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Sprechzeiten:

Date of your letter and your ref:

Our ref (please quote on all correspondence):
40.22.0004

Münster, 12.08.2017

Registering your child for primary school for the 2018-19 school year

Dear parent or guardian,

next year your child will start a new phase in his or her life – he or she will reach compulsory school age and will need to start school following the 2018 summer holidays.

You can register your child at one faith school, i.e. a catholic or protestant primary school, or one non-faith school in the City of Münster.

I would like to provide you with the following information on the procedure for registering your child:

School administrations at the city's primary schools will be accepting registrations from

November 8–14, 2017

Please ensure that you arrange an appointment with the school administration at your preferred primary school in the week of October 16–20, 2017 (autumn holiday from October 23 to November 4, 2017). This will help to avoid lengthy waiting times.

The headmaster or headmistress would like to get to know your daughter or son before starting school. Therefore please bring your child with you when you come to register.

When registering, you will require your child's birth certificate or *Familienstammbuch* (family register) and your identity card or *Meldebescheinigung* (residency registration certificate). **Please fill in the enclosed registration form and bring it with you when you come to register.**

You can get a better picture of your preferred primary school at an information evening or the open day. A list of dates for school information events is enclosed with this letter.

With regard to the registration procedure for the 2018–19 school year, it should be noted that schools cannot exceed the class guidelines set out by the State of North Rhine-Westphalia. These specify how many reception classes in total will be offered in the City of Münster and how many each school can offer.

Depending on the registrations received and the number of classes offered at each primary school, it is possible that not all children will be able to attend the primary school at which they have registered

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Konten der Stadtkasse
Sparkasse Münsterland Ost
Vereinigte Volksbank Münster eG
Deutsche Bank Münster
(und andere)

IBAN DE10 4005 0150 0000 0007 52
IBAN DE21 4016 0050 0004 2008 00
IBAN DE25 4007 0080 0047 0005 00

BIC WELADED1MST
BIC GENODEM1MSC
BIC DEUTDE33400

Zentrale Verbindungen
Hauptvermittlung (0251) 492-0
Telefax (0251) 492-7700
Stadtverwaltung@stadt-muenster.de
www.muenster.de/stadt

In the event that more children have registered for a primary school than it is able to accept, the school will first assess for which children it is the **nearest primary school**. At faith schools, within this group, children of the same religious denomination as the school will be given priority.

If the school then still has free spaces, the following criteria will apply:

- children whose siblings are already attending that primary school
- length of the route to school

If the school still has free places, children for whom it is **not the nearest school** may then be accepted. The following criteria will apply:

- children whose siblings are already attending that primary school
- length of the route to school

Final decisions on admission to the preferred school are expected to be made in March 2018.

In the event that your child is not able to be admitted to your preferred primary school, you will be contacted by the school administration at the school at which you registered your child, who will advise you further.

Costs for travelling to and from school will be met if you register your child at the **nearest** faith or non-faith primary school **which still has places available**, and the **shortest** pedestrian route to this school is more than two kilometres.

Useful information on schools and starting school can be found on the *Amt für Schule und Weiterbildung* (Education Office) website at www.stadt-muenster.de/bildung.

The website provides information on special lesson types and childcare options. It also provides contact details for schools and links to individual school websites.

You will also find useful information on topics such as travelling to school, grants, languages and integration.

Mr. Engbert (Tel: 0251- 492 4054) or Ms. Pusch (Tel: 0251- 492 4051) at the *Amt für Schule und Weiterbildung* will be happy to answer any further questions you may have.

It just remains to wish your child a good start in their new school, a successful school career and above all lots of fun at their primary school.

Yours sincerely,
pp

Ehling
Head of the *Amt für Schule und Weiterbildung*

You can find this letter in English at www.stadt-muenster.de/schulamt. (English)