

Vienna, December 2020

Dear Parents and Guardians,

Starting school means the beginning of a new life-chapter for your child, as well as for you as parents! This new beginning is accompanied by many hopes and wishes, but also by many questions and uncertainties – especially, of course, in view of the current challenge of the COVID-19 crisis. As a father, I completely understand all of your questions, wishes and worries. As the Director of the Board of Education for Vienna, I can assure you, that the education authority will do its utmost to make sure all of your questions are answered satisfactorily.

It is our common goal that your child is happy at school, enjoys learning and acquires those skills and abilities, which are demanded by society in order to lead a fulfilling and successful life. Teachers here in Vienna do an amazing job, and are there to accompany you, and above all your child, into the world of schooling and education.

In order to support and guide you through enrolment procedure and ultimately the start of school, the Board of Education along with the Municipality of Vienna will provide you with all of the important information you will need.

My colleagues here at the Board of Education for Vienna will make every effort to fulfil your wishes as far as school placement is concerned; this also applies if you require after-school care. However, please note that we are bound to comply with legal guidelines. If a sibling is already attending the school of your choice, then you are legally entitled to a further place at that school.

In any case, I can assure you that the excellent primary school teachers here in Vienna will succeed in guiding your child gently and with great care into the world of schooling and education. I also have no doubt that your child is really looking forward to being a 'big' schoolchild.

Wishing you and especially your child, all the very best!

Kind regards,

A handwritten signature in black ink, appearing to read 'Himmer', with a stylized flourish at the end.

Mag. Heinrich Himmer
Board of Education for Vienna

Invitation to Enrol at School

Enrolment for Year 1 of primary schooling for the academic year 2021/22 will take place from the 11th of January until the 22nd of January 2021 at all public primary schools and those private primary schools that have permanent public legal status (not at private schools that follow their own statute). Please arrange an appointment for enrolment by telephone. Times for enrolment are from Monday to Friday, between 8 am and 12 noon, as well as on Tuesday afternoons between 2 pm and 5 pm. Enrolment is only permitted at **ONE SCHOOL**, but does not guarantee a place at that school.

Due to Federal guidelines regarding German language assessment, there may be some delays in the official allocation of school places.

An overview of Viennese schools can be found in the Viennese School Guide (*Wiener Schulführer*), as well as online at <http://schulfuehrer.bildung-wien.gv.at>.

Because of the current situation caused by the pandemic (COVID-19) it is extremely important that an appointment is made with the Head Teacher, that both you and your child are able to attend. It is not permitted to enter the school premises without an appointment.

The following documents should be submitted at enrolment:

- a. Proof of address - invitation to enrolment (this document) or a current official proof of address (*Meldebestätigung*), which can be obtained from any district council office. Or an official 'statement of commitment' (*Verpflichtungserklärung*) from the local authorities of the main place of residence - this only applies to children whose main residence is outside Vienna.
- b. Child's birth certificate
- c. Proof of your child's nationality (e.g. passport)
- d. Child's social security number (e-card)
- e. Confirmation of (parents') employment, if after-school care is needed
- f. Confirmation of Kindergarten attendance

Documents from Kindergarten

Documents from kindergarten (nursery school), recording your child's development and skills may be submitted by you as the child's parent/legal guardian at the time of enrolment. When your child finishes kindergarten (nursery school), you will receive a record of your child's development in German language skills (*Übergabblatt Sprachentwicklung DaE/DaZ*). This document should be handed over to the primary school class teacher on the first day of school (6th September 2021). If you do not hand over this document, the education authority is authorised, in accordance with the Education Documentation Act, to obtain the documentation from the kindergarten or its management authority.

Important Information

• **After-School Care**

Not every school offers after-school care. Therefore, you should indicate whether after-school care or enrolment at a particular school is of more importance to you. If you need after-school care for your child, then this request will be given priority, independent of the choice of a particular school. If after-school care is not indicated, then the request for a particular school will be given priority. A place for after-school care cannot be confirmed at the time of enrolment.

• **Start of Compulsory Education According to the Mother and Child Booklet (*Mutter-Kind-Pass*)**

Parents and legal guardians have the option of either using the actual date of birth or the calculated due date (according to the mother and child booklet) in determining when compulsory schooling should begin. Please make your preference known at the time of enrolment.

• **Test of 'School-Readiness'**

As part of the school enrolment procedure, a test of school-readiness will be carried out to ensure that a school-age child is able to cope with Year One of schooling without being emotionally or physically over-challenged, and that the child possesses the required social skills for admittance to a Year 1 class. This also applies to children who have applied for early school enrolment. If a child is deemed not yet ready for school, then they will be allocated a pre-school place or the application for early school enrolment will be denied, in accordance with §§ 6 & 7 of the Compulsory Education Act.

• **Assessment of German Language Skills**

Another part of the school enrolment procedure is the assessment of German language skills. All children who are found to have insufficient or inadequate German understanding and speaking skills will be provisionally enrolled under special circumstances. The children must then attend a second language assessment (*MIKA-D*) at a later date. The Head Teacher will give you an appointment for this assessment at the school enrolment. An appropriate school place can only be allocated once the second assessment has taken place. Due to these new Federal guidelines, there may be significant delays in the allocation of school places (see § 4 pf the School Education Act and § 8h of the School Organisation Act).

- Even if you intend to register your child for **home schooling** or enrolment at a **private school**, which does not have public legal status, or you have applied for permission for your child to attend a school abroad, the tests for school readiness and assessment of German language skills are still obligatory. An appointment **must still be made** for school enrolment at a public primary school or a primary school that has permanent public legal status. It is not permitted for a school-age child that has been registered for home-schooling, to be taken care of at a Viennese Kindergarten.
- Enrolment for **children with special educational needs** can take place either at a primary school or at a school catering especially for special educational needs.
- If you intend to enrol your child in a **school abroad**, please contact the unit responsible for '**Education by Other Means**' (*Referat für Externistenangelegenheiten*) at the Board of Education for Vienna. This is regardless of whether your child has Austrian citizenship or not.
- Failure to comply with the school enrolment procedure is an administrative offence, according to § 24 para. 4 of the Compulsory Education Act and entails a fine of €110-€440.
- If your child has already been enrolled and is currently attending school in this academic year 2020/21, please submit this document to the Head Teacher.

Kontaktadressen

Für weitere Auskünfte stehen Ihnen die Schule, die SchulqualitätsmanagerInnen der Bildungsdirektion für Wien und der Schulführer-Online zur Verfügung:

Alle Wiener Schulen im Internet

Adressen, Telefonnummern, Angebote von Schulen im Schulführer-Online:

<http://schulfuehrer.bildung-wien.gv.at>

SchulqualitätsmanagerInnen

Je nachdem in welchem Bezirk Ihr Kind in die Schule gehen soll, ist ein/e SchulqualitätsmanagerIn für pädagogische Belange zuständig:

Bildungsregion Ost	Bildungsregion West
Bildungsregionsleitung Ost Frau SQM Elisabeth Fuchs, MA Telefon: 01/525 25 – 77198 E-Mail: elisabeth.fuchs@bildung-wien.gv.at	Bildungsregionsleitung West Herr SQM Mag. Dr. Michael Sörös Telefon: 01/525 25 – 77232 E-Mail: michael.sörös@bildung-wien.gv.at
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Bezirke 2, 3, 10, 11, 20, 21, 22	Bezirke 1, 4, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 17, 18, 19, 23

**Die Bildungsdirektion für Wien wünscht Ihnen und Ihrem Kind
einen erfolgreichen Schulstart!**