

MEASURES FOR PERFORMING ENROLMENT IN THE KINDERGARTEN FOR THE SCHOOL YEAR OF 2020/2021

In the context of extraordinary measures taken by the Czech government to protect the population in relation to the spread of the coronavirus and COVID-19, the Ministry of Education, Youth and Sports has issued measures for performing pre-school enrolments for the school year of 2020/2021. Preschool enrolments will be held in May, without personal appearance of children and their legal representatives.

Pre-school enrolments will be held in accordance with the applicable law and regulations. The enrolment period has been set in accordance with the Education Act and is from **May 2nd to May 16th, 2020.**

Enrolment in the KG will be held from to

In view of the above extraordinary measures, **the situation requires:**

1. **to organise performance of enrolment without personal appearance of children and their legal representatives in the school. To submit an application form, if possible, preferably via data box, email with electronic signature, by regular mail, or, as a last resort according to the specific situation, to submit it in person in the school.**
2. **to set a sufficiently long time period for receipt of applications for pre-school education within the range set up by the Education Act, i.e. preferably from May 2nd until May 16th, 2020.**

More information on the enrolment organisation:

The KG enrolment criteria are published here:
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Course of actions for the pre-school enrolment

- **A formal part of enrolments will be held with the use of the list of children, who belong to the school area of the kindergarten and have the right to be given priority enrolment to the specific kindergarten (Section 34, par. 4 of the Education Act).**
- **The situation, when kindergarten capacity is not sufficient for the number of children who applied for enrolment within the area and have the right to be given priority enrolment to the specific kindergarten should not occur according to the Education Act, however, it might occur in practice. The school follows steps with consideration of pre-established and published formal criteria.**
- **In the situation, when a school does have a sufficient capacity to enrol the children belonging into its area and an excess demand for enrolment of children not belonging into the area, it preferentially enrolls the children belonging into the area and only then takes steps according to the pre-established and published formal criteria.**
- **In schools established in accordance with Section 16, par. 9 of the Education Act, enrolments will be held only remotely by handing the documents necessary for enrolment of a child (including documents from a school advisory institution) over to the respective school.**

Submission of an application

In accordance with Section 37 of Act no. 500/2004 Coll., Code of Administrative Procedure, as amended, it is possible to apply for pre-school education in writing or orally (with the use of a protocol), or electronically. An application form can be submitted in the following ways:

1. **via a data box of the school (every school has its own data box)**
2. **via email with certified electronic signature (it is not sufficient to send a simple email!),**
3. **via regular mail,**
4. **in person:**

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If a submission is made by using any other technical means (e.g. via email without certified electronic signature, by telefax, etc.), it is necessary to confirm it within 5 days by the child's legal representative in any of the ways specified above.

In accordance with Section 34b, par. 2 of the Education Act, the legal representative pursuant to the Code of Administrative Procedure shall give all necessary information in the application form for pre-school education, specifically:

- name and surname of the applicant (child),
- date of birth,
- permanent residence address or other mailing address (in accordance with Section 19, par. 3 of the Code of Administrative Procedure),
- name of the administrative authority to which the application form is addressed (the specific kindergarten),
- signature of the person submitting the form (in this case, signature of the legal representative who represents the child during the process).

With respect to the representation of a child by their legal representative or other authorised person, it is also essential to specify the following:

- name and surname of the representative,
- permanent residence address or other mailing address of the representative.

If a child is represented by other person than their legal representative, it is also essential to submit their authorisation for representation of the child.

An application form for pre-school education in the kindergarten can be found at the address:

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For submissions of birth certificates, it is sufficient to send a non-certified copy of the document remotely.

Proving compulsory vaccination of a child

In compliance with Section 50 of Act on Protection of Public Health, kindergartens can only enrol children who have undergone compulsory vaccination, or such children who have documentary proof that they are immune to infection or who cannot be vaccinated due to a permanent contraindication. The obligation does not apply to a child who receives compulsory pre-school education.

Do not visit your GP in person at present. To prove the obligation, the legal representative shall:

- 1. declare that the child has been vaccinated (see the template below), and**
- 2. submit a copy of the child's vaccination card.**

The principal of a kindergarten compares the vaccination card with a vaccination schedule - i.e. they can find out whether a child has received all vaccines that they should have at their age. The vaccination schedule drawn up in accordance with the applicable laws and regulations is attached to this document, see the link below.

If a child has not been vaccinated according to the vaccination schedule, their legal representative has to get in touch with the GP remotely and ask for a documentary proof that the child is immune to infection or cannot be vaccinated due to a permanent contraindication to be issued.

Apart from the documentary proof of vaccination, the legal representative does not have to submit any other declaration or medical certificate for the purposes of an administrative procedure governing enrolment into kindergarten.

If the principal of a school has doubts about authenticity of the submitted documents, they can ask the legal representatives to submit their original or certified copies.

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The obligation to attend pre-school education applies to the children who will have reached the age of five years before August 31st.

A legal representative can decide for an individual pre-school education instead of a compulsory pre-school education in kindergarten. In such case, they educate their child themselves at home, or their child receives education from other person or in other facility than kindergarten. Despite that, the legal representative is obliged to apply for pre-school enrolment of their child. The representative submits a request for individual education to the principal either along with the enrolment application form or no later than 3 months before the school year starts.