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Enrolment procedure for secondary schools

Where can I find the documents for registration?

ANMELDESCHHEIN
zur Anmeldung an einer weiterführenden allgemeinbildenden Schule der
Sekundarstufe I
Schuljahr 2025/2026

Name Mustermann		Vorname Max	Geburtsdatum 26.02.2015	Geschlecht m
Straße, Hausnummer, Postleitzahl, Wohnort Musterstraße 1 46399 Bocholt				
Schulform- empfehlung	☐ Hauptschule/ Gesamtschule/ Sekundarschule	☒ Realschule/ Gesamtschule/ Sekundarschule	☐ Gymnasium/ Gesamtschule/ Sekundarschule	
	Weitere Schulform- empfehlung mit Einschränkungen			
☐ Realschule ☐ Gymnasium				

Das Kind kann nur mit diesem Anmeldechein an einer allgemeinbildenden Schule zur Klasse 5 angemeldet werden (§1 Abs 1a MPO-S 1). Der Anmeldechein ist bei der Anmeldung an der weiterführenden Schule abzugeben. Die Anmeldung an einer Schule der gewünschten Schulform setzt die Vorlage des Halbjahreszeugnisses der Klasse 4 voraus.

(Datum) (Schulstempel/Schulsiegel) (Unterschrift Schulleiter(in))

**Bestätigung für die aufnehmende Schule über einen
Masernschutz-Nachweis im Sinne des § 20 Absatz 1 Satz 1
Nummer 3 Infektionsschutzgesetz (IfSG)**
Hiermit wird bestätigt, dass das vorbestimmte Kind einen Masernschutz-Nachweis im Sinne § 20 Absatz 1 Satz 1 IfSG erbracht hat.

(Datum) (Schulstempel/Schulsiegel) (Unterschrift Schulleiter(in))

AUFNAHMEBESTÄTIGUNG
Hiermit wird verbindlich bestätigt, dass das Kind heute an unserer Schule aufgenommen worden ist.

Hinweis:
Die aufnehmende weiterführende Schule hat darauf zu achten, dass die Anmeldung des Kindes von allen das Kind betreffenden Personen im Sinne des § 123 Absatz 1 SchulG NRW unterschrieben werden muss (z.B. alle Erziehungsberechtigten)

(Datum) (Schulstempel/Schulsiegel) (Unterschrift Schulleiter(in))

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This is what it looks like, the yellow enrolment form with the school type recommendation.

Are you about to switch from primary school to secondary school? Here you will find all the important information about the enrolment process for the 2026/2027 school year.

Important documents for the half-year report

On 6 February 2026, your child will receive at school

- the half-year report card for year 4,
- a yellow enrolment form with the school type recommendation,
- a letter to parents with information on enrolment and, if applicable, the enrolment form (if not already distributed)

Registration at secondary schools will take place between **28 February and 6 March 2026**. The exact times are noted on the back of the registration form.

At most schools, an **appointment for school registration** is made in advance (by telephone or via the school homepage of the school of choice).

What do I need to bring to the enrolment appointment at the school?

You go together with your child to the enrolment appointment at the secondary school and take with you

- **Completed enrolment form** (signed by both parents)
- **Yellow enrolment form** with school type recommendation
- **Semi-annual report of the 4th grade** (original, or a copy if necessary)
- **Birth certificate or family record book** (original)

What happens if there are more applications than places at a school?



If more applications are received than there are school places available, the school management decides on admission according to certain criteria. **Hardship cases** are considered first.

The following aspects, among others, may then play a role:

- Siblings at the school
- Equal distribution of girls and boys
- Consideration of different languages of origin
- Length of the journey to school
- Proximity to the previous primary school

In comprehensive schools, pupils of different abilities must be taken into account (*heterogeneous performance*). Otherwise, the school management uses one or more of the above criteria.

If necessary, a lottery procedure is used.

When will I be informed whether my child has been accepted at the desired school?

You will receive written notification of the admission decision **after the entire enrolment procedure** for all municipal secondary schools **has been completed**.

Contact us

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