

Information for completing the registration form

Registration for enrolment in a secondary school of general education in the State of Brandenburg for the school year 2023/24

Dear Parents and Guardians,

This registration form for pupils entering 7th form asks you to state your preferred choices of schools and provides the relevant data as the basis for the each stage in the procedure for transitioning into 7th form.

The primary schools will advise you in depth and at the same time, you can get general and additional information about the registration procedure for 7th form on the webpages of the MBS [Brandenburg Ministry of Education, Youth and Sports]. (<https://mbjs.brandenburg.de>)

Please hand in the completed registration form for enrolment at a school **between 6 February and 15 February 2023** to the class teacher of 6th form at the school your child is currently attending.

If you choose a private school for your child, please contact this school directly and hand in the required registration documents (copies) there. Please also fill in the information on page (3) of the registration form and hand it in **between 6 February and 15 February 2023** to the primary school your child is currently attending.

You can also complete the registration form online. The parents can receive information and a login from the primary schools.

Point (4)	First, please select generally <u>only one</u> course of education (BG). If possible, the desired course of education should be consistent with the educational recommendation made by the primary school (according to the expert report of the primary school).	
Point (5)	Please state the school of your first choice and one alternate school (only if public school) offering the preferred course of education. You should consider in the choice of schools the school leaving certificate you want your child to attain and which courses of education are offered at the schools you prefer.	
	General secondary school	<p>Course of education to attain</p> <p>EBR (expanded qualification for vocational education/expanded secondary school certificate)</p> <p>FOR (qualification for technical secondary school/secondary modern school/middle school certificate)</p>
	Integrated comprehensive school	<p>Course of education to attain</p> <p>EBR (expanded qualification for vocational education/expanded secondary school certificate)</p> <p>FOR (qualification for technical secondary school/secondary modern school/middle school certificate)</p> <p>AHR (general university entrance certificate) – forms 7-13</p>
	Grammar school	<p>Course of education to attain</p> <p>AHR (general university entrance certificate) – forms 7-12</p>
	Trial classes	If you choose a grammar school as your first and/or second preference, the required qualification must be given. If this is not the case, your child will be invited to take a qualifying exam in the form of one-day trial classes (PU). In the event the trial class exam is not passed, the registration documents will be forwarded, if applicable, to the school of second choice. If

		this school should also be a grammar school, the registration will be referred to a further school, as the qualification for attending grammar school is not given.
Point (6)	Private school	<p>Please fill in the points on page 3 of the registration form.</p> <p>If a private school is chosen, a <u>contract under civil law will be concluded with the head organisation of the private school</u>. In the case that your child is continuing school attendance at a private school, please indicate this school as well.</p> <p>You do not necessarily have to name a public school of first and second choice. If registration at a private school is not effected, the competent public school board will assign your child to a public school.</p>
Point (7)		<p>General secondary and integrated comprehensive schools offer one mandatory elective subject starting in 7th form ("WP subject"). You can decide if your child is to attend¹ the WP subject economics, work, technology ("WAT") or natural sciences or a second foreign language as mandatory class. In return, if the second foreign language is learned continuously in forms 7-10, this requirement will not apply in upper school of grammar school. Attendance of upper school of grammar school is also possible if the second foreign language is started only in 9th or 11th form. In that case, the second foreign language will be a required subject until the end of the upper school of grammar school.</p> <p>There are no WP subject classes in grammar school in 7th form. The second foreign language is a mandatory subject there.</p>
Point (9a)		<p>⇒ Legal basis Sec. 53 (4) BbgSchulG [Law on Schools in the State of Brandenburg]</p> <p>For up to 10 percent of all places in schools, students must be given preferred consideration if there are circumstances that make attendance of a different one than the preferred school <u>appear unreasonable</u>. This applies <u>in particular</u>, if</p> <ol style="list-style-type: none"> 1. merely one certain school is within reasonable distance in light of a disability or if the necessary building equipment or spatial requirements are given only at the chosen school (Sec. (4) No. 1 BbgSchulG), 2. special family or social situations cause strains, which exceed the usual measure <u>by far</u> (Sec. 53 (4) No. 2 BbgSchulG), or 3. due to the transport situation, a school coming into consideration otherwise can only be reached with unreasonable difficulties (Sec. 53 (4) No. 3 BbgSchulG), 4. other reasons apply. <p>⇒ Please check if a case of particular hardship is to be claimed. If so, please check-mark the corresponding box on the registration form and enclose supporting documents with the registration form as attachments.</p>
Point (9b)		<p>⇒ Legal basis: Sec. 50 (3) Sek I-V [Ordinance of Courses of Study at Secondary Schools]</p> <p>A pupil may be given preference for admission to the school, regardless of proximity of the residence to the school, if admission based on the distance between the residence and school is not possible and if this <u>would unreasonably impair</u> personal, pedagogic or public interests (special reasons). Special reasons are given in particular, if</p> <ol style="list-style-type: none"> 1. the individual requirements of the pupil are consistent <u>to a high measure</u> with the school's profile according to Sec. 7 (1) Brandenburg Schools Act and comparable support for the skills and interests can therefore not be expected at a different school,

¹ Individual schools offer in addition WP subjects approved by the MBJS.

	<p>2. the pupils maintain their regular place of residence or place of habitual abode in the district of the head organisation of the preferred school or they relocate to the district of the head organisation of the preferred school before the start of the new school year, or</p> <p>3. if a balanced ratio between girls and boys is to be created by admitting a female or male pupil to the form.</p> <p>A special reason can also be present if siblings already attend the preferred school and if it can be explained plausibly that attendance of a different school leads to significant disadvantages. School performances do not apply as special reasons.</p> <p>⇒ Please check if a special reason is to be claimed. If so, please check-mark the corresponding box on the registration form and enclose supporting documents with the registration form as attachments.</p>
Point (10)	<p>At some integrated comprehensive schools, a form of grammar school (forms 7-12) approved by the MBSJ may be offered additionally. If you do not want your child to attend such a form, you should enter this wish here.</p> <p>Further information and/or wishes (e.g. form composition) should not be entered here.</p>

Legal bases:

1. **Law on Schools in the State of Brandenburg (Brandenburgisches Schulgesetz - BbgSchulG)**
in the version of the announcement of 2 August 2002 ([GVBl. I/02, \[No. 08\]](#), p. 78)
most recently amended by Article 4 of the Law of 18 December 2018 ([GVBl. I/18, \[No. 35\]](#), p.15)
2. **Ordinance on courses of education of secondary level I (Sekundarstufe I-Verordnung - Sek I-V)** of 2 August 2007
([GVBl. II/07, \[No. 16\]](#), p. 200)
most recently amended by Ordinance of 16 February 2022 ([GVBl. I/18, \[No. 45\]](#))
3. **Administrative Rules on Secondary Level I-Verordnung (VV-Sek I-V)** of 2 August 2007 ([Official Journal MBSJ/07, \[No. 7\]](#), p. 210)
most recently amended by Administrative Rule of 16 February 2022