

To  
the parents of

1.21 Schulbüro

Ihr Schreiben vom:

Ihr Zeichen:

Mein Zeichen: Ti

Dienstgebäude: Kleiner Domhof 6

Zimmer: 1.10

Telefon: 0571 89-750

Fax: 0571 89-680

Auskunft: Ramona Timm

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## Your child's registration for a primary school in school year 2023/2024

Dear parents,

finally it's due – from the 01.08.2023 on your child will have to attend school!  
Therefore, it is time to register your child at a primary school.

You can find the primary school, which is closest to your home, in the original letter that you received. The school's name is **framed**. In that school your child will be admitted preferentially in consideration of the school's capacities.

If you decide for a different school, your child can only be admitted there, if all preferentially considered children have already been admitted and there are still capacities left.

The Domschule and PRIMUS-Schule both admit children of all areas in Minden. If you want to register your child for one of these schools, it is reckoned as the school closest to your home.

Your child's registration for a primary school proceeds in four steps:

- **Sending back the registration form:**

Please fill in the enclosed registration form and send it back by post or e-mail to the Schulbüro **till 09.09.2022**.

Would you like to register your child for a private school (e.g. Freie Evangelische Schule, Waldorfschule) or a school outside of Minden? Please contact that school directly. Nevertheless send back the registration form to Stadt Minden, even if you have already registered your child for a school.

- **Registration talk:**

The primary school which you chose in the registration form will be informed about your decision and will invite you and your child to a personal talk in autumn.

- **Admission:**

Past the registration talk the head teacher will decide, if your child will be admitted. The final decision will be made by the end of January.

- **School ability check:**

The Gesundheitsamt Kreis Minden-Lübbecke checks all registered children, if they are ready to join school. You will get a separate invitation by the Gesundheitsamt at a later date.

You can find more information in the enclosed information flyer or at [www.minden.de/schulanmeldung](http://www.minden.de/schulanmeldung).

Yours sincerely

Ramona Timm

**Enclosures:** Registration form for school year 2023/2024  
Information form according to Art. 13 DSGVO  
Information flyer

The enclosures are only available in German language.