to and including 03.04.2019 will be filed at the same time and treated equally.

The sending of acceptance and rejection letters to parents along with information about possible places will then take place after 04.04.2019.

Lunchtime care can be set up at state schools as a form of social/recreational education-oriented care and this supports the educational work that takes place within the parents' home and the school. It takes place in rooms at the respective school or in the immediate vicinity of the school building.

The opening hours of each lunchtime care venue are usually based on the needs of the parents, but they end at 4:30 p.m. at the latest. The core times are determined independently by each supporting institution. Depending on the concept of the supporting institution and the need at the school location, the lunchtime care venue is also offered during the holidays. The fees for lunchtime care is determined independently by the respective institution.

The registration takes place at the respective school on the day of enrollment or directly at the institution providing the lunchtime care.

4. Extra-Curricular Activities

Most elementary schools offer the city's Singing and Music School classes. First-graders receive basic musical training, playfully learning the fundamentals of music through singing, rhythm, and elementary music lessons. Subsequently, there are singing circles or students may take group or individual instrument / vocal lessons. You may enroll your child on the day of school enrollment (03 April 2019) at your assigned elementary school. Enrollment forms are available at each elementary school or may be obtained from the city's Singing and Music School, Bayerstr. 28, 80335 Munich, tel. 233 84837, 233 84838 and 233 84840 where you can also receive further information. You may also download enrollment forms from the Internet.

www.muenchen.de/musikschule. Courses are subject to a fee.

The Municipal School of Imagination offers primary school children a space to fantasize, discover and shape. Artists help them develop their own ideas and implement them with different materials and techniques. Over time, the children playfully find their own aesthetic language. Doing fun things in the creative process promotes sensory perception and strengthens self-confidence.

The courses take place in many urban elementary schools. You may enroll your child on the day of school enrollment (03 April 2019) at your assigned elementary school. Enrollment forms are available at each elementary school or from the city’s School of Imagination, Bayerstr. 28, 80335 Munich, tel. Tel. 233 84834 and 233 84835 between 9 a.m. and 12 midday. Further information is also provided via these numbers. Further information is available online www.muenchen.de/schule-der-phantasie

Courses are subject to an annual fee of €100.00. Fee reductions are available upon application.

5. Further Information

You will find additional information from the 'School Enrollment Announcement', which will be published in the State Capital of Munich’s Official Journal No. 7 dated 11 March 2019 and posted in each school building from 11 March 2019.

This information is also available online at: www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Bildung-und-Sport/Schule/Grundschulen

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