

Changing schools due to moving to Hamburg



Are you moving to Hamburg?

As custodial parents you can apply for a change of schools from another federal state or from abroad.

You can find initial information on this topic at the following link:

[Schulwechsel - hamburg.de](http://Schulwechsel-hamburg.de)

To find out which school your child should attend, always check the school route planner first and then send your enquiry to that school. This is because, in the Hamburg school system, the length of the journey to school is a key factor.

[School Information System](#)

In addition there is the opportunity to send **written inquiries to the following email address:**

schulwechsel@bsfb.hamburg.de

If you are specifically interested in the Klein Flottbeker Weg School, please follow these steps:

1. Please submit your inquiry **in writing only** to our school email address: schule-klein-flottbeker-weg@bsfb.hamburg.de
2. Please include the following information in your email:
The child's full name, date of birth and current address (and future address, if applicable), contact details of the legal guardians, the school the child currently attends, the year/grade you are applying for, and a few sentences about your child. Please also attach the most recent school reports/report cards.
3. Please enclose **official proof** of your **future place of residence**. This may be a tenancy agreement, a property purchase contract, a notarised contract, or a registration certificate if you are already registered in Hamburg. It is important that your name and address are clearly stated. You may, of course, black out any sections that are not relevant to us. **We cannot process your request without this proof.**
4. **Important:**
Please send us your enquiry during the school year no earlier than 6 weeks before the planned start date. We will review it and can only confirm it definitively 4 weeks before the start date. We cannot 'reserve' or hold places. This is the policy of the Hamburg Education Authority. Background: Places must be kept free for children who may move to the area earlier. If you are looking for a place for the new school year, please send your enquiry to us 8 weeks before the Hamburg summer holidays. If we no longer have any places available, we will involve the relevant school authority for the Altona district.
5. Please complete the 'School Place Enquiry' form and attach it to your email. This will enable us to forward it directly to the school administration should we not have any places available. You can find the form on our website here under the 'School Place Enquiry' section, or directly on hamburg.de via this link.

[Suche - hamburg.de](#)

6. If you are moving to Hamburg during the school holidays and the schools are closed, you should also send your application, using the 'School Place Search in Hamburg' form, along with your child's most recent school report and proof of residence in Hamburg, to the dedicated email address schulwechsel@bsb.hamburg.de.