



Amt für Schule  
und Weiterbildung

Stadt Münster · 48127 Münster

Höflingerweg 1

**Ihr/e Ansprechpartner/-in:**

Frau Thöne  
Zimmer: 5210  
Telefon: 0251/492-40 54  
Fax: 0251/492-77 23  
Mail: thoenes@stadt-  
muenster.de

Date of your letter and your ref:

Our ref (please quote on all  
correspondence):  
40.22.0104

Münster, 09.09.2022

**Registering your child for primary school for the 2023-24 school year**

Dear parent or guardian,

At the start of the 2022/23 school year, your child was required to attend school, but was exempted from attending school to start with by the head teacher of the primary school. Your child continues to attend a kindergarten for the time of the exemption. This time does not count towards the term of requirement to attend school.

I request that you register your child again at a primary school for the 2023/24 school year.

I would like to give you the following information about the organisational sequence of the registration procedure:

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

**November 07–11, 2022**

Please arrange an appointment with the school administration at your preferred primary school in the week before the above registration date. 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.**

According to the Infection Protection Act, schoolchildren must possess sufficient **protection against** measles before they attend teaching. Please prove this protection against measles at the registration appointment by presenting the

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**Stadt Münster**

Telefon: 0251/492-0  
Fax: 0251/492-7700  
stadtverwaltung@  
stadt-muenster.de  
www.stadt-muenster.de

Service für Menschen  
mit Behinderung:  
www.stadt-muenster.de/  
barrierefrei

original vaccination pass or a medical certificate of measles immunity for your child or about medical reasons why your child cannot be vaccinated against measles.

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 2023–24 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

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**. In the case of faith schools, of those children meeting this criterion, 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:

Accordingly, the following criteria 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. Once again, in the case of faith schools, children of the same religious denomination as the school will be given priority. 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 early 2023.

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](http://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.

Ms. Thöne (Tel: 0251- 492 4054) or Ms. Voigt (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,  
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Ehling  
Head of the *Amt für Schule und Weiterbildung*

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