

**Hanseatic and University City of Rostock
Mayor of Rostock
School Administration Office
Schillingallee 71
18057 Rostock
(school authority)**

**Rostock State School Office
Doberaner Straße 47
18057 Rostock
(School Inspectorate)**

Information on the registration procedure for school beginners 2025/2026

The application procedure

Legal guardians whose children are entering school age are obligated to register their children for the following school year at the responsible local school. The same applies for legal guardians who want their children to enter school early. The registration however does not mean that the child has to be accepted in the school, it is not binding. The legal guardians have to be in mutual agreement about the registration.

The responsible local school is the nearest primary public school in whose catchment area the child resides; the principal place of residence of the legal guardian is generally decisive here. Secondary residential addresses are not relevant for the registration procedure.

Registration works contactless via the website www.rostock.de/einschulung and must be completed by 31st October 2024. Here you will also find all the information you need for the registration procedure. The timing or order in which applications are received is not a factor in determining admission to the school. All parents whose children are obligated to start school at the beginning of the next school year will receive information about the registration procedure by post. **If you have not received any post till 15th October 2024, please contact einschulung@rostock.de.**

If you want to register at a different school other than the one that is locally responsible, a reason must be given. If there are more registrations at a school than there are places available, a selection must be made. A meaningful reason can be helpful to make that choice. **Even if the schooling is planned to be in a private school, the registration has to be made at the responsible local public school in the Hanseatic and University City of Rostock.**

Legal guardians, who live in another municipality (e.g. Landkreis Rostock), who want to register their child at a public school in the Hanseatic and University City of Rostock, need a **written permission** from the school authority in their home municipality.

For **children with a serious impairment** (physical, linguistic, behavioural, learning, sight, or hearing), an application may be made for the assessment of special educational needs. The director of the local school, the special education schools of the Hanseatic and University City of Rostock as well as the Rostock State Education Authority are available for advice.

The admission procedure

The **decision** on the admission of the child to the school will be made after completion of all school entrance examinations at the primary schools of the Hanseatic and University City of Rostock, **probably** at the **end of the current school year**.

The school entrance examination takes place at the Public Health Department as well as at the branch office of the Public Health Department in Evershagen. The examination is also compulsory for children who have been or will be deferred from school.

The invitation to the appointment will be issued in writing by the Health Department of the Hanseatic and University City of Rostock. The form "Result of the School Entrance Examination" (to be filled in by the Public Health Office) must be sent in the original

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immediately after the school entrance examination to the municipal school where the child was registered with the first choice.

The aim of the examination is to determine whether the child has developed in line with his or her age and is able to cope with the demands of school. The following criteria are examined:

- vaccination status
- physical examination including sight and hearing test
- determination of height, weight, blood pressure
- mental and motor development

The results of the school entry examination generally indicate from a medical point of view which special features have to be taken into account for individual support. There is no pedagogical recommendation.

Please also note the information from the Rostock Health Office at:

rathaus.rostock.de → Rathaus (City Hall) → Ämter (Departments) → Gesundheitsamt (Health Department) → Kinder- und Jugendärztlicher Dienst (Medical Services for Children and Young People)

In accordance with § 6 of the compulsory schooling ordinance of the federal state Mecklenburg-Vorpommern, the head of school decides on the admission of the pupil within the framework of the admission capacity.

If the school capacity is exceeded, the admission will be given by the school that is given as a second choice. If the legal guardian does not specify a second wish during registering or if the capacity of the second wish school is also exhausted, the Rostock State Education Authority can assign school-age pupils to another school (Section 45 (3) sentence 2 SchulG M-V).

If the school capacity is exceeded, the decision whether a pupil can be admitted to the school of her/his choice is solely based on the distance from the usual place of residence to the chosen school. Cases of hardship are given priority.

The appointments

October 2024	Registration of future first graders
expected from November 2024	School entrance examinations
May 2025	Admission decision and sending of confirmation of admission
June / July 2025	Parents' evenings (the exact dates will be announced by schools)
1 st – 14 th of September 2025	School enrolment celebrations (on Saturday before the first day of school or at the end of the first school week)
The 8th of September 2025	First school day

To find out if and when school open days are held, please refer to the information on the corresponding school websites.

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After-school care (Hort)

Information on after-school care facilities and their providers at the individual school locations can also be found in the day-care centre planner (KiTa-Planer): www.rostock.de/kitaplaner.

A precondition for claiming a place in an after-school care facility is the presentation of the certificate of eligibility for child day care.

This certificate must be applied for at the Youth Welfare Office (Jugendamt):

This can be done online at: rathaus.rostock.de → Formulare (forms) → Buchstabe "K" (letter "k")

Or at the Youth Welfare Office (Jugendamt):

SG Kita / St.- Georg-Straße 109 / Haus II / 18055 Rostock

Opening hours: Tuesday 9.00 am - 12.00 pm and 1.30 pm - 6.00 pm

 Thursday 9.00 am - 12.00 pm and 1.30 pm - 4.00 pm

The application must be submitted at the earliest three months before the expected start of the childcare, together with a confirmation of a place from the respective institution.

Frequently Asked Questions

<i>registration for school lunches</i>	is made directly with the catering company, Mittagsmatrosen GmbH
<i>the open day</i>	is announced by the schools on their website
<i>moving / change of residence</i>	the date of moving and the new address must be communicated immediately to einschulung@rostock.de , stating the surname, first name and date of birth of the child to be enrolled
<i>deferral / early schooling</i>	requires a written application with reasons and a medical report, which must be sent directly to the school (by post/email)
<i>the locally responsible school</i>	is determined by the school catchment area statutes
<i>visiting a non-locally responsible school</i>	requires written permission from the school authority in the home municipality
<i>the free student ticket</i>	will be issued on the first day of school if the consent form has been submitted on time – for more information see www.rostock.de/schuelerticket

Find all information about registration at: www.rostock.de/einschulung.