

Invitation to enrol your child at school

Enrolment at primary and special educational needs schools for the school year 2027/28 will take place in two parts.

Part 1 – Registration – November 2026

The first part of school enrolment will take place from the **9th until the 20th of November 2026** in all public primary schools, schools for special educational needs, or in private primary schools that have permanent public legal status (*Öffentlichkeitsrecht*). This does not include private schools that follow their own organisational statute. Please arrange an appointment by telephone for enrolment at your preferred school.

Enrolment is only permitted at **ONE SCHOOL**, but this does not guarantee a place at that location.

At this first appointment, details of those children about to start school will be collected. You should also inform the Head Teacher if you need after-school care. Please check with the Head Teacher when you arrange the appointment if your child should also attend.

If your child has a disability or chronic illness, please notify the school at this first appointment and take any relevant medical reports with you.

Part 2 – School-entry screening (test for school readiness) – February 2027

You will receive a letter by post informing you of your school placement by the semester holiday. This letter will ask you to make an appointment with the Head Teacher of the allocated school for the second part of the enrolment process. The second appointment includes the school-entry screening and a language assessment.

You must bring your child to this appointment.

An overview of Viennese schools can be found in the Viennese School Guide (*Wiener Schulführer*) brochure, as well as online at <http://schulfuehrer.bildung-wien.gv.at>.

If your child has been allocated a place at a half-day primary school, you have the option of registering your child for a place at a municipal or private after-school care centre (*Hort*) with the relevant provider.

You can register your child for a place at a municipal after-school care centre online at <https://www.wien.gv.at/amtswege/anmeldung-staedtischer-hortplatz> between the **30th of March and the 16th of April 2027**, once you have received confirmation of a school place.

You will receive information on whether your child has a place at a municipal after-school care centre in May 2027.

Applications for places at private after-school care centres should be made by contacting the centres directly.

When enrolling in November, the following documents need to be submitted:

- a. **Proof of address** - invitation to enrolment (this document) or current official proof of address (*Meldezettel*), as well as the completed registration form.
- b. **Child's birth certificate**
- c. **Proof of your child's nationality (e.g. passport)**
- d. **Child's social security number (e-card)**
- e. **Confirmation of (parents') employment/ further education, if after-school care is needed**
- f. **Confirmation of current Kindergarten attendance**
- g. **Medical records in the case of a disability or chronic illness**

Important Information

- **Legal criteria for the allocation of school places**

As a matter of principle, Vienna does not have any school catchment areas. This means, should more children enrol at a school than there are places available, the Board of Education must allocate school places in accordance with legal criteria.

These criteria are:

- Sibling(s) already enrolled at the school
- The route to school is taken into consideration
- Available spaces
- Organisational requirements of the school (special educational needs, Campus, etc.)

- **After-School Care (*Hort*)**

Not all schools offer after-school care. Therefore, you should indicate whether and which type of after-school care you prefer. An attempt will be made to give priority to this request. However, in accordance with legal criteria, the Board of Education may assign your child to a school with a different type of after-school care than the one you requested.

At schools that do not offer after-school care, children have the option of attending a public or private after-school care centre in the afternoon. You can apply for a place at one of these through the respective provider organisation.

- **Alternative/Second Choice**

If it is not possible to allocate your child to the school of your choice because of the legal criteria, you have the option of naming a second school as a back-up or an alternative option. Please note that the legal criteria must still be met and there is no guarantee of a place at the alternative school. Indicating a second choice will not affect allocation to your preferred school.

- **Children with special educational needs** may be enrolled either at a primary school or at a school for special educational needs. If your child needs special educational support, they may be transferred to a different school at a later date. Should you have any questions about this, please contact the Board of Education's inclusion advisory service (inklusion@bildung-wien.gv.at), giving your child's name and the district in which you live.

- **School-entry screening (*Test for school-readiness*)**

As part of the enrolment procedure, a test for school-readiness will be carried out by school staff. This is to ensure that a school-age child is able to cope with first grade/Year One of schooling without being emotionally or physically over-challenged. If your child is assessed as being not yet ready for school, then they will be enrolled at pre-school level.

If a child is being considered for early enrolment, it will also be necessary to check whether they have the necessary social skills to cope with a first grade/Year One class. Otherwise, the application for early school enrolment will be denied, in accordance with §§ 6 & 7 of the Compulsory Education Act.

All documents, which have been collected and compiled during your child's time at kindergarten (nursery school), must be submitted at the time of enrolment. This includes any assessments, results, records of support measures, etc. relating to your child's development and in particular to language skills (see §6 of the Compulsory Education Act).

- **Assessment of German Language Skills**

For all children who speak and understand very little or no German, language proficiency will be assessed in more detail. This will be done using the **MIKA-D** testing procedure.

- **Statement of Commitment**

If you change your primary residence to an address outside of Vienna between the time your child is assigned to a school by the Department for School Place Allocation (Präs/6) and the start of the school year, please contact this department: schulplatz@bildung-wien.gv.at.

- The **school-entry screening** and the **assessment of German language skills** are still mandatory even if you intend to register your child for **home-schooling** or enrol them at a **private school**, without **public legal status**, or if you have applied for permission for your child to **attend a school abroad**.

Appointments **must still be made** for both parts of the school enrolment procedure, at either a public primary school or at a private one that has permanent public legal status. It is not permitted for a child of school age that has been registered for home schooling, to be taken care of at a Viennese Kindergarten.

- **If you intend to enrol your child in a school abroad**, please contact the team responsible for school education abroad at the Board of Education for Vienna. Please send an e-mail to sia@bildung-wien.gv.at. This is regardless of whether your child has Austrian citizenship or not.
- **Start of compulsory education according to the Mother-Child-Handbook (*Mutter-Kind-Pass*) – premature baby policy**
Parents and legal guardians have the option of using either the actual date of birth or the calculated due date (according to the Mother-Child-Handbook) to determine when compulsory schooling should begin. Please make your preference known at the time of enrolment in November.
- **Documents from Kindergarten**
When your child leaves kindergarten, you will be given a record of your child's development in German language skills (*Übergabebblatt Sprachentwicklung DaE/DaZ*). This document must be given to the primary school class teacher during the first week of school. If you do not hand over this document, the Board of Education for Vienna is authorised, in accordance with the Education Documentation Act, to obtain the documentation either from the kindergarten or its management.
- Please note, that failing to comply with the school enrolment procedure, it is considered an administrative offence according to § 24 para. 4 of the Compulsory Education Act. You could, therefore, be fined between 150€ and 800€.
- If your child has already been enrolled and is currently attending school in this school year 2026/27, please submit this document to the Head Teacher.

Die Unterlagen in weiteren Sprachen finden Sie unter/ further translations of these documents can be found online, here:

<https://www.sfz-wien.at/elmig/elmig-downloads>

¹ Übergabebblatt Sprachentwicklung DaE/DaZ (*Deutsch als Erstsprache/Deutsch als Zweitsprache*) vgl. <https://www.bmbwf.gv.at/Themen/ep/sf.html#ueb>

² BGBl I Nr. 86/2019, ausgegeben am 31.7.2019, Artikel 5 vgl.

https://www.ris.bka.gv.at/Dokumente/BgblAuth/BGBLA_2019_I_86/BGBLA_2019_I_86.html