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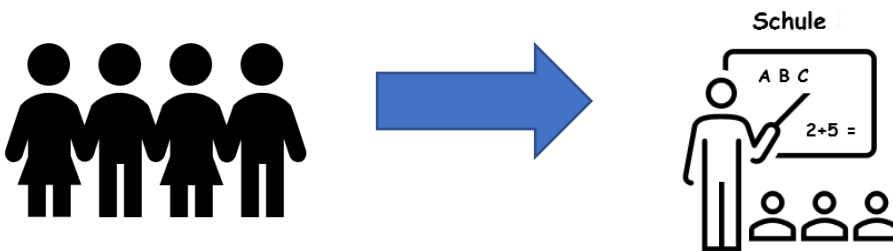
Dear parents, dear legal guardians,

Welcome to Duisburg! We are happy that you and your child are here and want to help make the school enrolment process as easy as possible. In this guide you will find the necessary steps and information.

The right to education is established worldwide in the UN Convention on the Rights of the Child:

UN Convention on the Rights of the Child Art. 28: “States Parties recognize the right of the child to education, and with a view to achieving this right progressively and on the basis of equal opportunity, they shall, in particular make primary education compulsory and available free to all[...], make educational and vocational information and guidance available and accessible to all children and take measures to encourage regular attendance at schools and the reduction of drop-out rates. [...]”

One important piece of information in advance:



IMPORTANT !!!

In Germany school attendance is compulsory for all children aged 6 to 18. Compulsory school attendance means that every child **must** attend school lessons.

IMPORTANT !!!

To ensure that you always receive post, the authorities need your current address. If you move, you must re-register immediately and inform the responsible authorities!

I. General school enrolment process

The following situations may occur in the enrolment process:

Situation 1:

Your child speaks little or no German and has never attended school in Germany or has attended school in Germany for less than 2 years:

In this case, you will not be able to enrol at a school independently. Your child will be allocated to a school by the Education Authority (Schulamt).

What do you need to do?

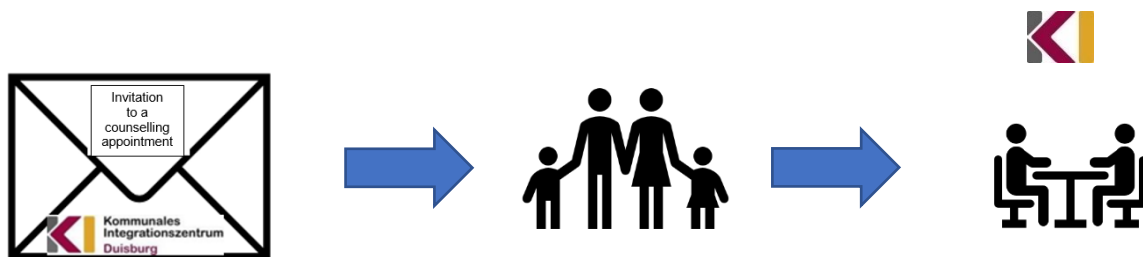
1. Registration in Duisburg



Before you can enrol your child at a school, you need to register yourself and your child in Duisburg:

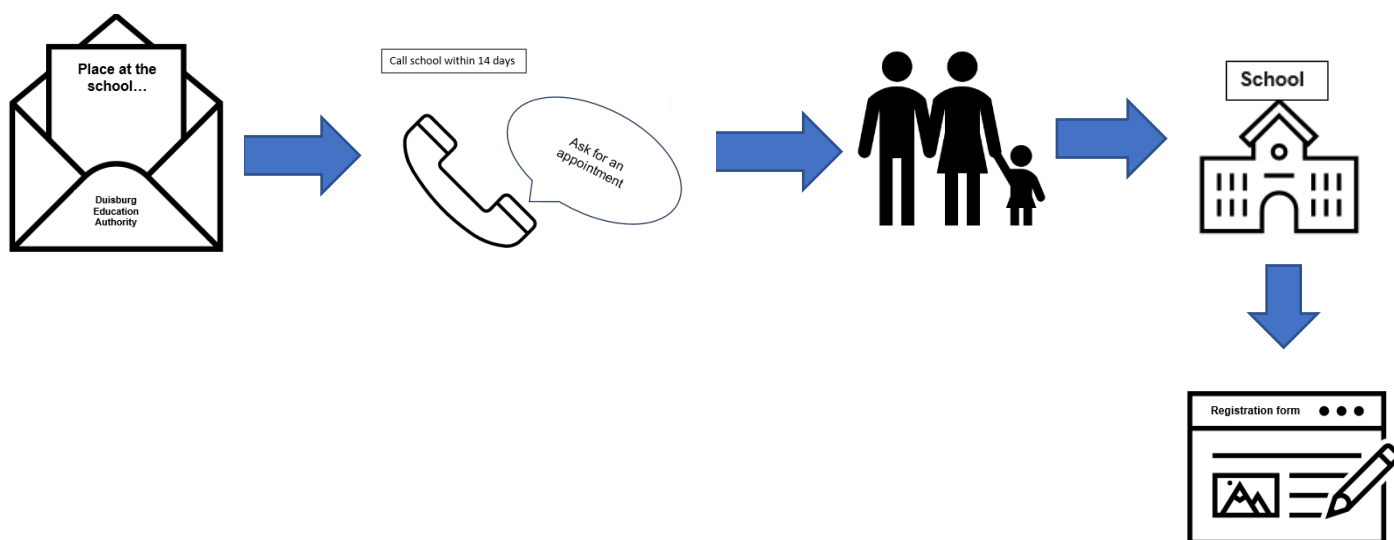
- If you are **an EU citizen**, register at the **Citizens' Service** (Residence Registration Office).
- If you are **not an EU citizen** but move from **within Germany to Duisburg** and already have a **valid residence status**, register at the **Citizens' Service** (Residence Registration Office).
- If you are **not an EU citizen** and have **not yet lived in Germany**, register at the **Citizens' Service** (Residence Registration Office).
- **Asylum seekers** who have been assigned to Duisburg or **refugees from Ukraine** are kindly asked to register with **the immigration office**.

2. Consultation at the Municipal Integration Centre



- After you have registered in Duisburg you will receive **by post** an invitation to a consultation at the Municipal Integration Centre. You do not need to arrange an appointment yourself. This consultation is important and necessary so that your child gets a place at school. **You must therefore attend this appointment!**
- Your child must also attend the appointment. **Without your child, the consultation cannot take place!**
- **Documents you need to take** to the consultation:
 - Valid identity documents of the parents / legal guardians and the child
 - Child's birth certificate
 - Certificate of registration (certifying that you live in Duisburg)
 - Child's certificates (if the child has any)
 - If you need to bring an interpreter with you, this will be noted on the invitation to the consultation.

3. School allocation



- **As soon as a school place becomes available**, you will receive the school allocation for your child **by post** from the Education Authority (Schulamt). The letter will contain the following information:
 - the name and address of the school and
 - the enrolment period (**you must enrol in this period, otherwise the school place will be removed**)

- After you receive the allocation letter, please call the school within 14 days and arrange an appointment for enrolment. If you do not have sufficient knowledge of German, please bring an interpreter with you when you enrol.
- Your child will be allocated to a school based on the Duisburg model:

Grade	Type of school to which an assignment is made
primary school (1-4)	primary school
grade 5-7	lower secondary school (Hauptschule), secondary school (Sekundarschule), comprehensive school (Gesamtschule)
grade 8-10	intermediate secondary school (Realschule), grammar school (Gymansium)
upper secondary education from 16 years onwards	college of further education / vocational college

Situation 2:

Your child has already attended a German school for two years or more, but does not currently have a school place:

A school place will not be allocated by the Education Authority / Schulamt.

What do you need to do?

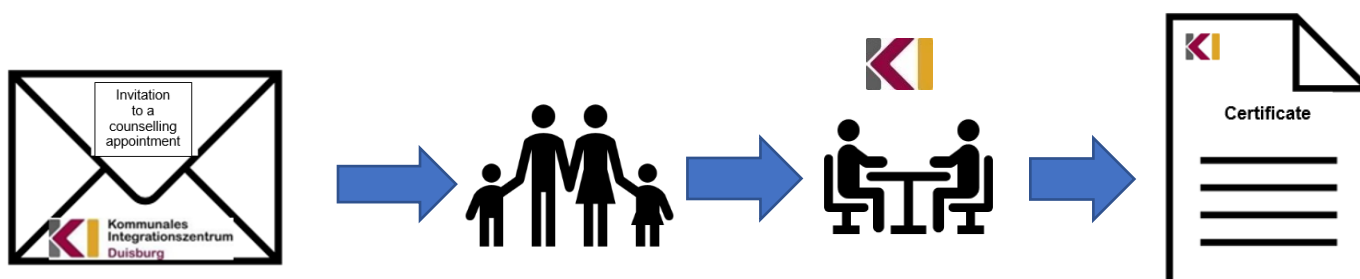
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2. Consultation at the Municipal Integration Centre



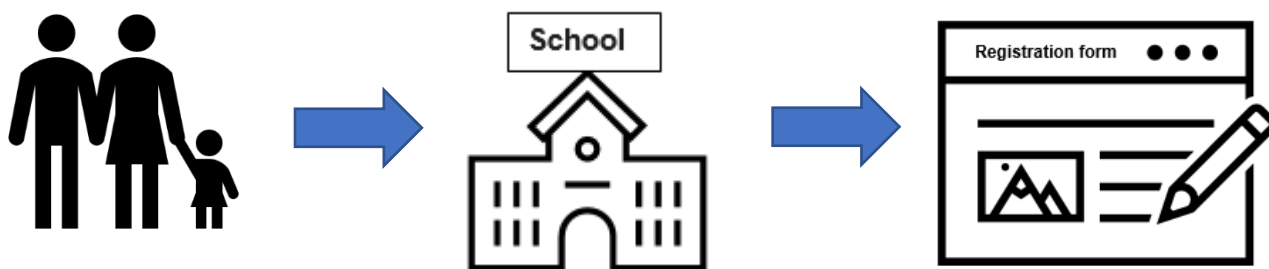
- After you have registered in Duisburg you will receive **by post** an invitation to a consultation at the Municipal Integration Centre. You do not need to arrange an appointment yourself. This consultation is important and necessary so that your child gets a place at school. **You must therefore attend this appointment!**
- Your child must also attend the appointment. **Without your child, the consultation cannot take place!**
- **Documents you need to take** to the consultation:
 - Valid identity documents of the parents / legal guardians and the child
 - Child's birth certificate
 - Certificate of registration (certifying that you live in Duisburg)
 - Child's certificates (if the child has any)
 - If you need to bring an interpreter with you, this will be noted on the invitation to the consultation.
- During the consultation at the Municipal Integration Centre, you will be given a certificate that will enable you to enrol at a school independently.

3. Parents look for a school for their child independently.



- You need to look for a school for your child independently.
- The consultants at the Municipal Integration Centre will be happy to help you choose a suitable school for your child.

4. Parents enrol their child at the school.



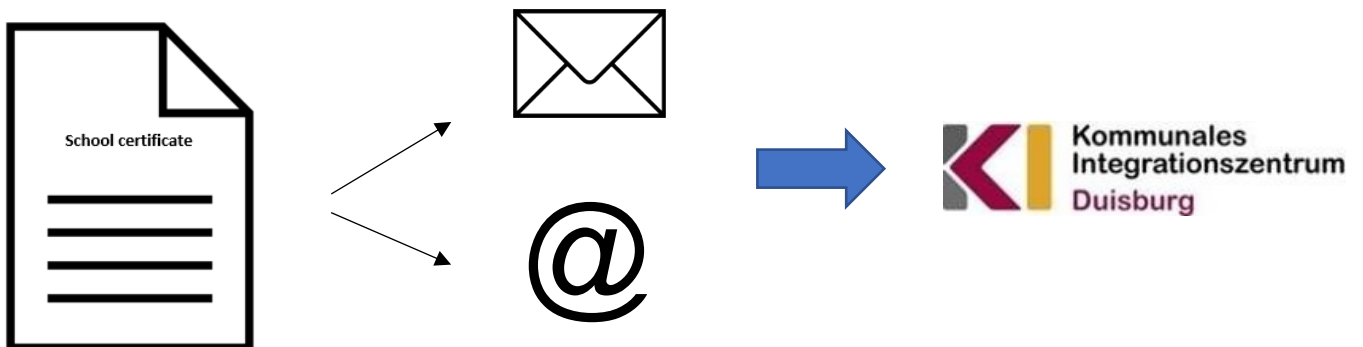
- After you have found a suitable school, you need to enrol your child at the school.

Situation 3:

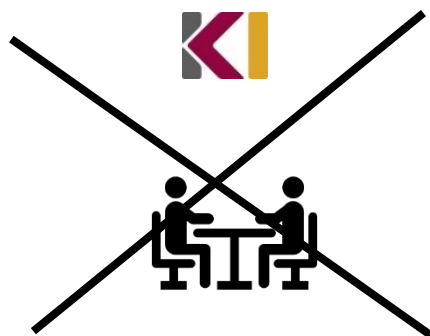
Your child is registered in Duisburg, already goes to school in Duisburg and receives an invitation to a consultation at the Municipal Integration Centre.

What do you need to do?

1. Send the school enrolment certificate by e-mail or post to the Municipal Integration Centre.



2. The appointment at the Municipal Integration Centre is cancelled.



II. Enrolling for year one of primary school



IMPORTANT !!!

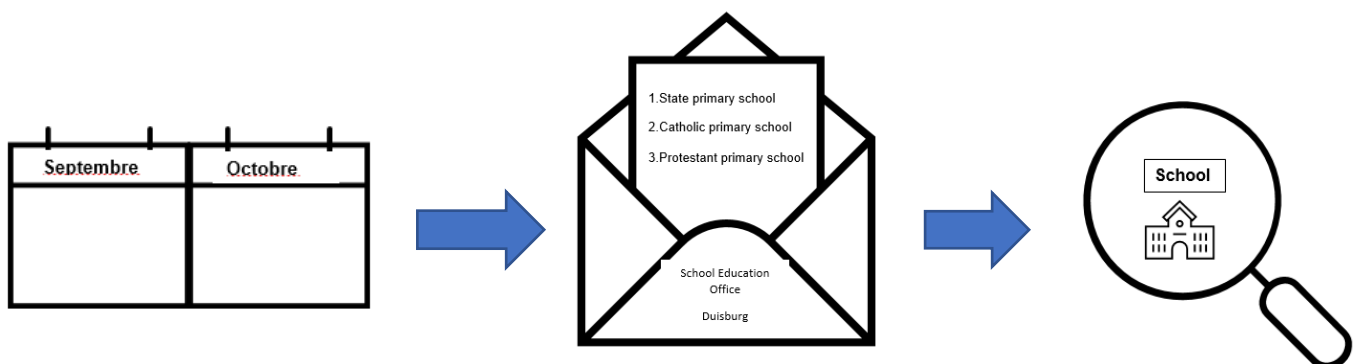
In North Rhine-Westphalia, school attendance is compulsory from 1 August for every child who has reached the age of six by the start of 30 September of the same year.

Situation 1:

You live in Duisburg and are already registered in Duisburg.

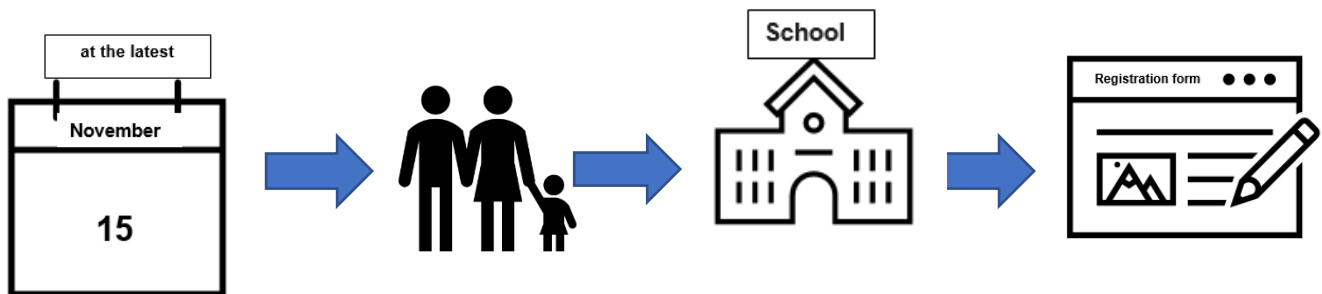
What do you need to do?

- You will receive around 10 to 11 months before school starts a letter from the **School Administration Office / Schulverwaltungsamt of the City of Duisburg**. In this letter you will be asked to enrol your child at a primary school. The letter will suggest primary schools where you can enrol your child near where you live.



Important!!!

- You must have enrolled your child by 15th of November of each year.



EXAMPLE

Your child was born on 10 July 2019. On 10 July 2025 your child will be 6 years old. The child must be sent to school by 1 August 2025. The child must therefore be enrolled by 15 November 2024.

- Shortly before your child's 6th birthday, you will receive an **invitation to a school entry medical examination from the Health Office.**



You must attend this appointment!

Situation 2:

You moved to Duisburg shortly before the start of the school year (1 August) or during the school year and are not yet registered in Duisburg.

What do you need to do?

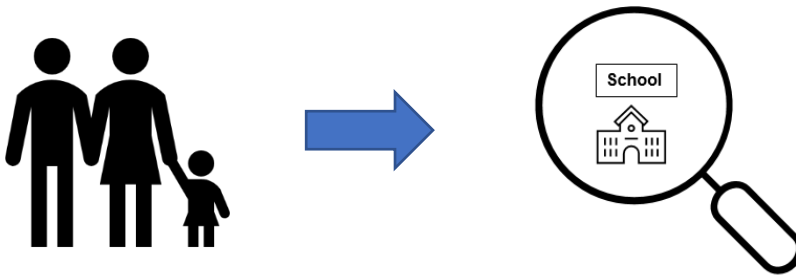
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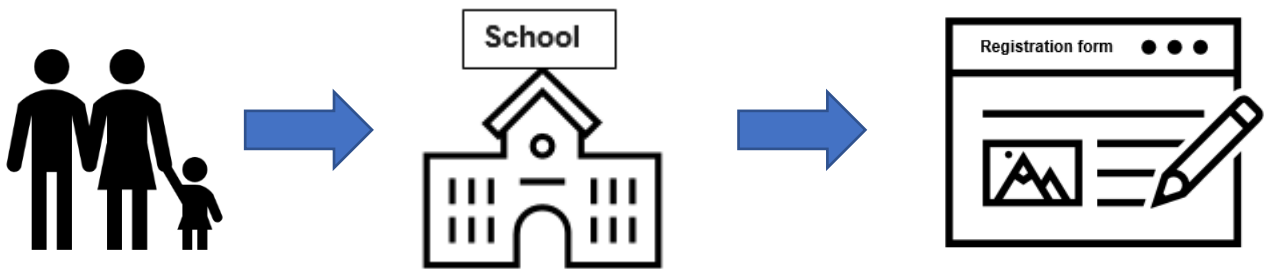
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2. Parents look for a primary school for their child independently.



- You need to look for a school for your child independently.

3. Parents enrol their child at the school.



- After you have found a suitable school, you need to enrol your child at the school.

III. What happens if you do not comply with the law on compulsory school attendance?

ATTENTION!!!

- You must attend the appointment at the Municipal Integration Centre. If you do not register and miss the deadlines, you may face a fine.
- As parents, you are responsible for making sure that your child attends school.
- If you do not enrol your child, the school will report this to the school supervisory authority. This authority will instigate administrative penalty proceedings. In a hearing, you must explain why you did not enrol your child at the school. Fines of up to € 1000 / parent can be imposed.
- After enrolment at the school, the child must attend the school regularly. The child may only be absent if they have been excused! You must also expect a fine if the child is absent without having been excused on a regular basis.

If you have any questions, please use one of the following contact options:

School Education Office / Amt für Schulische Bildung: Email: seiteneinsteiger@stadt-duisburg.de

Municipal Integration Centre: E-mail: ki-erstberatung@stadt-duisburg.de
Telephone: 0203/ 283 9010

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All pictograms used in this information booklet are sourced from the symbol library of the Microsoft Word program.

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