

Information concerning School Enrollment for the academic year 2020/2021 on 25 March 2020

1. School Enrollment

In accordance with Art. 37 Bavarian Education and Teaching Act (BayEUG), in the academic year 2020/2021, all children who will be six years of age as of 30 September 2020, or whose enrollment in elementary school has been deferred once will be required to attend school.

**Mandatory
schooling**

For children who turn six in the period from 1 July to 30 September, the legal guardians may postpone the start of mandatory schooling until the following school year. In such cases, the school will provide advice and make a recommendation based on the information obtained at the time of school registration. The decision to postpone the start of mandatory schooling by one year must be notified to the school in writing by the parents or guardians by 10 April.

**Postponement of
Admission**

In the case of children who were born after 30 September 2014, parents may apply for their children to be admitted to their assigned elementary school earlier. For admission, all children born after 31 December 2014 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.

Prior Admission

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

Deferment

Admission to elementary school for a child of at least six years of age on 30th September 2020 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 (8 September 2020) and is permitted until 30 November 2020 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.

A deferment can also be made in the case of children who turn six in the period between 1 July and 30 September if the legal guardians do not, or have not postponed the start of mandatory schooling to the following school year.

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.

Assigned School

If the child is registered at a private elementary school, the responsible elementary school must be informed for reasons related to the monitoring of mandatory schooling.

**Monitoring of
Mandatory
Schooling**

In Munich, first-grader registration for the academic year 2020/21 will take place on

**School Enrollment
When?**

**Wednesday, 25 March 2020
between 2 p.m. and 7 p.m.**

in all school buildings with an elementary school.

Where?

Note: Some schools send out a separate letter with registration 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. Schools should be informed of the inability to attend in good time before 25 March 2020.

**Personal
Introduction**

School registration requires submission of the necessary details concerning the child's identity. As the case may be, this must be proven using appropriate documents.

Documents

In case of doubt, decisions concerning child custody should be brought along.

Evidence from the Department of Health and the Environment concerning the school entrance examination must be submitted or sent later on by the beginning of the school year. Attendance is compulsory by law and takes place at the invitation of the Department of Health and the Environment within the last two years before admission to the first grade. Further information concerning the health examination can be found online www.muenchen.de/seu at.

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.

**Remedial Services
for Children whose
Knowledge of
German Is
Insufficient**

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).

**Children with
Special
Educational Needs**

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 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.

Composition of Classes

2. Special Educational Services at Individual Schools

Linked all-day classes are currently offered at many public schools. You can ask whether there is these are on offer at your district elementary school.

Linked Classes During the Day

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.

Open Classes During the Day

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 cooperative all-day education model (www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Bidlung-und-Sport/Schule/Ganztag/kooperativer_ganztag) offers childcare until 6 p.m. including lunch, homework supervision and a wide range of educational opportunities at several locations after classes and during holidays.

The flexible version is combined with morning lessons, the rhythmical variant is combined with lessons in the full-time class.

Model Cooperative All-Day Education

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

IPS Classes

Some elementary schools offer bilingual instruction in selected subjects.

Bilingual Classes

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.

Day Care Centers

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, 25 March 2020
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.

After-School Care Centers

It has been possible to register at day care centers, after school care centers and/or children's centers for the academic year 2020/2021 since September 2019.

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 centers participate on a not-for-profit basis or provide other forms of support. Information concerning the *kita finder +* can be found on the Internet at www.muenchen.de/kita.

**kita finder +
for Day Care
Centers and After-
School Care
Centers**

On 25 March 2020, the deadline for registering at a day center will close for the year 2020/21. 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 and children's centers up to and including 25 March 2020 will be filed at the same time and treated equally.

The allocation of places in the institutions and subsequent information for the persons entitled to custody concerning the promise of possible places will then take place from 26 March 2020 at the earliest.

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.

Care at lunchtimes

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. Extracurricular Provision

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 (25 March 2020) at your assigned elementary school. Enrollment forms are available at each elementary school or may be obtained

**The City Singing
and Music School**

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 (25 March 2020) 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.

**The city's School
of Imagination**

5. Weitere Informationen

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 10 March 2020 and posted in each school building from 10 March 2020.

**Official
Announcement**

This information is also available online at:

www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Bildung-und-Sport/Schule/Grundschulen

Internet

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Landeshauptstadt München
Schwanthalerstraße 40
80336 München

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Referat für Bildung und Sport - A-4
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