

# Apply for recognition of a substitute school

Find out how to apply for approval of an alternative school here.

## Competent Department

- [Die Senatorin für Kinder und Bildung | Referat 22 - Ministerielle und schulbetriebliche Aufgaben, Berufsbildende Schulen](#)
- [Die Senatorin für Kinder und Bildung | Referat 21 - Gestalterische Aufgaben der allgemeinbildenden Schulen und der Lehrerbildung](#)

## Basic information

An approved alternative school may apply for recognition. Recognition of a private alternative school is accompanied by the right to issue certificates with the same effect and to hold examinations in accordance with the regulations generally applicable to public schools.

An application for recognition of a private alternative school may be submitted to the Senator for Children and Education, provided that the school offers the guarantee that it will permanently, i.e. as a rule for at least 3 years without interruption, meet the requirements imposed on corresponding public schools.

The recognition of a private alternative school is accompanied by the right to issue certificates with the same effect and to hold examinations in accordance with the regulations generally applicable to public schools.

## Requirements

For the recognition procedure, the instructional preparation of the pupils for the final examinations of the lower secondary level as well as for the Abitur of the school must guarantee that the requirements made of similar or related public schools are permanently fulfilled.

For the recognition procedure, it must be ensured that the alternative school permanently fulfills the requirements placed on public schools.

## Procedure

After the application documents have been received by the Senator for Children and Education, they will be checked for completeness. If any documents are still missing, you will receive notification of this. Only after receipt of the complete documents is a holistic and final processing possible.

For the examination of the application for recognition, specialist departments of the Senator for Children and Education will be involved. For example, on the question of whether the school's internal curricula meet the requirements.

In addition, among other things, the requirements for the quality of preparation for the final examinations of secondary level I and II are examined in comparison to public schools.

## Legal bases

- [Gesetz über das Privatschulwesen und den Privatunterricht \(Privatschulgesetz\)](#)
- [Bremisches Schulgesetz \(BremSchulG\)](#)
- [Kostenverordnung der Bildungsverwaltung \(BiKostV\)](#)

## More information

For the examination of a possible recognition, the following documents are basically necessary for the general education sector:

- Evidence of the implementation of the timetables of the respective type of school and the respective course of education.
- Consent of the school to the collection of performance data on graduations and transitions by the Senator for Children and Education (e.g., from comparative studies, final examinations)
- Internal school curricula for the subjects German, mathematics, English, natural sciences, society and politics at secondary level I, and others on request if necessary
- Internal school curricula for the introductory and qualification phases of the Gymnasiale Oberstufe for all subjects.
- Presentation of written examinations of the introductory and qualification phase for the examination of written performance (with regard to the tasks, horizons of expectation, student work)
- Submission of evidence of continuing education courses for teachers
- Presentation of sample certificates

In addition, the Senator for Children and Education may carry out observation visits in selected grades.

The following applies to the vocational education sector:

- Evidence of the implementation of the timetables of the respective educational program

- Consent of the school to the collection of performance data on graduations by the Senator for Children and Education
- Submission of evidence of in-service training for teachers
- Submission of sample certificates based on the certificate decrees

In addition, job shadowing by the Senator for Children and Education can take place.

### **What deadlines must be paid attention to?**

For general education, the following applies: Application (including application documents): by 30.09. of the calendar year prior to the year of the desired recognition.

Note: Recognition may only be requested for the beginning of a school year.

For vocational education applies:

Application (including application documents) no later than 8 months prior to the start of the desired recognition/start of training.

### **How long does it take to process**

Not specified.

### **What are the costs?**

There is the cost regulation of the education administration (BiKostV). The administrative fee depends on how time-consuming the application processing is.