



Amt für Schule
und Weiterbildung

Stadt Münster · 48127 Münster

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Ihr/e Ansprechpartner/-in:

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Date of your letter and your ref:

Our ref (please quote on all
correspondence):
40.22.0104

Münster, september 2023

Registering your child for primary school for the 2024-25 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 2024 summer holidays.

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 06–10.11 2023

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 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.

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Stadt Münster

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With regard to the registration procedure for the 2024–25 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 2024.

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.

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,
pp

Ehling
Head of the *Amt für Schule und Weiterbildung*

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

Information on the Measles Protection Act for admission to a joint institution for children / registration at primary schools

Dear Parents/Guardians,

The Act for Protection against Measles and to Strengthen Vaccination Prevention (Measles Protection Act) came into force on 01 March 2020.

According to § 20 subsection 8 sentence 1 Infection Protection Act (IfSG), pupils must present proof that they have been sufficiently vaccinated against measles or are immune against measles **from 01 March 2020** before admission to a joint institution and **before** attending teaching or the open whole-day offer or any other offer of care within the framework of open whole-day support.

If your child is not allowed to be vaccinated for health reasons, this must also be proven with a medical certificate.

You have already been informed about the necessary vaccination protection at the school entry examination. In addition, we would request that you present the proof of measles protection when registering your child at the school in question.

The necessary proof (original or certified copy) can be provided in the following way (please present the proof as an original or as a certified copy):

1. **Vaccination pass / vaccination certificate / medical certificate** about sufficient vaccination protection against measles (one protective vaccination after the first year of life or two protective vaccinations after the second year of life) or
2. a medical certificate about the fact that your child has **immunity** against measles or
3. a medical certificate about the fact that your child cannot be vaccinated for medical reasons (**contraindication**) or
4. a confirmation by a state agency or the head of any other institution affected by the act that proof according to no. 1 or no. 2 **has already been presented**, e.g. at a change of day-care centre or school.

If the proof is not (or not completely) presented before new admission to a school and also no medical certificate about inability to be vaccinated is presented, the schools are obliged to inform the Gesundheitsamt (Public Health office) of the City of Münster about this and to transmit personal data.

Further information on the legal requirements and the subject of vaccinations can be found on the internet under: <https://www.stadt-muenster.de/gesundheit/infektionsschutz/impfempfehlungen.html> and <https://www.maserschutz.de/>

Yours sincerely,

Wolfgang Wimmer
Head of Schools Operation