



Stadt Kleve • Postfach 19 55 • 47517 Kleve

To the legal guardians of the child

«Vorname» «Name»  
«Straße» «Hausnr»  
«PLZ» «Stadt»

Department 40 – Schools, Culture and Sport

Building: City Hall, Minoritenplatz 1  
Information: Ms Bösl  
Room: 2.27a  
E-mail: [katharina.boesl@kleve.de](mailto:katharina.boesl@kleve.de)  
Tel.: +49 0 28 21 / 84 - 232  
Fax: +49 0 28 21 / 84 - 513  
Your ref.:  
Your message:  
My ref.: 40  
Date: 15.09.2023

### Enrolment for the school year 2024/2025

Dear parents,

Pupil ID: «ID»

Your child «**Vorname**», born on «Geburtstag», is officially obliged to attend school as from 01.08.2024.

You have the option of registering your child at a primary school of your choice. Please remember that you are entitled to a place at the nearest primary school, provided there is sufficient capacity. You will find the addresses of the municipal primary schools on the back of this letter. Please arrange appointments in advance with the secretary's offices. These can be reached from Mon.– Fri. from 8am – 12 noon.

For registration please bring with you:

- **Your child**
- Your child's **birth certificate**
- **Vaccination card** (proof of measles vaccination)
- **This letter with the pupil ID**
- **A photo of your child**
- **The completed registration forms of the respective school**

Please refer to the respective school's homepage for additional important information on enrolment at your chosen primary school.

In addition, the following must be noted:

- You can only register your child at **one** school.
- Primary schools are divided into two types, the Catholic primary school and the community primary school. A Catholic school is particularly aimed at those families who belong to the Roman Catholic faith or who expressly wish their children to be educated as Catholics. Children who belong to the Roman Catholic faith will therefore be given priority in the admission process. At a community primary school, children are taught and educated together regardless of their religion. You are entitled to attend the primary school of the type of school you want (Catholic or community primary school) that is closest to your place of residence. As capacity is limited at some primary schools, the school management decides on admission within the framework of the legal provisions.
- Registration is initially subject to reservation. You will receive a separate notification about the actual admission.
- Travel costs are covered if the distance to the nearest school is more than two kilometres, within the framework of the "Schokoticket" (ticket for local public transport). Your own contribution to this amounts to seven euros.
- If you do not wish to register your child at the school closest to your home, **you** are responsible for transporting your child to school. (Bike, car, bus).

Other important information can be found here: [www.kleve.de/stadt-kleve/bildung/schulen/grundschulen](http://www.kleve.de/stadt-kleve/bildung/schulen/grundschulen).

With kind regards,  
By order of  
signed Rennecke

**Bank accounts:**

Sparkasse Rhein-Maas  
IBAN: DE56 3245 0000 0000 1042 99  
BIC: WELADED1KLE  
  
Volksbank Kleverland  
IBAN: DE42 3246 0422 1000 0860 17  
BIC: GENODED1KLL

**Office hours:**

Mo - Fr 08.30 Uhr - 12.30 Uhr  
Mo + Mi 14.00 Uhr - 17.00 Uhr  
Do 14.00 Uhr - 16.00 Uhr

**Contact:**

Telephone switchboard: +49 0 28 21 84 - 0  
Email: [stadt-kleve@kleve.de](mailto:stadt-kleve@kleve.de)  
Internet: [www.kleve.de](http://www.kleve.de)

## Registration for school beginners 2024

On 01.08.2024, all children **born between 01.10.2017 and 30.09.2018** will be subject to compulsory school attendance on the basis of the School Act for the State of North Rhine-Westphalia (SchulG NRW of 15.02.2005, last amended by the Act of 23.02.2022) (Section 35 para. 1 SchulG). Children born on or after 01.10.2018 may be admitted to the school at the beginning of the school year upon application by their parents or legal guardians, if they have the ability required to attend the school. (Section 35 para. 2 SchulG NRW). Applications for early enrolment can be made to the school administration during the registration period.

Children who have been deferred from school attendance must be re-registered. School-age children who cannot yet attend primary school due to illness or other reasons must also be registered.

A decision on a possible deferral or on enrolment in a special school is made after the school medical examination (Section 35 para. 3 SchulG NRW). Parents will be informed of the dates for the school medical examination by the respective school management.

**Your child's birth certificate must be presented at the time of registration.**

**Parents and guardians are requested to take their children who will be obliged to attend school with them to register at one of the following primary schools:**

### School

### Registration days by telephone appointment

Please note that the secretary's offices are closed during the autumn holidays from 02.10. to 15.10.2023.

#### **Municipal community primary school**

##### **Montessorischule Kleve**

Spyckstraße 24

Tel.: 02821-711440

Homepage [www.montessorischule-kleve.eu](http://www.montessorischule-kleve.eu)

Email: sekretariat@montessorischule-kleve.eu

#### **Catholic primary school**

##### **Willibrordschule Kellen**

Overbergstraße 1

Tel.: 02821-9689

Homepage [www.willibrordschule-kleve.de](http://www.willibrordschule-kleve.de)

Email: sekretariat@willibrordschule.nrw.schule

#### **Catholic primary school**

##### **Johanna- Sebus Rindern**

Hohe Straße 116

Tel.: 02821-3512

Homepage [www.gs-rindern.de](http://www.gs-rindern.de)

Email: sebus.gs.rindern@kleve.de

#### **Municipal community primary school**

##### **An den Linden**

Lindenallee 54

Tel.: 02821-806150

Homepage [www.ggs-an-den-linden-kleve.de](http://www.ggs-an-den-linden-kleve.de)

Email: sekretariat@ggs-adl-kleve.nrw.schule

#### **Catholic primary school**

##### **Marienschule Materborn**

Königsallee 169

Tel.: 02821-24493

Homepage [www.marienschule-kleve.de](http://www.marienschule-kleve.de)

Email: 108959@schule.nrw.de

#### **Municipal Gemeinschaftsgrundschule**

##### **Karl-Leisner-Schule**

Klombekstraße 79

Tel.: 02821-40727

Homepage [www.karl-leisner-schule.de](http://www.karl-leisner-schule.de)

E-mail: 108923@schule.nrw.de

#### **Catholic primary school**

##### **St. Michael Reichswalde**

Mönnekenwald 1a

Tel.: 02821-49544

Homepage [www.grundschule-reichswalde.de](http://www.grundschule-reichswalde.de)

Email: sekretariat@grundschule-reichswalde.de