

Městská
část
Praha

6



HOW TO ENROLL YOUR CHILD IN SCHOOL





INTRODUCTION

Dear Parents,

Last year, when we first prepared and applied the electronic reservation system for enrolment to first grade, our primary motivation was to make the process of enrolling children in the schools of our municipal district as simple and as pleasant as possible. However, as the Latin saying goes, Fortune favours the prepared, and I am extremely glad that we have such a system installed and tested now, when it has become a dire necessity.

In a time when we are trying to limit social contact to a minimum, in the time of pandemic measures, the system allows you to make reservations to visit schools electronically, it prepares an enrolment form, and it sends its data to the database. This simple administrative act makes the enrolment of your first grader simpler both for you and for school principals.

You will find all details on school enrolment in this informational brochure that we have prepared for you. You can discover much more about our schools and their specialisations, including the dates of online open houses, on the website www.jakdoskoly.cz.

I hope that the first steps on the long journey of education are as successful as possible for you and your children.

Marie Kubíková, Prague 6 Councilwoman for Education

HOW TO ENROLL YOUR CHILD IN PRIMARY SCHOOL IN THE 2021/2022 SCHOOL YEAR

General Information

- Compulsory school education begins at the start of the school year following the day your child turns six years of age unless they have been granted a postponement. Those children who turn six in the period between September until the end of June of the given school year may be accepted to begin their compulsory education already in this school year provided they are adequately physically and mentally mature and if their legal guardian requests so. Children born in the period between September and December must meet the requirement of having the recommendation of a school counselling facility to be accepted to compulsory education in the sense of the second statement; children born from January to the end of June must have the recommendation of a school counselling facility as well as that of a physician, which the legal guardian attaches to their request (details in §36 of the Education Act).
- You can select any primary school or schools. However, we recommend **always submitting an enrolment form to your district primary school**. The division of catchment areas is given by the Decree on Primary School Districts (No. 4/2020 Coll., Prague City Hall), the extract of which pertinent to Prague 6 can be found on the Prague 6 website (https://www.praha6.cz/spadove_oblasti).
- The enrolment form for your child's enrolment can be submitted to one (usually your district) or more primary schools. Forms can be submitted by:
 - personal submission using the reservation system;
 - **your personal data box**, notice: using a company data box is prohibited;
 - **e-mail with a certified electronic signature**, notice: sending simple e-mails is unacceptable. **If the submission shall be made using any other technologies, e.g., by e-mail without a certified electronic signature, by post, etc., the legal guardian must confirm this submission in one of the aforementioned ways within five days or based on summons from the school principal.** The school principal accepts the enrolment form and, according to the given criteria and free capacity, shall decide on the acceptance or rejection of the child to the primary school.
- Further conditions for acceptance are determined by the primary school principal in the criteria.
- The primary school publishes the criteria for accepting children, the number of vacant positions for enrolment, and more specific and detailed information in the regular manner, i.e., by posting on the PS bulletin board, publishing on the PS website, etc.
- The enrolment form for compulsory primary education, including booking times for personally submitting materials to each primary school, can be filled out beginning **on 17 March 2021** on www.jakdoskoly.cz, as well as on the websites of primary schools. Printed versions of the application form for filling out by hand can be picked up during office hours at the Prague 6 Municipal District Authority or based on agreement by telephone in each school.
- The administrative procedure shall commence on **7 April 2021**.



WHAT YOU WILL NEED FOR ENROLMENT

- **A filled out and signed enrolment form**

We recommend filling out the form electronically on the website www.jakdoskoly.cz, every selected school will thus have the data at its disposal. This expedites the enrolment process.

- **The child's birth certificate** for viewing, or its copy

- **Proof of permanent residence**, or its verified copy

The child's identity card or the legal guardian's for viewing, or eventually an extract from the population register.

Please notice, a lease agreement is not proof of permanent residence.



DATES

- **7 April – 8 April 2021:** submission of enrolment forms, which commences the administrative process. The time of commencement and termination of enrolment is determined by each school individually.
- **5 May 2021 in the time from 2.00 pm to 4.00 pm:** schools allow parents to access the child's files.
- **6 May 2021:** the school shall publish the results of the enrolment at 12.00 pm under the unique registration code of the child in the form of a list of accepted children on the school bulletin board or school website.
- **10 May 2021 in the time from 2.00 pm to 4.00 pm:** in the event of being accepted to two or more schools, the legal guardian submits the enrolment card to the selected school and signs the withdrawal of enrolment at the school the child shall not attend.
- **24 May 2021:** the school shall take down the enrolment results from the school bulletin board.
- **Acceptance letters are not sent to the legal guardian of the child;** the document is part of the file of the administrative procedure, and a copy can be made per request.

We recommend monitoring the websites of each school in case of possible changes in the organisation of enrolment.

HOW TO GET AN ENROLMENT FORM TO ENROLL YOUR CHILD IN PRIMARY SCHOOL

1. On the Prague 6 web portal www.jakdoskoly.cz (electronic version)

- Fill out the form (your data is saved by the system for the needs of each school).
- Mark your selected school (option of printing separately for each school).
- Book your time for the personal submission of your form.
- Print your pre-completed form, sign it, and deliver it to the school of your choice in the selected manner.

2. On the websites of primary schools (electronic version)

Websites of each school will have a link to the web portal www.jakdoskoly.cz. Then proceed according to item 1.

3. In the entrance hall of the Prague 6 Municipal District Authority (paper form)

Fill out the paper application form, sign it, and on the day of enrolment, deliver it in the chosen manner to your selected school.



HOW TO SUBMIT YOUR FORM

In person

- **On 7 April – 8 April 2021**, you can submit your completed enrolment form to your selected school.
- Using the electronic system found on the web portal www.jakdoskoly.cz, you can book a time slot for visiting the chosen school. If you do not book a specific time, expect to wait. Those legal guardians with booked times for their visits have precedence. In the event that a parent is not able to attend in person, they can authorise another party that is of age to submit the documents based on a signed power of attorney that need not be officially certified.
- When submitting forms in person, you will receive confirmation of participating in the enrolment process as well as a unique registration code for your child, under which you can check the results of enrolment for each of the schools you have applied to.

By private data box

- You can submit your form on **7 April – 8 April 2021** in the period of 12.00 am – 11.59 pm.
- The option of pre-completing your form in the Prague 6 electronic system found on the web portal www.jakdoskoly.cz remains.
- Only documents that have been converted in an authorised manner can be sent using the data box (you can request this at the post office, at a CzechPOINT, or at a notary public): confirmation of the child's permanent residence within Prague 6 is possible only by an extract from the records or population register.
- **On 9 April 2021**, the school will send confirmation of participation in enrolment, including the unique registration code, to the private data box of the legal guardian.

By e-mail with a certified personal electronic signature

- Forms may be submitted on **7 April – 8 April 2021** in the period of 12.00 am – 11.59 pm.
- The option of pre-completing your form in the Prague 6 electronic system found on the web portal www.jakdoskoly.cz remains.
- Confirmation of the child's permanent residence within Prague 6 is possible only by an extract from the records or population register.
- **On 9 April 2021**, the school will send confirmation of participation in enrolment, including the unique registration code, to the given e-mail of the legal guardian.

By post – exceptional cases only In the event of quarantine

- The signed form should be delivered on **7 April – 8 April 2021**.
- The option of pre-completing your form in the Prague 6 electronic system found on the web portal www.jakdoskoly.cz remains.
- The confirmation of permanent residence within the Prague 6 Municipal District must be an officially certified copy; the birth certificate can be a simple, non-certified copy.
- In your enrolment form, designate the manner of sending the unique registration code (e.g. by e-mail).

The extract from the records or population register, the authorised conversion of documents, and eventually the establishment of a data box can be arranged at the municipal district authority upon making an appointment in advance at tel. number 775 883 975.

REJECTION OF CHILD

In case of being accepted to two or more schools:

- **On 10 May 2021** in the period **from 2.00 pm to 4.00 pm**, the legal guardian shall submit the enrolment card they received along with their certification of enrolment to the school of their choice. Submitting the enrolment card is voluntary, but it greatly simplifies the enrolment process.
- The legal guardian also signs the confirmation of withdrawing the enrolment form from the school their child will not attend. Signing the withdrawal in this school ends the administrative procedure.

In case of the child's rejection:

- You receive a registered letter with the letter of rejection.
- You can file an appeal within 15 days from its delivery.
- Appeals are filed via the principal of the pertinent primary school, and the Prague City Hall shall formally review the school principal's course of action to determine whether they made their decision according to the criteria given in advance.

Postponement of Compulsory Education

- Postponement of compulsory education can be requested at the time of enrolment, but no later than **30 April 2021**.
- In order for the request to be behaved, the following materials must be attached:
 - the recommendation of the pertinent school counselling facility (the so-called EPCC or SEC),
 - the recommendation of a physician or clinical psychologist.
- In case the request does not have the necessary materials attached, the administrative procedure shall be paused until they are submitted, no later than **31 August 2021**.



WWW.JAKDOSKOLY.CZ



WWW.PRAHA6.CZ