

### Instructions for completing the enrolment form

#### Enrolment at a general secondary school in the state of Brandenburg for the 2025/2026 school year

Dear parents and guardians,

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

You will receive comprehensive advice from your primary school, and you can also find basic and additional information about the Ü7 admissions procedure on the Ministry of Education, Youth and Sport (MBS) website. (<https://mbs.brandenburg.de>) (in German only).

To enrol in a school **from 10 February to 12 February 2025**, please hand the completed enrolment form to the form 6 class teacher at the primary school your child is currently attending. Both legal guardians must sign this form. If you choose an Independent school for your child, enrol directly at this school and hand in the documents required (copies) for enrolment. At the same time, please complete the information on page (3) of the enrolment form.

You can also complete the enrolment form online. You will receive information and login credentials from your current primary school.

Point (4)	Initially, you choose <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)	You should name a first choice and a second choice school ( <b>only publicly funded schools</b> ), that offer the course of education (BG) you want. In the choice of schools, you should consider the school leaving certificate you want your child to attain and which courses of education are offered at the schools you prefer.	
	<b>Upper secondary school</b>	<p><b>Course of education for the acquisition of</b> EBR (expanded qualification for vocational education/expanded secondary school certificate) FOR (qualification for technical secondary school/secondary modern school/middle school certificate)</p>
	<b>Comprehensive school</b>	<p><b>Course of education for the acquisition of</b> EBR (expanded qualification for vocational education/expanded secondary school certificate) FOR (qualification for technical secondary school/secondary modern school/middle school certificate) AHR (general university entrance certificate) – forms 7-13</p>
	<b>Grammar school</b>	<p><b>Course of education for the acquisition of</b> AHR (general university entrance certificate) – forms 7-12</p>
	<b>Trial lessons</b>	If you choose a grammar school as your first and/or second choice, your child must have the necessary aptitude. 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 enrolment documents will be forwarded, if applicable, to the school of second choice. If this school should also be a grammar school, enrolment will be referred to a further school, as the qualification for attending grammar school is not given.
Point (6)	<b>Independent school</b>	Please fill in the points on page 3 of the enrolment form.

	<p>If you choose an independent school, you will enter into a <u>civil law contract with an independent school provider</u>. If your child is continuing their education at an independent school, please list that school on page 3 as well.</p> <p>If you choose an independent school, you do not necessarily need to name a first and second choice public school. If enrolment at an independent school is not effected, the competent public school board will assign your child to a public school.</p>
Point (7)	<p><b>Upper secondary and comprehensive schools</b> offer an elective subject (WP subject) from form 7 onwards. You can decide whether your child should take the WP subject<sup>1</sup> Business-Work-Technology (W-A-T) or Natural Sciences or a second foreign language. In addition, upper secondary schools and comprehensive schools also offer other WP subjects. 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><b>Grammar schools</b> do not offer elective lessons in form 7. The second foreign language is a mandatory subject there.</p>
Point (8)	<p>Native-language teaching is available to all pupils whose native tongue or the official language of their country of origin is not German. These voluntary extra lessons support comprehensive and integrated language development with a view to successful social and academic integration. Lessons are facilitated for groups of at least 12 pupils with the same native language. A maximum of four lessons per week are offered in addition to regular classes at selected school locations. A bilingual certificate of attendance (German and native language) is issued at the end of the school year.</p> <p>You can therefore indicate here if you wish your child to attend native-language classes.</p>
Point (9a)	<p>⇒ <b>Legal basis (Sec. 53 (4) Act on Schools in the State of Brandenburg (Brandenburgisches Schulgesetz – BbgSchulG)</b></p> <p>Up to 10 per cent of the total number of places will be given priority admission to pupils whose circumstances <u>make it unreasonable</u> for them to attend a school other than the one they wish to attend. This applies <u>in particular</u> if</p> <ol style="list-style-type: none"> <li>1. due to a <b>disability</b>, only a particular school is accessible or the necessary structural facilities or spatial conditions are only available at the chosen school (Sec. 53 (4) No. 1 BbgSchulG),</li> <li>2. <b>special family or social situations create burdens</b> that <u>far</u> exceed what is usually the case (Sec. 53 (4) No. 2 BbgSchulG), or</li> <li>3. an otherwise suitable school can only be reached with unreasonable difficulty due to the <b>transport situation</b> (Sec. 53 (4) No. 3 BbgSchulG),</li> </ol> <p>⇒ <b>Please consider whether you should claim special hardship in any one or more of these cases. If this is the case, please tick this box on the enrolment form and enclose the documents to substantiate your claim with the form.</b></p>
Point (9b)	<p>⇒ <b>Legal basis (Sec. 53 (6) BbgSchulG)</b></p> <p>There are special reasons for giving priority admission to a pupil if, in an individual case, it is established that personal, educational or public interests would otherwise be disproportionately affected. In particular, special reasons are given, if</p> <ol style="list-style-type: none"> <li>1. after examining the individual case, it is found that the individual requirements of the pupil correspond to a particular extent to the profile of the school in accordance with Sec. 7 (1) and a comparable fostering of the pupil's abilities and inclinations cannot be expected at another school,</li> <li>2. after examining the individual case, it is found that the pupil's place of residence or usual place of abode is in the area of the school authority responsible for the desired school or that the pupil</li> </ol>

<sup>1</sup> In addition, individual schools offer elective subjects approved by the MBJS.

	<p>will move to the area of the school authority responsible for the school before the start of the new school year,</p> <p>3. if a sibling is already attending the school and it is determined on a case-by-case basis that attendance at another school is unreasonable for the pupil, the sibling or the parents.</p> <p><b>⇒ Please consider whether you should claim special hardship in any one or more of these cases. If this is the case, please tick this box on the enrolment form and enclose the documents to substantiate your claim with the form.</b></p>
Point (10)	<p>At some integrated comprehensive schools, a form of grammar school (forms 7-12) approved by the MBS 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. **BbgSchulG** of 2 August 2002 (Law and Official Gazette I/02, [No. 08], p. 78 - Gesetz -und Verordnungsblatt - GVBI), last amended by Article 5 (5) of the Act of 5 March 2024 (GVBI.I/24 [No. 10], p. 79)
2. **Ordinance on Educational Programmes at Secondary Level I (Secondary Level I Ordinance – Sec. I-V)** dated 2 August 2007 (GVBI.III/07, [No. 16], p. 200), last amended by Ordinance of 16 February 2022 (GVBI.III/18, [No. 45])
3. **Administrative regulations for the Secondary Level I Ordinance (Verwaltungsvorschriften zur Sekundarstufe I-Verordnung - VV Sec. I-V)** dated 2 August 2007 (OJ. MBS/07, [No. 7], p. 210), last amended by administrative regulation of 16 February 2022