

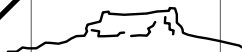
# School Enrollment – A Guide for Parents



Available in the following languages:



LANDKREIS  
FORCHHEIM



# The Bavarian School System

## Compulsory education and cut-off dates for school enrollment

All children must attend school in Germany. Any child that is 6 years old before/on 30th September must start school in the September of that year (Exception: Enrollment window, see below).

School enrollment in September corresponding to month of birth: child turns 6 years ...

up to and including June	July – September (Enrollment window)	October – December
↓	↓	↓
School enrollment is obligatory. Postponed enrollment is determined by the school.	School enrollment is obligatory. Parents can decide to postpone enrollment for one year until April 10.	School enrollment is obligatory in the following year. Premature enrollment is determined by the school.

## School Catchment Area

Your address determines which school your child will attend. An overview of all school catchment areas ("Sprengele") is available online: [www.bildungsregion-forchheim.de](http://www.bildungsregion-forchheim.de) → Informationen → Einschulungsratgeber

## Attendance at a School outside the Catchment Area

If, for important personal reasons, you want your child to attend a school outside your catchment area, you need to fill out an application. Such application forms are available at your catchment area school. The decision will be made by your local community administration (where the child lives).

## Private Schools and Special Needs Schools

In case you want your child to attend a private school or special needs school, you can register directly at one of these schools. That school will then inform the school corresponding to your catchment area of your child's admission.

## Transport Expenses

If your child's way to school is longer than 2 km or approved as particularly dangerous, your child may travel to school for free on the bus. Parents must apply for this service before the start of the school. Application forms are to be obtained on the day of school registration. The office responsible for school transportation varies from community to community. An overview of the relevant authorities can be found online: [www.bildungsregion-forchheim.de](http://www.bildungsregion-forchheim.de) → Informationen → Einschulungsratgeber



## Preparation in the last year of Kindergarten

### Take your child to Kindergarten regularly!

Kindergarten supports your child's development and prepares him/her for school. Especially in the last year at Kindergarten your child will visit his/her future school and the library for example. Your Kindergarten teacher can also answer any question about school enrollment.

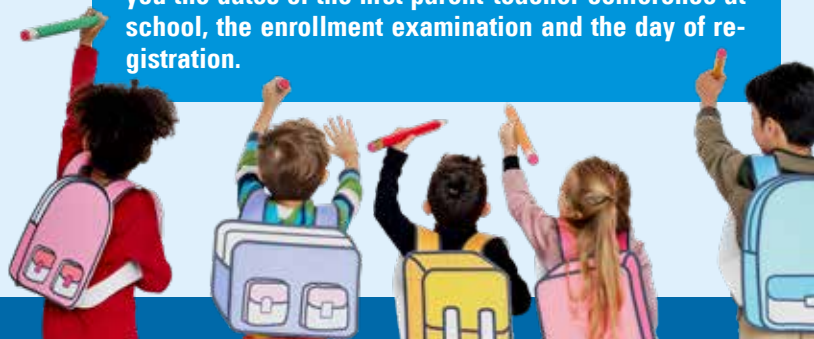
### Information Evenings for Parents of Pre-Schoolers

At these events you will be given important information about extra school preparation courses at your Kindergarten or about official regulations and relevant dates for school enrollment.

### German Language Improvement

Children who need help with the German language can receive a special pre-school language improvement course. These courses are especially important in case the family does not speak German at home. However, children with German as first language may also participate. Ask in Kindergarten or in your future school..

**TIPP!** Watch out for notices at Kindergarten telling you the dates of the first parent-teacher conference at school, the enrollment examination and the day of registration.





## Preparation by the parents

**You can also help your child before he/she goes to school!**

### Reading and Speaking

Read to your child in German or your mother tongue. Show him/her that books and stories are things to be treasured and to be enjoyed. Make use of the inexpensive facilities at the library. Ask your child questions and let him/her explain things to you.

### Way to school

Practice walking to school or the bus stop with your child. Show him/her how to behave safely along the way.

### Independence and Support

Your child will want to and should become more independent once he/she attends school. However, the adjustment to school life is strenuous. Your child will require your loving support during that period. Please give yourself and your child plenty of time for this new phase of life.

**TIPP! It is super if your child can already do the following before starting school:**

- get dressed and undressed alone, go to the toilet by him/herself
- handle scissors, glue and pencils confidently
- observe rules, listen to others, express his/her wishes, endure conflicts and reconcile him/herself with others within a group

## School enrollment

School enrollment normally occurs around the middle of March. You can find out the exact date from the Kindergarten or your future school.

### Enrollment Examinations

This examination by the Public Health Department is free and obligatory for all children. It is carried out either at Kindergarten or the parents will be asked to appear with their child for an appointment at the Public Health Department. It is important that one parent or legal guardian is present during the examination. Proof of the doctor's examination "U9" and the child's vaccination certificate must be brought to the enrollment examination.

### Registration at the School

At least one parent or legal guardian must be present for the registration. You must register your child at the school in your catchment area, even if you want to apply for another public school.

### Documents needed for School Registration

- child's birth certificate
- results of the enrollment examination by the Public Health Department (if already undertaken)
- proof of the doctor's "U9" examination
- proof of vaccination against measles
- child's resident permit/passport (if applicable)
- certificate of custody (if applicable)



## Changes once school has started

The school year starts in mid-September. From the first day of school onwards, the family's daily routine often changes completely.

### A normal School Day

As a rule, lessons begin at 8:00 and end between 11:00 and 13:00 for the first grade. Your child should be at school about 15 minutes before lessons start. On average, first graders have 23 lessons per week. You will receive a schedule for your child in the first week of school.

### School attendance

All children are legally obligated to attend school. In case your child is ill and cannot go to school, you must inform your school before lessons start in the morning. Otherwise the school may conclude that something happened to your child on his/her way to school. Then the school is obliged to contact the county administration or even the police.

### School holidays

There is a total of 14 weeks of school holiday per school year. The head teacher will inform you about the dates for the school holidays and school-free days. Please plan your vacation trips within the school holidays because vacation is not a reason to release your child from school attendance.

### Financial Support

Entitled families can receive financial support for school-related expenses from the Department of Social Affairs or Jobcenter (for example for school materials, lunch at school or school trips).

For contact information see "Useful Addresses"

## Counselling Services (e.g. for children with special needs)

### FOBIS

FOBIS ("Forchheimer Orientierungs- Beratungs- und Inklusionservice Schule") is a mixed team consisting of teachers and school psychologists. They can help with expertise and contacts in case parents are unsure whether their child is ready for school or has special needs. The counselling is independent and anonymous and addresses all kinds of school-related questions.

For contact information see "Useful Addresses"

### Child with special needs

If your child has been diagnosed with special needs before school starts, you may contact a wide range of services to find out the most suitable school for your child. We recommend getting advice early, i.e. before the day of school registration.

Contacts for information and advice:

Kindergarten

Frühförderstellen und  
Sozialpädiatrische Zentren

Schulvorbereitende  
Einrichtung (SVE)

Sprengelschule

Lehrkräfte, Beratungslehrkraft,  
Schulpsychologen

Förderzentren

Mobile Sonderpädagogische Unterstützung  
in Kita und Schule

Schulische Beratungsangebote

Staatliche Schulberatungsstellen, Beratungsstellen der Förderschulen

Zuständiges Jugendamt

Eingliederungshilfeträger (seelische Behinderung)

Bezirk Oberfranken

(körperliche oder geistige Behinderung)

Eltern- und/oder  
Behindertenverbände

Kinderärzte

Kinder- & Jugendpsychiater

Erziehungsberatungsstellen

Offene Behindertenarbeit

Angelehnt an: Der beste Bildungsweg für mein Kind (Bay. Staatsministerium für Unterricht und Kultus)



## All-day school and Holiday Childcare

All primary schools in the District of Forchheim offer additional courses and childcare in the afternoon. The respective designations, regulations and opening hours vary from school to school.

Regular all-day schools ("**gebundene/offene Ganztagsschulen**") are free of charge with exception of the costs for lunch, while other forms of childcare in the afternoon ("**Mittagsbetreuung**"/"**Hort**") collect fees. Notably, "Horte" offer childcare during school holidays as well and may be subsidized from the county administration's Department for Youth Welfare.

Detailed information about the specific opportunities at your school and in your local community can be obtained at the respective school or community administration

### Childcare during School Holidays

There are several options of childcare or courses during the school holidays. Many schools and communities provide local programs. In addition, all children of the district may participate in summer programmes of the District Youth Council or the Child Protection League.

## Useful Addresses

**District of Forchheim – County Administration**  
[www.LRA-fo.de](http://www.LRA-fo.de)

**Department of Youth, Families and the Elderly**  
E-Mail: [jugendamt@LRA-fo.de](mailto:jugendamt@LRA-fo.de)

## Useful Addresses

**Department of Social Affairs (Bildung und Teilhabe)**  
E-Mail: [BuT@LRA-fo.de](mailto:BuT@LRA-fo.de), Tel.: (vormittags) 09191/86-2225 oder -2221

**Office for Education (Bildungsbüro)**  
[www.bildungsregion-forchheim.de](http://www.bildungsregion-forchheim.de)  
E-Mail: [bildungsbuero@LRA-fo.de](mailto:bildungsbuero@LRA-fo.de), Tel.: 09191/86-2402

**Public Health Department**  
E-Mail: [schuluntersuchung@LRA-fo.de](mailto:schuluntersuchung@LRA-fo.de), Tel.: 09191/86-3550

**Department for Public Transport**  
E-Mail: [oePNV@LRA-fo.de](mailto:oePNV@LRA-fo.de), Tel.: 09191/86-2506

**FamilienLeben Forchheim (u.a. auch Familienstützpunkte)**  
[www.familienleben-forchheim.de](http://www.familienleben-forchheim.de)

**Asylum counselling at Caritas Forchheim**  
[www.caritas-bamberg-forchheim.de](http://www.caritas-bamberg-forchheim.de)  
E-Mail: [soziale.beratung.forchheim@caritas-bamberg-forchheim.de](mailto:soziale.beratung.forchheim@caritas-bamberg-forchheim.de)  
Tel.: 09191/707224

**FOBIS (Forchheimer Orientierungs-, Beratungs- und Inklusions-service Schule)**  
E-Mail: [fobis@schulamt-forchheim.de](mailto:fobis@schulamt-forchheim.de), Tel.: 09191/670037 (AB)

**Grünstift in Haus Barbara (inexpensive school materials for low income families with proof of entitlement)**  
Haidfeldtstraße 10, Forchheim, Tel.: 09191/707224

**Jobcenter Forchheim (auch Bildung und Teilhabe für ALG2-Bezieher)**  
E-Mail: [Jobcenter-Forchheim.BuT@jobcenter-ge.de](mailto:Jobcenter-Forchheim.BuT@jobcenter-ge.de), Tel.: 09191/715200

**Child Protection League Kreisverband Forchheim**  
[www.kinderschutzbund-forchheim.de](http://www.kinderschutzbund-forchheim.de)  
E-Mail: [info@kinderschutzbund-forchheim.de](mailto:info@kinderschutzbund-forchheim.de), Tel.: 09191/13370

**District Youth Council Forchheim**  
[www.kjr-forchheim.de](http://www.kjr-forchheim.de)  
E-Mail: [info@kjr-forchheim.de](mailto:info@kjr-forchheim.de), Tel.: 09191/73880

**Sozialatlas**  
[www.sozialatlas-fo.de](http://www.sozialatlas-fo.de)  
E-Mail: [sozialatlas@LRA-fo.de](mailto:sozialatlas@LRA-fo.de)

**Local Education Department Forchheim**  
[www.schulamt-forchheim.de](http://www.schulamt-forchheim.de)  
E-Mail: [mail@schulamt-forchheim.de](mailto:mail@schulamt-forchheim.de), Tel.: 09191/86-9004

## Editor:

District of Forchheim

Office for Education

Am Streckerplatz 3, 91301 Forchheim

Tel. 09191 86-2402, bildungsbuero@LRA-fo.de

www.bildungsbuero@LRA-fo.de



This booklet was created with the cooperation of the Local Education Authority.

Thanks to the Office for Education of the City of Bamberg for the idea and template.

## Responsible for contents:

- Ramona Gebhard und Dr. Julia Schilling, Bildungsbüro Landkreis Forchheim
- Cornelia Gensner, Adalbert-Stifter-Grundschule Forchheim, Lehrerin, Kooperationsbeauftragte Kindergarten – Grundschule
- Markus Hahn, Staatliches Schulamt Forchheim

Language of this booklet: English

This booklet is available in print from the Office for Education or downloadable as PDF from

[www.bildungsregion-forchheim.de](http://www.bildungsregion-forchheim.de)

Available languages: Arabic, German, English, Turkish, Ukrainian, Russian



1<sup>st</sup> edition, July 2020

GEFÖRDERT VOM



Bundesministerium  
für Bildung  
und Forschung



ESF  
Europäischer Sozialfonds  
für Deutschland

Zusammen.  
Zukunft.  
Gestalten.

