

Hanseatic and University City of Rostock
The Lord Mayor
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 2023/2024

The application procedure

For legal guardians whose children are entering school age, there is a duty to register for the following school year at the responsible local school. The Legal guardians who applied for early entering the school for their children have to register their children too. The registration however does not mean that the child has to be accepted in the school, it is not binding. After mutual agreement the legal guardians have to take the registration over.

The responsible local school is the nearest primary school run by a local authority in whose catchment area the child has his or her place of residence; the principal place of residence of the person with custody is generally decisive here. Secondary residential addresses are not relevant for the registration procedure.

Registration is contactless via the website www.rostock.de/einschulung and must be completed by the 31th of October 2022. Here you will also find all the information you need for the registration procedure. The chronological order of the school registrations does not constitute an admission criterion. All parents whose children become subject to compulsory schooling at the beginning of the following school year will receive the information about the registration procedure by written post at home in September. If you have not received any post, please contact einschulung@rostock.de

If you want to register at a 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 a choice. Even if the schooling is planned to be in a private school, the registration has to be made in the responsible local school in the city of Rostock.

If the legal guardians, who live in another municipality (ex. Landkreis Rostock), want to register their children at an official school in Rostock, an exemption has to be presented to go to a school that is not the responsible local school. The same has to be done with the responsible local school.

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.

Information on the registration procedure for school beginners

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 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 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 a parent or custodian does not specify a second wish during registering or if the capacity of the second wish school is also exhausted, the lower school supervisory authority, 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 bases solely on the distance from the usual place of residence to the chosen school. Cases of hardship are given priority.

The appointments

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| Oktober 2022 | Registration of future first graders |
| expected from Oktober 2022 | School entrance examinations |
| February - March 2023 | School starter test or other procedure (the exact date and the respective procedure will be announced by the school by invitation) |
| May 2023 | Admission decision and sending of confirmation of admission |
| June 2023 | Parents' evenings (the exact dates will be announced by schools) |
| the 26th of August 2023 | enrollment at municipal schools (enrollment at free schools may vary) |
| The 28th of August 2022 | First Schoolday |

Information on the registration procedure for school beginners

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

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 the presentation of the certificate of eligibility for child day care.

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

It is possible online under: rathaus.de_Formulare (forms)_Buchstabe "k" (letter "k")

Or at the Youth Office:

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 place from the respective institution.

Frequently Asked Questions

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| <i>registration for school lunches</i> | is made directly with the catering company, VielfaltMenü |
| <i>the open day</i> | is announced by the schools on their website |
| <i>moving / change of residence</i> | the date of the change 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/e-mail) |
| <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 under: www.rostock.de/einschulung.