

How to enrol your child in school 2025/2026





Introduction

Dear Parents,

The year has come and gone and it is once again time for primary school enrolment. As we do every year, we have prepared a range of information and tools to make this important step in your children's educational journey easier. Based on the relevant comments we received from parents, we met in a format of primary school principals, IT colleagues, a GDPR commissioner and a lawyer focused on administrative activities to discuss the maximum simplification allowed and enabled by the law. With the incorporation of these improvements and simplifications, as in previous years, we believe that our proven electronic booking system, which allows you to conveniently complete your application form and book an enrolment time from home, will be appreciated.

We want enrolment to be as stress-free as possible, not only for you but also for your children. So don't forget to take advantage of the open days where you can get to know the school environment, teachers and other parents. All the information you need can be found on the website of the primary school or on [jakdoskoly.cz](https://www.jakdoskoly.cz) or in the Šestka magazine as well. Keep an eye on these media to be informed in time of any changes.

If you encounter any difficulties or have any questions, please do not hesitate to contact us. I am available for any help or support during this important period.

Sincerely Yours,

Mariana Čapková, Deputy Mayor for Education



How to enroll your child in primary school in the 2025/2026 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 No. 561/2004 Coll.)
- We always **recommend applying to a catchment school**. The division of catchment areas is given by the Decree on Primary School Districts (No. 3/2024 Coll., Prague City Hall), the extract of which pertinent to Prague 6 can be found on website of Prague 6 (https://praha6.cz/potrebuji-vyresit/spadove_oblasti_8327.html) or on the link of geoportal (<https://gis.praha6.cz/spadove-oblasti-zs/>).
- 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**;
Please note: only a private data box can be used, the use of another data box (e.g. business) is not permitted;
 - **e-mail with a certified electronic signature**,
notice: sending simple e-mails is unacceptable.
- If the submission is made by other technical means, e.g. by e-mail without a certified electronic signature, by post, etc., it must be confirmed by the legal guardian in one of the above ways within 5 days, or at the request of 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 **from March 3rd 2025** on jakedskoly.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 (entrance hall), or at the Department of Education (Bubenečská 1) or based on agreement by telephone in each school.



School capacities

The capacity of most primary schools in Prague 6 is close to the registered (maximum) school capacity. This is due to the strong population growth in recent years, but also to „catchment tourism“. It means the purposeful registration of children for permanent residence in catchment districts of primary schools where the children do not actually live.

This phenomenon causes the school principals concerned to draw lots from the catchment area for the children they accept because of insufficient capacity. There is a serious risk that a child whose legal guardians have purposely chosen permanent residence will be accepted instead of a child who actually lives in the catchment area.

The Prague 6 municipal district is determined to prevent such a situation and has therefore called on school principals to verify, as part of the admissions procedure for primary education (to 1st grade), whether the applicant for admission actually lives in the catchment area of the school, or is a resident of the municipal district. It needs to be taken into account in their decision to admit or reject the applicants.



What you will need for enrolment

→ A filled out and signed enrolment form

We recommend filling out the form electronically on the website 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 note: Neither the lease contract for the property nor the ownership of the property in the Prague 6 municipal district is considered proof of permanent residence.





Important

- **March 3, 2025**, the registration guide for pre-filling the application will be launched on the [jakdoskoly.cz](https://www.jakdoskoly.cz) portal.
- **April 8 and April 9, 2025:** submission of the application for admission (start and end time of enrolment determined by individual primary schools) - the submission of the application initiates the administrative procedure.
- **April 15, 2025 at 12 pm:** the school will publish the list of admitted children under the unique registration codes of each child on the school notice board and the school website.
- In the case of admission to two or more schools, the legal guardian shall immediately deliver the enrolment slip to the school of his/her choice and take back the application form for the school in which his/her child will not enrol.
- **May 6, 2025 from 2.00 pm to 4.00 pm:** preferred time to consult the child's file.
- **May 7, 2025: at 12 pm:** the school will publish enrolment results, including a list of children not admitted under unique registration codes on the school notice board and school website.
- **23 May 2025:** the school will remove the enrolment results from the school notice boards and primary school websites.
- The child's legal guardian does not receive the admission decision; the document is part of the administrative file and a copy can be obtained upon request.

It is recommended to monitor the websites of individual primary schools for 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 jakdorskoly.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 jakdorskoly.cz. Then proceed according to item 1.

3. In paper form in the entrance hall of the Prague 6 Municipal Office (Čs. armády 23) or at the Department of Education (Bubenečská 1).

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

- **April 8 and April 9, 2025**, you can submit your completed enrolment form to your selected school.
- Using the electronic system found on the web portal jakdorskoly.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 elementary schools you have applied to.

By private data box

- You can submit your form on **April 8 and April 9, 2025**, 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 jakdorskoly.cz remains.
- The following must be sent using a data box:
 - a completed application;
 - the child's birth certificate;
 - confirmation of the child's permanent residence in the form of an extract from the Population Registration Department (do not send copies of ID cards).
- **April 10, 2025**, 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 **April 8 and April 9, 2025**, 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 jakdorskoly.cz remains.
- **E-mail should be sent:**
 - a completed application form;
 - the child's birth certificate;
 - proof of the child's place of residence in the form of a statement from the Population Registration Department (do not send copies of ID cards).
- **April 10, 2025**, the school will send confirmation of participation in enrolment, including the unique registration code, to the given e-mail of the legal guardian.





Rejection of child

In case of being accepted to two or more schools:

→ The child's legal representative will deliver the enrolment slip to the chosen primary school without delay and will receive it together with a confirmation of attendance. The delivery of the enrolment slip is voluntary, but it will greatly facilitate the enrolment process and create mutual assurance of admission to a particular primary school. At the same time, the legal guardian will withdraw the application(s) for admission for the school(s) the child will not enrol in, thus ending the administrative process initiated at the primary schools where the child will not enrol.

In case of the child's rejection:

- You will receive a decision of non-acceptance by private data box, if you have one, or by post in your own hand.
- 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.
- 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 **August 31, 2025**.



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