

99088048034000, 99088048034000

# Enrolling a child at a secondary school

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/8669390/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99088048034000, 99088048034000
Leistungsbezeichnung I	Enrolling a child at a secondary school
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Niedersachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Schulangelegenheiten (088)
Verrichtungskennung	Aufnahme (034)
SDG-Informationsbereich	
Lagen Portalverbund	Schule (1030100)
Einheitlicher Ansprechpartner	Nein

<b>Modul</b>	<b>Sachverhalt</b>
Fachlich freigegeben am	09.04.2021
Fachlich freigegeben durch	Lower Saxony Ministry of Culture
Handlungsgrundlage	<a href="https://voris.wolterskluwer-online.de/browse/document/cite/cf48fc0f-9ade-38f9-be4f-59b3126b3eb3">https://voris.wolterskluwer-online.de/browse/document/cite/cf48fc0f-9ade-38f9-be4f-59b3126b3eb3</a> <a href="https://voris.wolterskluwer-online.de/browse/document/cite/67aada95-198e-3e6d-bc2e-9274f2058e3f">https://voris.wolterskluwer-online.de/browse/document/cite/67aada95-198e-3e6d-bc2e-9274f2058e3f</a> <a href="https://voris.wolterskluwer-online.de/browse/document/cite/66a199a4-7b26-3669-9808-23a545724020">https://voris.wolterskluwer-online.de/browse/document/cite/66a199a4-7b26-3669-9808-23a545724020</a> <a href="https://voris.wolterskluwer-online.de/browse/document/cite/f7bb23b1-a722-3996-aa7a-ef6c4692fd10">https://voris.wolterskluwer-online.de/browse/document/cite/f7bb23b1-a722-3996-aa7a-ef6c4692fd10</a> <a href="https://voris.wolterskluwer-online.de/browse/document/cite/61c8c018-8a97-3703-bc41-1305f4ead267">https://voris.wolterskluwer-online.de/browse/document/cite/61c8c018-8a97-3703-bc41-1305f4ead267</a> <a href="https://voris.wolterskluwer-online.de/browse/document/cite/cf48fc0f-9ade-38f9-be4f-59b3126b3eb3">https://voris.wolterskluwer-online.de/browse/document/cite/cf48fc0f-9ade-38f9-be4f-59b3126b3eb3</a> <a href="https://voris.wolterskluwer-online.de/browse/document/cite/67aada95-198e-3e6d-bc2e-9274f2058e3f">https://voris.wolterskluwer-online.de/browse/document/cite/67aada95-198e-3e6d-bc2e-9274f2058e3f</a> <a href="https://voris.wolterskluwer-online.de/browse/document/cite/66a199a4-7b26-3669-9808-23a545724020">https://voris.wolterskluwer-online.de/browse/document/cite/66a199a4-7b26-3669-9808-23a545724020</a> <a href="https://voris.wolterskluwer-online.de/browse/document/cite/f7bb23b1-a722-3996-aa7a-ef6c4692fd10">https://voris.wolterskluwer-online.de/browse/document/cite/f7bb23b1-a722-3996-aa7a-ef6c4692fd10</a> <a href="https://voris.wolterskluwer-online.de/browse/document/cite/61c8c018-8a97-3703-bc41-1305f4ead267">https://voris.wolterskluwer-online.de/browse/document/cite/61c8c018-8a97-3703-bc41-1305f4ead267</a>
Teaser	If you would like to enrol your child at a secondary school after primary school, you can do so directly at the (nearest secondary school).
Volltext	<p>The Realschule comprises grades 5 to 10. The pupils receive an extended general education that goes beyond basic knowledge in all subjects. The focus is on independent learning and the teaching of different learning methods. As part of the career orientation, the students get to know professions and courses of study. Lessons in the Realschule consist of compulsory lessons as well as offers in elective lessons and in elective lessons. A second foreign language (usually French) is offered as a four-hour elective course from the 6th grade onwards.</p> <p>In the 9th and 10th grades, the Realschule offers a practical focus on vocational training with measures for career orientation and vocational training, the profiles of foreign languages, economics, technology as</p>

## Modul

## Sachverhalt

well as health and social affairs, as well as preparation for attending the upper secondary school in the grammar school programme.

At the end of the 10th grade, the following degrees can be obtained:

- Secondary school leaving certificate I – lower secondary school leaving certificate
- Secondary school leaving certificate I – secondary school leaving certificate

Extended lower secondary school leaving certificate, which entitles the holder to attend the upper secondary school at a grammar school, at a comprehensive school or to attend a vocational grammar school at a vocational school

## Erforderliche Unterlagen

Mandatory:

- Registration form of the receiving secondary school. You can pick up the form at the school beforehand or you can get it directly when you come to register. As a rule, the form can also be downloaded from the homepage of the school or the school authority.
- Certificate from the 1st semester of the 4th grade and then the report from the 2nd semester of the 4th grade.
- Vaccination certificate or medical certificate (measles protection)
- If applicable, notification of special educational needs

If applicable, power of attorney of one legal guardian for the other

after consultation with the school:

If applicable, minutes of the counselling sessions in primary school (non-compulsory participation in discussions in GS, i.e. bring with you if necessary) If

Modul	Sachverhalt
	applicable, passport photo of the child for the school file If applicable, swimming badge If applicable, birth certificate of the child If applicable, registration certificate if applicable, certificate of custody
Voraussetzungen	<ul style="list-style-type: none"> <li>• The pupil must have successfully completed the 4th grade (exception: the child has already repeated the 4th grade. Then it moves up in vol. 5).</li> </ul> <p>The parents or guardians must have registered their child in the secondary school.</p>
Kosten	There are no costs for the registration itself.
Verfahrensablauf	Registration at a secondary school must be submitted directly to the secondary school that the child is to attend. The schools have fixed registration dates for this. In exceptional cases, the documents may also be sent to the school by post. Registration in the current school year in the event of a change of school type usually takes place at the end of the semester (pedagogical reasons).
Bearbeitungsdauer	No processing time, registration takes place directly at the school.
Frist	Registration deadlines of the individual receiving school must be observed.
weiterführende Informationen	
Hinweise	<p>Further information can be found on the websites of the Lower Saxony Ministry of Culture.</p> <p><a href="https://www.mk.niedersachsen.de/startseite/schule/un_sere_schulen/allgemein_bildende_schulen/realsschule/realschule-6422.html">https://www.mk.niedersachsen.de/startseite/schule/un_sere_schulen/allgemein_bildende_schulen/realsschule/realschule-6422.html</a></p> <p><a href="https://www.mk.niedersachsen.de/startseite/schule/un_sere_schulen/allgemein_bildende_schulen/realsschule/realschule-6422.html">https://www.mk.niedersachsen.de/startseite/schule/un_sere_schulen/allgemein_bildende_schulen/realsschule/realschule-6422.html</a></p>
Rechtsbehelf	This administrative service does not constitute an administrative act. For this reason, there is no legal remedy.

<b>Modul</b>	<b>Sachverhalt</b>
<b>Kurztext</b>	<ul style="list-style-type: none"> <li>• General education schools: Admission to the Realschule               <ul style="list-style-type: none"> <li>• Registration takes place directly at the secondary school.</li> <li>• Parents decide which school they want to enrol their child in.</li> <li>• There are fixed registration dates that are set by the school.</li> <li>• In primary school, teachers advise parents twice in the 4th grade which secondary school is best suited for the child.                   <ul style="list-style-type: none"> <li>• There is an information session in the primary school at the end of the 3rd grade or at the beginning of the 4th grade about the secondary schools.</li> <li>• The parents are responsible for the registration.</li> <li>• The school authority determines whether there are catchment areas.</li> <li>• If there is only one secondary school in the school district, then there is no freedom of choice, i.e. the child can only go to this secondary school                       <ul style="list-style-type: none"> <li>• Alternatively, a secondary school, secondary school, comprehensive school or grammar school can be chosen.</li> </ul> </li> </ul> </li> </ul> </li> </ul>
<b>Ansprechpunkt</b>	<p>If you have any individual questions, please contact the school responsible for you.</p>
<b>Zuständige Stelle</b>	<p>The secondary school with which you would like to register your child is responsible.</p>
<b>Formulare</b>	<ul style="list-style-type: none"> <li>• The schools provide the necessary registration forms.</li> <li>• Online procedure possible: possible if necessary – e.g. due to the pandemic (e.g. download of registration documents)               <ul style="list-style-type: none"> <li>• Written form required: yes</li> <li>• Personal appearance necessary: basically yes</li> </ul> </li> </ul>
<b>Ursprungsportal</b>	<p>Kind an einer Realschule anmelden, Enrolling a child at a secondary school</p>