

**Please note:**

The English version of this paper (our so called 'Information sheet') is meant to help English speaking families to gather information regarding the enrolment at QBES. The translation has been made by our administration and is not an official document by the Schulamt.



**Notes (\*) on the "Application to take a child to another primary school" for the school year 2020/2021 for the**

**Quentin-Blake-Grundschule**  
**(Deutsch-Englische Europa-Schule)**

Dear Parents,

You have decided to enrol your child in a school that is not in your enrolment area and have submitted an application to admit your child to one of the above mentioned Staatliche Europa-Schulen Berlin (SESB) in the district of Steglitz-Zehlendorf.

In principle, you have the option of naming several schools in your application. However, you must be aware that equal consideration at several public elementary schools is not possible. So, you **prioritise your wish** as first choice in the application (first choice, second choice, third choice).



**It should be noted that candidates who choose QBES will always be considered before candidates who have named these SESB only with a subordinate priority, e.g. second choice, etc.**

As the demand for the SESB your wish exceeds the existing capacity, a selection procedure will be carried out according to the legal criteria. The **acceptance criteria** applicable to the above-mentioned Staatliche Europa-Schulen Berlin is set out in the **admission criteria to schools with a special pedagogical character (VO-SbP admission)**.

As part of enrolment, the SESB only considers children who speak German and/ or the respective non-German native language according to the level of their age. **Otherwise, even with free capacity no enrolment is possible (minimum requirement)**. The children who passed the test will according to their proven linguistic competence fall into one of the three following language groups:

- 1. Children who speak German at mother-tongue level.**
- 2. Children who speak the non-German partner language at mother-tongue level.**
- 3. Children who have a native partner language and the other language at least at the mother tongue level (bilingual children).**

The same number of places is available for each language group. The selection for each group is made separately from each other.

If the number of applications exceeds the number of available places, the selection is made separately according to the three language groups mentioned. The admission depends on the following criteria in this order:

- 1. Children whose siblings are already attending the same SESB or who are being taught at another SESB primary school with the same language combination.**
- 2. Children who are of school age in accordance with § 42 (1) SchulG and children who are registered on the basis of § 42 (3) SchulG.**

If necessary, a lottery will decide among the equally suitable applicants within the respective language group.

Before admission, the fulfillment of the requirements must be proven. The date for determining the language skills of the respective language group will be communicated to you by the SESB.

**When registering, applicants must be assigned to one of the three language groups and are tested accordingly:**

**1. Registration in language group "Mother tongue German children" - Muttersprachtest DEUTSCH**

**2. Registration in the language group "Mother tongue English children" – mother tongue test ENGLISH**

**3. Registration in language group "Bilingual Children" – mother tongue test ENGLISH and partner language ENGLISH or mother tongue ENGLISH and partner language ENGLISH (2 tests).**

**As a parent, you must decide for yourself which language group your child should be tested and then considered in the further selection procedure. The assignment for the language groups (Mother tongue German or Mother tongue English) is final. A change of language groups is no longer possible after the test! Children tested for the bilingual group who do not show nearly native language skills in the other language will be placed in the Mother tongue group where they scored 80% or better.**

**Mother tongue competency is recognised in children who achieve at least 80 percent in the test. Near native language skills are recognised if at least 60 percent of the possible points are achieved.**

The language skills determined at the time of the review are decisive. This means that the test result is final. A **retest** according to the admission VO-SbP **will not be provided**.

**If your wish to attend another elementary school from your wish list can not be met, your child will be considered at your local elementary school according to Section 4 (4) of the GsVO as follows:**

First, as part of the admission capacity, all children from the school enrollment area will be admitted to the local school, whose legal guardians - **exclusively** - wish to visit this school (first choice). **Then** the children are taken from the school enrolment area who did not receive a place at a desired other school. In the case of an over-demand with children in their own enrollment area, which were registered exclusively at this school, those applicants from the own enrollment area, who have not been given a place at a desired other school, will receive a school place offer at a surrounding school.

For applicants who move into the state of Berlin during the current admission procedure, information is provided in a separate information flyer.

If you still need to clarify the registration of your child or the selection process, the local school authorities will be happy to give you further information.

**For any further questions please contact**

**Frau Prößner (Schul 16, Tel: 030 – 90 299 54 56) or**

**Herr Starke (Schul 10, Tel: 030 – 90 299 64 85).**

Berlin, September 2019

(\* All of these notes are carried out by the new version of the VO-SbP.