

# Guide to transferring to a Secondary School

Transfer Phase and Requirements  
School Application and Trial Classes  
Types of Secondary Schools in the City of Bamberg



# TRANSFER PHASE

## General

While in 4<sup>th</sup> grade, parents and children will have to decide, which secondary school they want to attend. There are different terms of admission, depending on the type of school. Mainly the subjects Deutsch, Mathematik and Sachunterricht (HSU) are relevant to transfer from Elementary School to a Secondary School.

## 4<sup>th</sup> Grade in Elementary School

In 4<sup>th</sup> grade, children take multiple announced tests (Proben) in the subjects Deutsch, Mathematik and Sachunterricht (HSU). It is possible to substitute with a comparable performance record in the subjects Deutsch and HSU, p. e. a presentation or a portfolio. This is how the level of proficiency is determined. Elementary Schools will host General Informative Meetings about the Transfer Phase, usually in October/November of the 4<sup>th</sup> Grade. At the parent-teacher-conference in November/December support measures are discussed. Parents will receive a written information about the performance of their child in January.

## Informative Meetings of the Secondary Schools

In 4<sup>th</sup> grade, at the end of February/beginning of March the Secondary Schools will host informative meetings, usually in the evening or on weekends. Specific dates will be published on the homepage of the Staatlichen Schulamts Bamberg and of the Secondary School of your choice.

## Transfer Certificate (Übertrittszeugnis)

Children will receive a Transfer Certificate the beginning of May. This withholds the following information:

- Grade of the transfer relevant subjects Deutsch, Mathematik and Sachunterricht (HSU)
- **Overall average grade** of the subjects Deutsch, Mathematik and Sachunterricht (HSU)
- Evaluation, which will contain the type of Secondary School suitable for your child

## TRANSFER REQUIREMENTS AFTER 4<sup>TH</sup> GRADE

### From Elementary School to Mittelschule (Middle School)

A transfer from Elementary School to Middle School is always possible, as long as you pass the 4<sup>th</sup> grade. There are no other requirements but school attendance for 9 years. "Sprengel" (your home address) decides which middle school your child will be attending. Middle Schools are organized into clusters (Schulverbund), if necessary under certain circumstances a different school can be attended.

### From Elementary School to Realschule

It is possible to attend Realschule after Elementary School, if the overall average grade in the transfer certificate is at least 2,66 in the subjects Deutsch, Mathematik and HSU. If the overall average grade is lower it is possible to attend after a successful trial class (please see "Trial Classes on Realschule and Gymnasium).

### From Elementary School to Gymnasium

It is possible to attend the Gymnasium if the overall average grade in the transfer certificate is 2,33 or higher. If the overall average grade is lower it is possible to attend after a successful trial class (please see "Trial Classes on Realschule and Gymnasium). If your child would like to attend a Gymnasium of the fine arts the grade in Musik Class has to be 2,0 or higher or it has to have proof of an artistic eligibility. Therefore, parents have to make sure the Elementary School will add the Musik Grade into the transfer certificate.

**Children whose first language is not German**, and have not been attending a German School since grade 1, are allowed to attend Realschule or Gymnasium with an **overall average grade of 3,33**. For this, the subject German has to be attended in 4<sup>th</sup> grade. The weakness in the overall average grade has to be able to be traced back to the German language, which has to be able to be rectified. This has to be confirmed by the Elementary School.

An **Advisor for help with the transfer** is available to all parents, legal guardians and teachers. The responsible advisor for every Elementary School and type of school can be found on the homepage of the Staatlichen Schulamts Bamberg ([www.schulamt-bamberg.de](http://www.schulamt-bamberg.de) – Themenbereich: Beratung/Übertritt).

## TRANSFER REQUIREMENTS AFTER 5<sup>TH</sup> GRADE

### from Mittelschule

The report card of 5<sup>th</sup> grade decides about the transfer. No trial classes for students of public middle schools and no influencing by the parents. Only students from a Montessori-School can attend a standardized trial class.

### **to Realschule**

- 2,5 overall average grade or better (Deutsch and Mathematik) to be able to attend 5th grade in Realschule (repetition of grade 5)
- attend 6<sup>th</sup> grade Realschule (no repetition of grade 5):
  - with an overall average grade of 2,0 or higher (Deutsch and Mathematik) and a trial period
  - in other cases: successful completion of the entrance exam and the trial period

### **to Gymnasium**

- 2,0 overall average grade or better (Deutsch and Mathematik) to be able to attend 5th grade in Gymnasium (repetition of grade 5)
- attend 6th grade Gymnasium (no repetition of grade 5): entrance exam and trial period

### from Realschule

The report card of 5th grade decides about the transfer. No trial classes and no influencing by the parents.

### **to Gymnasium**

- 2,5 overall average grade or better (Deutsch and Mathematik) to be able to attend 5th grade in Gymnasium (repetition of grade 5)
- Attend 6th grade Gymnasium (no repetition of grade 5):
  - With an overall average grade of 2,0 or higher (Deutsch, Mathematik and Englisch)
  - in other cases: Successful completion of the entrance exam and trial period

### from Mittelschule, Realschule and Gymnasium

### **to the Wirtschaftsschule**

It is possible to transfer to the Wirtschaftsschule in 6<sup>th</sup> grade as a pre-class to the Wirtschaftsschule. It is also possible to attend one of the two Wirtschaftsschulen after the grades 6, 7 and 9. For this there are different types of requirements. For the higher grades decisions are made individually.

You can find additional information on the homepage of each Wirtschaftsschule or on [www.km.bayern.de/Wirtschaftsschule](http://www.km.bayern.de/Wirtschaftsschule).

## PAPERWORK NEEDED FOR REGISTRATION AND TRIAL CLASSES AT REALSCHULE AND GYMNASIUM

You can register for Realschule or Gymnasium on multiple days in May. Exact dates can be found on the homepage of the Staatlichen Schulamts Bamberg or the school. Students who want to take part in a trial class will be registered conditionally at the desired school.

To register (usually) in person you will need the following documents:

- Birth certificate (original),
- Transfer Certificate (original) - remains at the new school,
- Possibly proof of custody and copies of notice/motion for compensation for disadvantages and /or protection of grades,
- Possibly proof of Measles Vaccination (copy of vaccination records)

Often you can download the registration form on the homepage of the desired school and fill it out ahead of time. It is usually not necessary to bring the student to registration. Details and specifics can be found on the homepage of the desired school.

Please take into consideration: For private secondary schools it is possible to register one week ahead of time – usually with the child.

### Trial Classes at Realschule and Gymnasium

A trial class is an entrance exam, which takes place on three executive days. Usually in May, the week after official registration of the school. Parents will receive the exact date and place from the school where the child is registered for the trial class.

Deutsch and Mathematik are tested on the first two days. The exam consist of the learning matter of the 4<sup>th</sup> grade. For example understanding of a text, writing of an essay, spelling and examining the language in the subject Deutsch. An oral exam for both subjects is held on the third day.

To pass the trial classes (and to be registered at the secondary school), at least grade 3 and 4 have to be received in Deutsch and Mathematik. If a child receives grade 4 in both subjects it is still possible to transfer to the secondary school after a parent-teacher-conference.

## GENERAL INFORMATION ABOUT THE DIFFERENT TYPES OF SECONDARY SCHOOLS

### **Mittelschule (R-Zug and M-Zug)**

The Regel-Mittelschule (before: Hauptschule) includes grade 5 through 9. At one of the Mittelschulen the M-Zug is offered from grades M7 through M10. You can earn four different types of degrees on a Mittelschule:

- successful completion of the 9th grade
- a degree released from theory (in the in practice class or Deutsch-class)
- a qualificatory degree (“Quali”)
- a middle degree in Mittelschule (only with M-Zug)

The M-Zug (Mittlere-Reife-Zug) starting from grade 7 is an offer to high-performing students with separate curriculum. You graduate from M10 with a middle school degree, which is the same as a degree from Real- or Wirtschaftsschule.

Mittelschule is the only type of secondary school, which has one class teacher for most subjects. This type of secondary school focuses on early occupational guidance and intense project work.

For further information see: [www.km.bayern.de/mittelschule](http://www.km.bayern.de/mittelschule)

### **Degrees at Mittelschule and the “Mittlerer Schulabschluss”**

Even though it sounds similar, you do not automatically get the “mittleren Schulabschluss” at Mittelschule. With successful completion of 9th grade, you earn the (successful) Mittelschulabschluss. If you pass the exam for the “Quali” you will receive a qualificatory degree. Only when participating in the M-Zug you can receive the mittleren Schulabschluss at Mittelschule after 10th grade.

### **Wirtschaftsschule (possible from grade 6)**

A Wirtschaftsschule is a vocational preparation school, which teaches common knowledge and occupational knowledge in the areas of economy and administration. You can attend starting 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade or after successful completion of grade 9. At those points the school is open to students from Mittelschule, Realschule or Gymnasium. You complete Wirtschaftsschule with a degree after 10th grade, which is equivalent to the degrees of Mittelschule and Realschule. In Wirtschaftsschule you will be taught by different technical instructors.

For further information see: [www.km.bayern.de/wirtschaftsschule](http://www.km.bayern.de/wirtschaftsschule)

## Realschule

Realschule incorporates grades 5 through 10 and contains extensive general education. Students are taught by different technical instructors and not by one class teacher as in Mittelschule. In a bavarian Realschule there are four different directions of studies (in three required elective subjects).

- I. mathematical-scientific-technical (mathematisch-naturwissenschaftlich-technisch)
- II. economics (wirtschaftlicher Bereich)
- IIIa. languages (fremdsprachlicher Bereich)
- IIIb. artistic or home economical or social (müsisch-gestaltend oder hauswirtschaftlich oder sozial)

Most of the Realschulen offer all four types of studies. Students have to choose one type of study during 6<sup>th</sup> grade.

For further information see: [www.km.bayern.de/realschule](http://www.km.bayern.de/realschule)

## Gymnasium

Contains an amplified general education to prepare students for University. Since 2018/2019 Gymnasium incorporates grade 5 through 13 (formerly 12). For high-performing students it is possible to reduce the years attended from nine to eight. Students on a Gymnasium are taught by technical instructors and will be taught two foreign languages.

Depending on the focus of the Gymnasium there will be a broad spectrum of foreign languages offered, which usually contains English, Latin and French. Additionally, depending on the school, students can learn (Old) Greek, Russian, Spanish, Italian or Chinese.

Bavarian Gymnasiums offer the following six different directions of studies ("Zweige"): languages (sprachlich), humanistic (humanistisch), scientific-technical (naturwissenschaftlich-technologisch), economics (wirtschaftswissenschaftlich, WWG), social sciences (sozialwissenschaftlich, SWG) and fine arts (müsisch).

With the exception of the fine arts direction of studies, which contains the mandatory learning of an instrument in 5th grade, all other directions of studies will start their focus in 8th grade. If one school offers multiple directions of studies, an information day will provide guidance.

For further information see: [www.km.bayern.de/gymnasium](http://www.km.bayern.de/gymnasium)

## OVERVIEW OF THE SECONDARY SCHOOLS IN BAMBERG

A short overview about the Schools in our region with their main emphasis and specialties can be found on the website of the Staatlichen Schulamtes Bamberg.

### Mittelschulen in Bamberg

| School  | Specialties   |
|---|---|
| Mittelschule Gaustadt                             | Profile Inclusion, "4+1" – Model of the career orientation  |
| Erlöser-Mittelschule                              | possible to attend all day (offener Ganzttag), two German Classes that are all day bound (gebundener Ganzttag), Kooperation-Klassen, Band Class |
| Mittelschule Am-Heidelsteig                       | bound attendance all day (gebundener Ganzttag), German Classes, Culture.School (Kultur.Schule), Mode-School (Modus-Schule)                      |
| Mittelschule Hugo-von-Trimberg                    | Mittlere-Reife-Zug (9+2), Preparation-Klassen, Kooperation-Klassen  |
| private Montessori-Schule Bamberg (Sekundarstufe) | Lunch and afternoon care  |

Occasionally a student switches to a Mittelschule outside of Bamberg. For information about Mittelschulen around Bamberg see the website of the Staatlichen Schulamtes Bamberg.

### Realschulen in and around Bamberg

| School                                | Educational Direction   | Specialties   |
|---------------------------------------|---|---|
| Graf-Stauffenberg-Realschule Bamberg  | Mathematisch-naturwissenschaftlich-technisch, wirtschaftlich, fremdsprachlich, musisch-gestaltend | possible to attend all day (offener Ganzttag)   |
| private Maria-Ward-Realschule Bamberg | wirtschaftlich, fremdsprachlich, hauswirtschaftlich   | possible to attend all day (offener Ganzttag), girls only                                     |
| Realschule Ebrach                     | Mathematisch-naturwissenschaftlich-technisch, wirtschaftlich, fremdsprachlich, sozial             | possible to attend all day (offener Ganzttag), Geography is taught bilingual                  |
| Realschule Hirschaid                  | Mathematisch-naturwissenschaftlich-technisch, wirtschaftlich, fremdsprachlich, hauswirtschaftlich | possible to attend all day (offener Ganzttag), bound all day attendance (gebundener Ganzttag) |
| Realschule Scheßlitz                  | Mathematisch-naturwissenschaftlich-technisch, wirtschaftlich, fremdsprachlich, musisch-gestaltend | possible to attend all day (offener Ganzttag), Geography is taught bilingual                  |

## Wirtschaftsschulen in der Stadt Bamberg

| School   | from grade 6 | from grade 7 | from grade 8 | from grade 10 | Specialties                                  |
|--|--------------|--------------|--------------|---------------|--|
| städtische Graf-Stauffenberg-Wirtschaftsschule | 5 years      | 4 years      | -            | 2 years       | Tutor program                                |
| private Wirtschaftsschule                      | -            | -            | 3 years      | 2 years       | possible to attend all day (offener Ganztag) |

## Gymnasien

The Gymnasien in Bamberg are for students that live within the city limits as well as students that live around Bamberg. All Gymnasien are located within city limits of Bamberg.

| School                        | Educational Direction  | 1 <sup>st</sup> foreign language in grade 5 | Other foreign languages                 | Specialties  |
|-------------------------------|--|---|---|--|
| Clavius-Gymnasium             | naturwissenschaftlich-technologisch, wirtschaftswissenschaftlich | English                                     | Latin<br>French<br>Spanish (s)          | Media reference school   |
| Dientzenhofer-Gymnasium       | naturwissenschaftlich-technologisch, sprachlich                  | English                                     | Latin<br>French<br>Italian              | possible to attend all day (offener Ganztag), double degree, Profile Inclusion |
| Eichendorff-Gymnasium         | sozialwissenschaftlich, sprachlich                               | English                                     | Latin<br>French<br>Spanish (s)          | possible to attend all day (offener Ganztag), girls only                       |
| E.T.A.-Hoffmann-Gymnasium     | musisch  | Latin                                       | English<br>French (s)<br>Spanish (s)    | possible to attend all day (offener Ganztag)                                   |
| Franz-Ludwig-Gymnasium        | sprachlich, humanistisch   | Latin<br>English                            | French<br>Greek<br>Spanish (s)          | possible to attend all day (offener Ganztag)                                   |
| Kaiser-Heinrich-Gymnasium     | naturwissenschaftlich-technologisch, sprachlich, humanistisch    | English                                     | Latin<br>French<br>Greek<br>Spanish (s) | only with bound all day attendance (gebundener Ganztag)                        |
|                               | sprachlich, humanistisch   | Latin<br>English                            | Greek<br>French<br>Spanish (s)          | only in regular class schedule   |
| privates Maria-Ward-Gymnasium | wirtschaftswissenschaftlich, sprachlich                          | English                                     | Latin<br>French<br>Spanish (s)          | girls only   |

(s) = this language is taught starting in grade 10

## USEFUL CONTACTS

### **Staatliche Schulämter im Landkreis und in der Stadt Bamberg**

☎ 0951/ 297-4612

✉ [schulamt@stadt.bamberg.de](mailto:schulamt@stadt.bamberg.de)

[www.schulamt-bamberg.de](http://www.schulamt-bamberg.de) (Themenbereich Beratung/Übertritt)

### **Staatliche Schulberatungsstelle für Oberfranken**

☎ 09281/ 140 036-0

✉ [mail@sb-ofr.de](mailto:mail@sb-ofr.de)

[www.km.bayern.de/ministerium/institutionen/schulberatung/oberfranken](http://www.km.bayern.de/ministerium/institutionen/schulberatung/oberfranken)

### **Bildungsbüro der Stadt Bamberg**

☎ 0951/ 87-1435 oder 87-1436

✉ [bildungsbuero@stadt.bamberg.de](mailto:bildungsbuero@stadt.bamberg.de)

[www.stadt.bamberg.de/bildungsbuero](http://www.stadt.bamberg.de/bildungsbuero)

### **Amt für Bildung, Schulen und Sport**

(Geschäftsstelle des Zweckverbands Gymnasien)

☎ 0951/ 87-1429

✉ [matthias.pfeufer@stadt.bamberg.de](mailto:matthias.pfeufer@stadt.bamberg.de)

[www.stadt.bamberg.de](http://www.stadt.bamberg.de)

### **Migranten- und Integrationsbeirat der Stadt Bamberg (Dolmetscherdienst)**

☎ 0951/ 87-1870

✉ [mib@stadt.bamberg.de](mailto:mib@stadt.bamberg.de)

[www.mib.stadt.bamberg.de](http://www.mib.stadt.bamberg.de)

### **Stadtjugendamt Bamberg (Hortplätze, Sommerferienprogramm)**

☎ 0951/ 87-1531

✉ [jugendamt@stadt.bamberg.de](mailto:jugendamt@stadt.bamberg.de)

[www.jugendamt.bamberg.de](http://www.jugendamt.bamberg.de)

### **Familien- und Ferienangebote**

[www.familie.bamberg.de](http://www.familie.bamberg.de), [www.familienportal-bamberg.de](http://www.familienportal-bamberg.de)

### **Jobcenter Stadt Bamberg**

→ auch Bildung und Teilhabe für ALG 2-Bezieher

☎ 0951/ 9128-500

✉ [Jobcenter-Stadt-Bamberg@jobcenter-ge.de](mailto:Jobcenter-Stadt-Bamberg@jobcenter-ge.de)

[www.jobcenter-stadt.bamberg.de](http://www.jobcenter-stadt.bamberg.de)

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## **Editor:**

Stadt Bamberg

Bildungsbüro

Untere Sandstraße 34

96049 Bamberg

[bildungsbuero@stadt.bamberg.de](mailto:bildungsbuero@stadt.bamberg.de)

[www.stadt.bamberg.de/bildungsbuero](http://www.stadt.bamberg.de/bildungsbuero)

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