

Enrolment in primary education for the school year 2023/2024

Enrolment in the 1st grade of primary education for the school year 2023/2024

The following text was prepared based on the material of the Department of Education and Youth of the Brno City Municipality. Specifically, we extracted the text from the website zapisdozs.brno.cz and completed the text with some practical information.

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Basic information

Admittance of a foreigner to a primary school **does not depend** on legality of his/her stay in the Czech Republic according to the Education Act. All **foreigners, residing in the Czech Republic, have access to primary education under the same conditions as Czech citizens**. Likewise, foreigners have access to school meals and extra-curricular education provided by the school they attend.

In the Czech Republic, a legal representative such as a parent or guardian is obliged to register a child for school.

Compulsory school attendance applies to all foreign pupils residing in the Czech Republic for longer than 90 days. Compulsory school attendance applies to all students up to the age of 17 years old.

Neglecting to attend school is illegal.

Important information:

In the event of unsuccessful completion of schooling up to the above-mentioned age, the only option for completing primary education is a special one-year distance course specifically for the completion of primary education.

Do you pay for education in the Czech Republic?

Yes and no. Public (state) schools are free of charge, but private schools and some church run schools must be paid for.

When can a child start going to school?

A child who was 6 years old in the period from the beginning of September to the end of June can be admitted to this school in this year (for the school year 2023/2024).

For admission to primary school, the child, accompanied by a legal representative, undergoes an admission interview, where the mental and physical maturity of the child necessary for admission to school will be verified. The admission of a child to primary school must always be requested by the legal representative of the pupil/child.

Important information:

If the child is not sufficiently mature, his/her legal representative may at the time of enrolment (until 31st of May) request the postponement of compulsory school attendance. The director of the school may postpone the child's compulsory school attendance by 1 school year. The start of compulsory schooling can only be postponed until the child / pupil is 8 years old.

For the postponement of compulsory schooling the pupil's legal representative must provide:

- recommendation from the education counselling department (psychologist + special pedagogue),
- doctor's opinion

What type of school can I enrol my child in?

The choice is yours. It depends on your preferences. The best way is to choose a school which is in the same municipality or part of the city where you have your permanent address (this kind of school is referred to as being a „**catchment area school**“).

What is a place of permanent residence?

This is the address in the Czech Republic (according to Act no. 133/2000 Sb), where you are registered as living (the address where you live).

What is a catchment area school?

A catchment area school is a school which is generally the nearest to the child's place of permanent residence (in the relevant school district). The child is entitled to priority admittance according to the previously mentioned act. How do I find out which school is in my catchment area?

By using the application GIS or the website: <https://zapisdozs.brno.cz/dulezite-informace/spadove-obvody> you can find the school in your catchment area according to the given location of your permanent address.

In the case of Ukrainian children with temporary protection visas, it is the address of the location where these children have been registered as residents within the territory of Brno.

Important information:

In the case that the school in your given catchment area is full your child could be refused. For this reason, it is possible to apply for enrolment in more of your chosen schools.

When does the enrolment take place?

Enrolment to the 1st classes of the school year 2023/2024 will take place from the 1st to the 30th of April 2023. More information is publica on the following website www.zapisdozs.brno.cz.

How does the enrolment process work?

In the form of an admissions procedure. The school principal decides about the acceptance or refusal of applications. Any newly created places are filled in accordance with the Education Act.

Important information:

Insufficient knowledge of the teaching language should never be a reason for a pupil being refused enrolment to school.

Issuing of application forms - Applications (from 16th March 2023 to the 30th April 2023)

The application form for enrolment to primary education can be obtained in three ways:

- a. **Electronically at the address:** <http://zapisdozs.brno.cz> (v .pdf),
- b. **Personally, at a primary school** - on designated days from the 16th March to the 30th April 2023,
- c. **At the Department of Education, Youth and Sports**
Address: Magistrát města Brna, Dominikánské náměstí 3
(Mondays and Wednesdays **8am - 5pm**).

Contacts:

Mgr. Irena Hudcová: hudcova.irena.osmt@brno.cz, tel. 542 17 2181

How can I obtain an application form electronically?

Visit the website www.zapisdozs.brno.cz.

After generation of an application you will receive an identification number, which ensures anonymity of the child.

- If you print the application form yourself at home, at this stage you do not have to contact the primary school.
- If you do not have access to the internet and you would like to obtain an application form for primary education then follow the regularly updated information from the given primary school that you would like to apply for. Fill in all obligatory fields on the form correctly and legibly.

For obtaining an application form you must know the insurance number (of the child) which is shown on the ID card from his/her health insurance provider.

Internet browser settings

For downloading and printing of application forms we recommend using the following browsers; Google Chrome, Safari, Microsoft Edge, Firefox, Internet explorer version 9 and above

Advice!

If you are unable to obtain the application form, try using a different Internet browser.

Procedure for issuing of an application electronically

Proceed in the following way:

1. Visit the homepage <http://zapisdozs.brno.cz>
2. Enter the insurance number (of the child) and press the button [**Continue**]. In the case that you are a foreigner and you do not have an insurance number then click on the link „**I do not have the insurance number of the child?**“.
3. Complete the form: - Enter the child's information and that of the legal representative
4. After filling in the form you get to the page „**application details**“, where you will find a summary of the information filled in and the option to **open or download the application** in PDF format.
5. After pressing the button [Change application details] you get to the form, where it is possible to edit the information and save it again.
6. Check the application number (in the upper right corner of the page) If you have for some reason different numbers on the generated application then send to the primary school **only one version with the same application number**.

Advice!

You can protect access to your child's information by entering your own password.

How do I fill in the child's permanent address?

Correct input of the child's permanent address is important for **locating the catchment area school**. On entering the information, you can use the so-called **address finder**.

In the case of Ukrainian children with temporary protection visas, it is the address of the location where these children have been registered as residents within the territory of Brno.

Proceed in the following way:

1. Enter the **street name**. (If your address does not have a street, state part of the municipality or the name of the municipality.) After a moment the „address finder“ will offer some possibilities. You can enter further details or choose one of the offered addresses.
2. Continue by entering the **reference, descriptive or registration number of your residence**. (The address finder will offer you the appropriate options.)
3. Choose from the offerings for your permanent residence and click on it. The address will then be filled in automatically.
4. If the address could not be found, an information message will appear.

What should I do with the printed application form?

- Print the same number of application forms as the number of schools you want to apply for (1 school = 1 application).
- Keep track of the enrolment dates for the schools you have selected.
- Deliver the application to the selected schools within the dates specified.

How do I track already generated applications?

- On the form **“Entry to the system“** insert the insurance number (of the child) or the password which you previously chose.
- After entering the home page look for: application for admission to primary education

Advice!

If the log in does not work, check if your browser allows permission for use of cookies or enter the data again.

Important information:

Be careful! If the number of the insured person is entered incorrectly, the form for issuing a new application for admission may be displayed under a different application number. However, hand over to the primary school **only one version with the same application number**.

What can I do in the case of a problem?

If you are unable to generate an application or you cannot access a previously generated application then contact the system administrator at the following email address: zapisdops@brno.cz. Describe the problem in the text of your email and include the necessary information (child's name, ID number, child's insurance number) for checking and potential editing of the data in the application.

Collection of application forms (from the 1st April to the 30th of April 2023)

The collection of applications takes place during the above-mentioned period **from 8.00 am to 4.00 pm at individual primary schools**.

Exact times will be **specified by the School Principal**. This will be published on the website of the school.

Advice!

You can find information on the website: <http://zapisdozs.brno.cz> about the amount of available places at primary schools– then you can better estimate the chance of your child being accepted.

How can I apply?

- By way of a written or oral report or electronically.
- you must be the child's legal representative, or you must have a document authorizing you to represent the child.

The application can therefore be delivered in the following ways:

- a. **personally – on the specific day/days set by the elementary school principal – see the website of the elementary school**
- b. **to the data box of the school** (every school has its own data box),
- c. **by email with an authorized electronic signature** (it is not possible to simply send an email!),
- d. **by post (best in the form of registered letter)**

Important information:

If you have applied with an error (eg by e-mail without an authorized electronic signature, by fax, etc.), you must correct / confirm this error within 5 days in one of the above-mentioned ways.

Required documents for enrolment:

- birth certificate (or other document proving the right to legally represent the child, this could be an affidavit)
- proof of identity of parent and child (eg: passport, residence permit etc.)
- written request for enrolment
- health insurance card
- „Document“ proving the place of residence in the Czech Republic - if it is not stated in the passport or other personal document; it is possible to submit for example, a contract for accommodation, rent or a declaration of the landlord / accommodation provider

In the case of Ukrainian children with temporary protection visas, it is the address of the location where these children have been registered as residents within the territory of Brno.

In this way you can apply to **more than one primary school**.

Important information:

An incomplete application is a reason to exclude a child from the admission procedure!

If the child has already attended a school, it is useful to also provide:

- School report from the last completed year (in the case of it being in a foreign language we recommend translating it to Czech language). - missing proof of previous education can be replaced by a sworn declaration of the legal representative (eg for asylum seekers).
- Other school documentation (eg participation in competitions, attended extra curricular classes, etc.

Admissions process

It will take place within 30 days of registration!

Advice!

During the entire duration of the admissions process you can at the following website (<http://zapisdozs.brno.cz>) monitor the progress of the process. In this way, you can actively monitor where the child has been accepted.

How do I find out about the acceptance / rejection of my child?

- An employee of the primary school will contact you using the information you provided in one of the following ways:
 - **by telephone**
 - **by SMS**
 - **by email**
 - **by a delivered written notice of acceptance/rejection**
- **For more information about the admission procedure, please check the email address you provided to the primary school on the given days for the decision-making process.**

Important information:

Insufficient knowledge of the teaching language should never be a reason for a pupil being refused enrolment to school.

Can I comment on the decision of the school?

Yes. Legal representatives will be given the opportunity to comment on the basis for decisions, of which they learned about in the above-mentioned ways. Decisions granting an application for admission to education are announced by the **publishing of a public list of candidates under the assigned ID number**, with the outcome of the procedure for each candidate.

The legal representative can appeal against the school's decision - **the Regional Authority of the South Moravian Region makes a judgement on the appeal against the school principal's decision on admission or non-admission to primary education.**

Information for foreigners

The official language of education in schools in the Czech Republic is Czech. When submitting an application for admission to primary education, the primary school is **entitled to request an ID document of the child and his / her legal representative and proof of the child's place of residence** (certificate of temporary residence, visa, residence permit card, etc.).

For questions concerning the confirmation of residence, etc., foreigners should refer to the **regional office of the Ministry of the interior, Immigration department** (eg residence permit).

The residence permit should not be issued only to the child's legal representative, but also to the child who will be reported by this representative to enter compulsory schooling.

Important information:

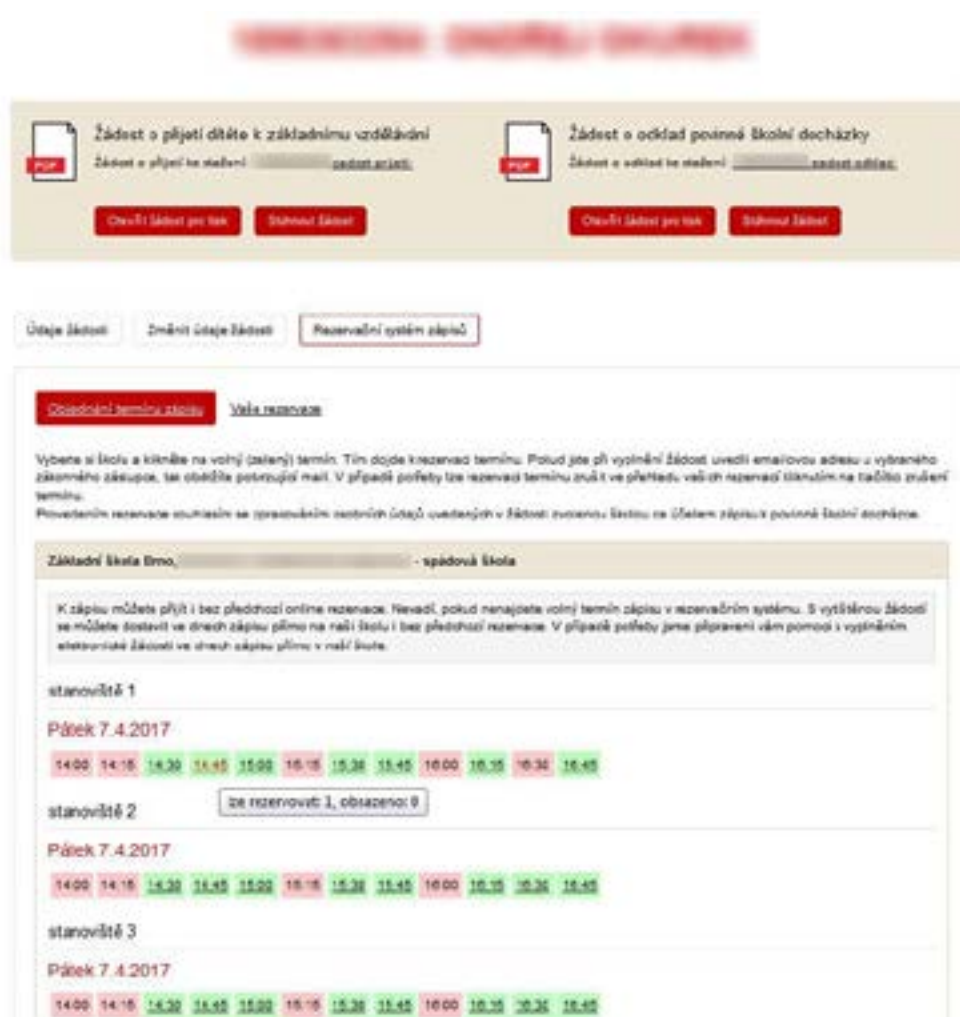
Do not wait until the last minute to arrange the necessary documents. This is an administrative procedure that can take up to 30 days.

Reservation system

How do I reserve a specific time for registration?

It is necessary to again log in through the main page www.zapisdozs.brno.cz (home > Entry to system) and get to print application.

Here click on **Reservation system for registration** and click on **Order a time for registration**. You will see the schools that use the reservation system and by clicking on a free (= green) time you will make a reservation. You will also receive a confirmation email to the address of the selected representative:



The screenshot shows the 'Rezervační systém zápisů' (Reservation system for registration) interface. At the top, there are two main sections for document requests: 'Žádost o přijetí dítěte k základnímu vzdělávání' (Request for child admission) and 'Žádost o očkád povinné školní docházky' (Request for compulsory school vaccination). Below these are buttons for 'Ověřit zápis pro rok' (Check registration for year) and 'Stáhnout zápis' (Download registration).

In the center, there are navigation buttons: 'Údaje zápisů' (Registration data), 'Změnit údaje zápisů' (Change registration data), and 'Rezervační systém zápisů' (Reservation system for registration).

The main content area is titled 'Rezervační systém zápisů' and 'Věsta rezervace' (Reservation system). It contains instructions: 'Vyberte si škola a konkrétně na volný (zelený) termín. Tím dojde k rezervaci termínu. Pokud jste při vyplnění žádosti uvedli emailovou adresu u vybraného zřizovatele zápisu, tak obdržíte potvrzující mail. V případě potřeby lze rezervaci termínu zrušit ve přehledu vašich rezervací kliknutím na tlačítko zrušení termínu. Povolených rezervací současně se zřizovatelem zveřejněných v žádosti zveřejní škola na úřadem zápisu v povinné školní docházce.' (Select a school and a specific free (green) date. This will result in the reservation of the date. If you provided an email address in the application, you will receive a confirmation email. In case of need, the reservation of the date can be canceled in the overview of your reservations by clicking on the 'cancel date' button. The number of allowed reservations simultaneously with the publisher of the application will be published by the school in the compulsory school attendance.)

Below the instructions, it shows 'Základní škola Brno - spádová škola' (Basic school Brno - catchment school). A note states: 'K zápisu můžete přistupit i bez předchozí online rezervace. Nevadí, pokud nenajdete volný termín zápisu v rezervačním systému. S vytyčenou žádostí se můžete dostavit ve dnech zápisu přímo na naši školu i bez předchozí rezervace. V případě potřeby jsme připraveni vám pomoci i vytyčením elektronické žádosti ve dnech zápisu přímo v naší škole.' (You can access the application even without a previous online reservation. It doesn't matter if you don't find a free application date in the reservation system. With the highlighted application, you can come to our school on the application days even without a previous reservation. In case of need, we are ready to help you with the highlighting of the electronic application directly in our school.)

The interface displays three registration stations (stanoviště 1, 2, 3) for Friday, 7.4.2017. Each station shows a grid of time slots from 14:00 to 16:45. Green slots indicate available times, while red slots indicate reserved times. For example, at Stanoviště 1, 14:00-14:15, 14:30-14:45, 15:00-15:15, 15:30-15:45, 16:00-16:15, 16:30-16:45 are reserved, while 14:15-14:30, 14:45-15:00, 15:15-15:30, 15:45-16:00, 16:15-16:30 are available.

How can I cancel a reservation?

It is necessary to again log in through the main page www.zapisdozs.brno.cz (home > Entry to system) and get to print application.

Here click on **Reservation system for registration**, the system will automatically offer you the option of **Your reservation**. Here click on the button **Cancel**.

Application form (preview)

Název základní školy / razítko školy
(doplní pracovník ZŠ při odevzdání žádosti)

ŽÁDOST O PŘIJETÍ DÍTĚTE K ZÁKLADNÍMU VZDĚLÁVÁNÍ

Jméno dítěte: _____ chlapec - dívka ¹⁾
příjmení dítěte: _____ datum narození: _____
místo trvalého pobytu: _____
bydliště: ²⁾ _____
Zdravotní pojišťovna dítěte: ³⁾ _____
Chodilo dítě do MŠ: ⁴⁾ ano - ne, kam: _____
Bude se stravovat ve ŠJ: ⁵⁾ ano - ne
Bude chodit do ŠD: ⁶⁾ ano - ne

Zákonný zástupce dítěte - 1

Jméno a příjmení: _____
místo trvalého pobytu: _____
adresa pro doručování: ¹⁾ _____
telefon: ²⁾ _____ email: ³⁾ _____

Zákonný zástupce dítěte - 2

Jméno a příjmení: _____
místo trvalého pobytu: _____
adresa pro doručování: ¹⁾ _____
telefon: ²⁾ _____ email: ³⁾ _____

Při právním jednání vůči dítěti, které není způsobilé ve věci samostatně právně jednat, postačí k jednání jen jeden z rodičů jako zákonný zástupce dítěte, který bude jednat s třetí stranou (základní školou).

Rodiče se dohodli, že se základní školou bude jednat:

Zákonný zástupce dítěte 1 / Zákonný zástupce dítěte 2 ¹⁾

V souladu ustanovením § 36 odst. 4 a 5 zákona č. 561/2004 Sb., o předškolním, základním, středním, vyšším odborném a jiném vzdělávání, ve znění pozdějších předpisů (dále jen „školní zákon“), **žádám** o přijetí mého výše uvedeného dítěte k základnímu vzdělávání od školního roku 2017/2018 ve výše uvedené Základní škole (dále jen „škola“).

1) nepovinný údaj sloužící základní škole ke zlepšení výchovně vzdělávacího procesu dítěte; nehodící se škrtněte

2) bydliště mého dítěte se uvádí, pokud nemá trvalý pobyt na území statutárního města Brna

3) vyplňte, pokud je odlišná od místa trvalého pobytu

4) nepovinný údaj; vhodné uvést s ohledem na rychlost správního řízení

5) nehodící se škrtněte

Prohlášení

Prohlašuji, že jsem byl(a) školou informován(a) o možnosti odkladu povinné školní docházky.

Dávám svůj souhlas škole k tomu, aby zpracovávala a evidovala osobní údaje a osobní citlivé údaje mého dítěte ve smyslu všech ustanovení zákona č. 101/2000 Sb., o ochraně osobních údajů, ve znění pozdějších předpisů. Svůj souhlas poskytuji pro účely vedení povinné dokumentace školy podle školského zákona, vedení nezbytné zdravotní dokumentace a psychologických vyšetření, pořádání mimoškolních akcí školy, přijímací řízení na střední školy, úrazové pojištění žáků, zveřejňování údajů a fotografií mého dítěte v propagačních materiálech školy, včetně internetových stránek školy a pro jiné účely související s běžným chodem školy. Souhlas poskytuji na celé období školní docházky mého dítěte na této škole a na zákonem stanovenou dobu, po kterou se tato dokumentace na škole povinně archivuje. Byl(a) jsem poučen(a) o právech podle zákona č. 101/2000 Sb., o ochraně osobních údajů, ve znění pozdějších předpisů.

V dne

.....
podpis zákonného zástupce dítěte 1

.....
podpis zákonného zástupce dítěte 2

Další informace: údaje potřebné pro účely nastavení vhodných podpůrných opatření pro budoucího žáka školy: o speciálních vzdělávacích potřebách dítěte, o zdravotní způsobilosti ke vzdělávání a o zdravotních obtížích, které by mohly mít vliv na průběh vzdělávání; tyto další informace nemají vliv na rozhodnutí ředitele o přijetí / nepřijetí, s výjimkou nespádového žáka, pokud by bylo zřejmé, že jeho přijetím by byl porušen limit počtu žáků s přiznanými podpůrnými opatřeními dle § 17 odst. 2 vyhlášky č. 27/2016 Sb. Slouží rovněž pro uvedení údajů potřebných pro odklad povinné školní docházky.

V dne Podpis zákonného zástupce:
Datum doručení: Registrační číslo:
Počet listů: Počet příloh:

(např. doporučení školského poradenského zařízení, odborného lékaře nebo klinického psychologa), příp. další s ohledem na individuální případ - soudní rozhodnutí apod.

Poučení

Místem trvalého pobytu se podle zákona č. 133/2000 Sb., o evidenci obyvatel a rodných číslech a o změně některých zákonů (zákon o evidenci obyvatel), ve znění pozdějších předpisů, rozumí adresa pobytu občana v České republice, která je vedena v registru obyvatel ve formě referenční vazby (kódu adresního místa) na referenční údaj o adrese v základním registru územní identifikace, adres a nemovitostí, kterou si občan zvolí zpravidla v místě, kde má rodinu, rodiče, byt nebo zaměstnání. Občan může mít jen jedno místo trvalého pobytu, a to v objektu, který je podle zvláštního právního předpisu označen číslem popisným nebo evidenčním, popřípadě orientačním číslem a který je určen pro bydlení, ubytování nebo individuální rekreaci.

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