

Education in the Czech Republic



HANDBOOK FOR PARENTS

UNHCR

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1 Education system

1.1 Structure of the Czech education system

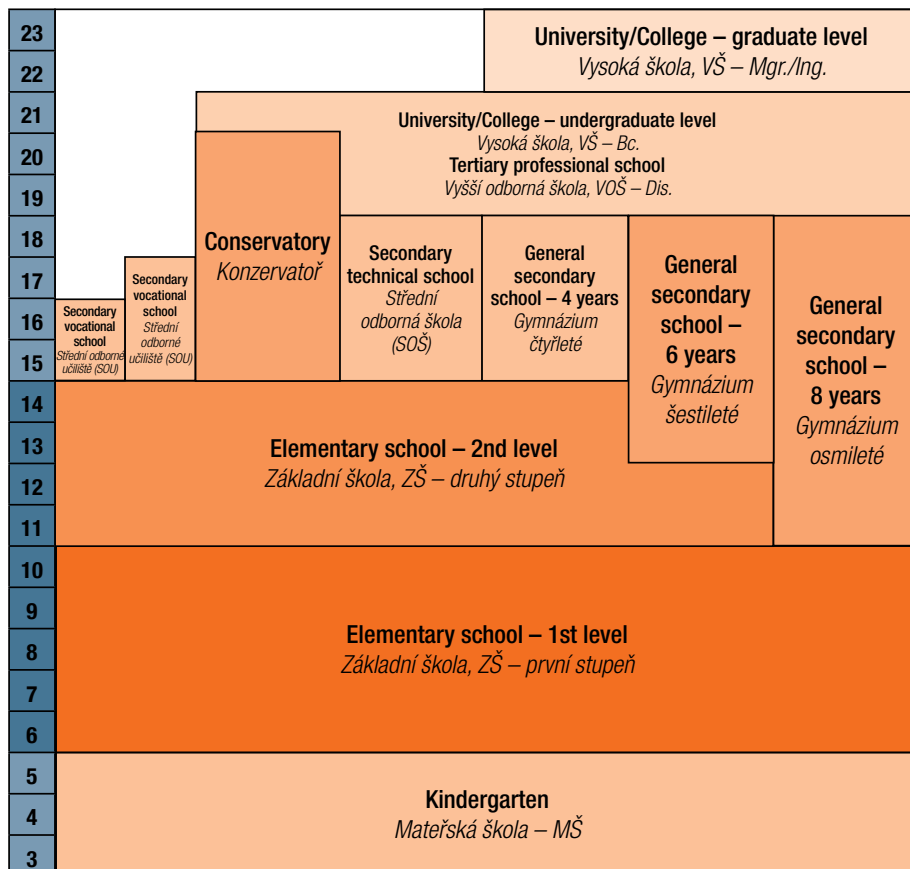


Diagram 1: Structure of the education system

Kindergarten

Kindergartens (mateřská škola/MŠ) offer education to children within the age range of usually two to six years. Children younger than three years have no statutory right to admission to a kindergarten. Kindergarten attendance is obligatory for children who reach the age of five years before the beginning of the school year. Each municipality must ensure that all children with permanent residence within its limits are able to attend a kindergarten.

Kindergartens may charge fees for children's attendance. These include tuition fees (a few hundred CZK per month) and meal payments (approximately CZK 35–40/full day). In the last year before enrolling in an elementary school, children attend kindergartens at no charge.

Elementary school

Children aged 6–15 usually attend an elementary school (základní škola/ZŠ). Elementary schools have two levels: the first one comprises five grades, the second one four. A certain percentage of children leave after the first level to continue their education at an eight-year secondary school or conservatory, or after the seventh grade to continue at a six-year general secondary school.

By attending an elementary school, children also fulfil the statutory requirement for compulsory school attendance, which has a duration of ten years (one year in a preschool facility and nine years in an elementary school).

Education at public schools is free of charge. Children fulfilling compulsory education are entitled to receive textbooks free of charge. Parents must defray expenses for their children's personal needs, certain additional teaching materials, courses outside of school, meals, afterschool clubs, etc.

Secondary school

Secondary schools (střední škola/SŠ) follow up on elementary school education in the form of either a general secondary school (gymnázium), a technical school (střední odborná/průmyslová škola/SOŠ/SPŠ), a secondary vocational school (střední odborné učiliště/SOU) or a conservatory. Even though secondary school attendance is not compulsory, more than 95% of children choose to continue their education at secondary level. As with public elementary schools, education at public secondary schools is free of charge.

General secondary schools offer their students general education, including preparation for university studies. Studies are completed by a secondary school leaving certificate (maturitní zkouška) and last for four years.

Secondary technical schools offer professionally oriented education. Studies are completed by a secondary school leaving certificate and last for four years as well. Afterwards, graduates may continue studying at a university.

Secondary vocational schools provide their students with professional and practical preparation, which is completed by a vocational certificate (výuční list). This certificate does not allow students to continue studying at a university. Studies usually take three years, exceptionally two years only.

Conservatories offer education in art, specifically in music, singing, acting and dancing. Admission exams include an audition. The four years of study are usually completed with a secondary school leaving certificate, and the graduates may continue with tertiary education at a tertiary professional school, college or university.

Tertiary professional school

Tertiary professional schools (vyšší odborná škola/VOŠ) provide further education to students with secondary school leaving certificates such as from general secondary schools and secondary technical schools. As opposed to universities, tertiary professional schools focus more on practical preparation. Studies last for three years, or 3.5 years in medical schools. Successful graduates receive the DiS. degree.

Public tertiary professional schools may charge fees, the maximum amount of which for the individual programmes is defined by a regulation of the Ministry of Education (CZK 5,000 per year maximum). Fees at private tertiary professional schools are most often between CZK 20,000 and CZK 40,000 per year.

University

University studies are divided into two main levels – bachelor and master. A bachelor's degree (Bc.) usually lasts for three years, usually followed by an additional two years for a master's degree (Mgr. or Ing.).

Studies at public universities in the Czech language are currently free of charge. However, students must bear the costs of study materials, accommodation and board. Most universities, however, offer scholarship programmes for socially disadvantaged students.

Some universities also offer postgraduate studies for master's degree holders, which prepare students for their future career in research. These programmes last for three or four years and successful graduates obtain the Ph.D. degree).

More information on the education system may be found at:

<http://www.msmt.cz/vzdelavani/skolstvi-v-cr/system-vzdelavani-v-cr>



1.2 Education for children, pupils and students with special educational needs and talented children, pupils and students

Insufficient proficiency in the Czech language is by no means a reason for a child to be placed into a special school.

Children, pupils and students with special educational needs are those who need to be provided with support measures in order to fulfil their learning potential or exercise their rights on an equitable basis with others.

Support measures means indispensable modifications to the education and educational services that are adequate to the health, socio-cultural background and/or other living conditions of the child, pupil or student.

Support measures are structured into levels by organisational, educational and financial requirements. Support measures consist, e.g. in providing education or educational services on premises that have been structurally or technologically modified; using teaching assistants; using compensatory devices, special textbooks and special teaching aids; adjustment of the organisation, content, evaluation, form and methods of education; or adjustment of the expected results of education within the framework set in general educational curricula.

Children, pupils and students with special educational needs have a right to receive support measures from schools and educational facilities free of charge.

Schools or school classes, divisions, and study groups may be established for children, pupils and students with mental, physical, visual or hearing impairments, severe speech impairments, severe developmental learning disorders, severe developmental disorders, multiple faults or autism.

A child, pupil or student may be admitted to such a class, study group or division only if the school's counselling centre concludes that, considering the nature of the child's, pupil's or student's special educational needs or the progress and results of the support measures provided to date, support measures in and of themselves would not suffice for the student to fulfil his/her learning potential and exercise his/her right to education.

The admission of the child is subject to the submission of a written application by an adult pupil or student or the guardian of the child or pupil, the recommendation of the school's counselling centre, and the congruence of this action with the child's, pupil's or student's interests.

1.3 Compulsory school attendance and compulsory preschool education

Compulsory school attendance lasts for nine years in the Czech Republic. Pupils fulfil it in elementary schools when they are 6–15 years old. Pupils may fulfil compulsory school attendance until they reach 17 years of age.

Parents are thus obligated to send their children to school for at least nine years. If a child begins school attendance at the age of six – which is the usual age in the Czech Republic – he/she will complete

compulsory attendance at the age of 15. If, however, a child begins school attendance at a later age (e.g. because of a later arrival in the Czech Republic), he/she must attend a school until the age of 17. After reaching the age of 18, a pupil is no longer obligated to attend school even if he/she did not complete the obligatory nine years of school attendance.

School attendance abroad counts towards compulsory school attendance in

the Czech Republic. This means that, for example, if a child attended a school in his/her country of origin or of first asylum for two years, he/she is obliged to continue his/her education in the Czech Republic for seven more years.

Preschool education in a kindergarten is compulsory for children who reach the age of five years prior to the beginning of the school year.

1.4 Education of children with a different mother tongue – refugee and asylum-seeking children

With effect from 2021, the Czech Republic has set up a systemic solution for educating foreigners in kindergartens and elementary schools. Foreign (non-Czech) nationals have the right to receive free language education with a view to integration in the mainstream education system.

Kindergartens provide language support to children with insufficient proficiency in Czech as part of standard activities that involve normal contact between children and with teachers during the time spent in the kindergarten. If there are multiple foreign children in a kindergarten, a group or groups for language learning to the extent of one hour per week may be opened for such children. This language support is provided to children free of charge.

Newly arriving foreign pupils (within 12 months of arrival) in elementary schools are also entitled to free language support, which is provided to them in designated schools. The principal of the school where a pupil fulfils compulsory school attendance (common school) will inform the pupil's guardian about this language support available to the pupil. Pupils have

the right but are not obligated to attend language lessons. In order for a pupil to be included in a language support group, the guardian needs to apply with the common school.

Czech language is taught in person or remotely. The scope of language preparation is 100 to 200 hours over the course of a maximum of 10 months. For each foreign pupil, the scope will be defined by the principal of the school at which the pupil will take the language course on the basis of an initial verification of proficiency, which will allow for differentiated scopes of teaching with regard to the individual needs of foreign pupils.

Language groups have a minimum of two and a maximum of 10 pupils. The pupils take the language courses instead of the other subjects included in the class schedule and are automatically excused from the classes they miss due to taking the language courses.

Subject to the guardians' approval, language preparation may take place after school where this is more appropriate for the pupils concerned in terms of their education and provided that they form a language

preparation group. This applies to both the in-person and remote modes of teaching.

The common school shall provide access to information technology, teaching aids, premises and supervision in the school for pupils taking remote classes.

Aside from language support, pupils are also entitled to support measures given their different socio-cultural background and/or other living conditions.

1.5 Summary

- Compulsory school attendance lasts nine years in the Czech Republic. Children fulfil it in elementary schools. Parents are obliged to send their children to school.
- After completing elementary school, children may continue their education at secondary schools. Secondary education is not compulsory.
- Graduates of general and technical secondary schools and conservatories have the possibility to continue their education at universities.
- Education at public elementary and secondary schools and universities is free of charge. Parents contribute only towards certain teaching materials, personal school equipment, trips, lunches and possible accommodation.
- Apart from the mainstream system, in the Czech Republic there are also educational facilities for children with special educational needs due to their physical and/or mental disabilities.
- A temporary lack of proficiency in the Czech language is not a reason for a child to be placed into such an educational facility.



2 School admission

2.1 Kindergarten admission

1. Preschool education is organised for children of two to usually six years of age. Children younger than three years have no statutory right to admission to a kindergarten. Preschool education is compulsory from the beginning of the school year that follows the day when the child reaches the fifth year of age until the beginning of the child's school attendance.
 2. Enrolment procedure for preschool education beginning in the subsequent school year takes place from 2 to 16 May. The principal of the kindergarten shall determine the date and place of the enrolment procedure in agreement with the authority establishing the kindergarten and shall publish the same in the customary manner.
 3. The principal of the kindergarten makes the decision on admitting a child to the kindergarten or on a trial admission, the duration of which shall not exceed three months. Kindergartens established by municipalities or associations of municipalities give preference in admission to children who reach at least their third year of age prior to the beginning of the school year, provided that their permanent residence or, in the case of foreigners, residence is within the respective school district (Section 179(3)) or that they reside in a children's shelter within the district, up to the permitted number of children as specified in the registry of schools.
 4. The municipal authority of the municipality within whose territory a kindergarten's school district lies shall provide the school with a list of children as specified in clause 3 sufficiently in advance. The list shall always contain the given name(s), surname, date of birth and address of permanent residence of the child, or residence of a foreign child.
- Children must be vaccinated in order to be admitted to a kindergarten. The principal of each kindergarten defines any further requirements for admission and also decides about admitting children.
- Kindergarten enrolment is also possible at any time during the school year unless the kindergarten's capacity is met.

2.2 Enrolment in elementary school

Fulfilling compulsory school attendance

1. School attendance is compulsory for a period of nine school years but not beyond the end of the school year when a pupil reaches 17 years of age ("compulsory school attendance").
2. Compulsory school attendance applies to the citizens of the Czech Republic and to the citizens of other European Union countries who stay on Czech territory for more than 90 days. Furthermore, compulsory school attendance

applies to other foreigners who are authorised to stay on the territory of the Czech Republic permanently or temporarily for a period of more than 90 days and to asylum seekers.

3. Compulsory school attendance commences at the beginning of the school year that follows the day when the child reaches six years of age, unless the child is granted postponement. A child who reaches the sixth year of age within the period from September to the end of June of a school year may be admitted to compulsory school attendance in that school year, provided that the child is adequately physically and mentally mature and subject to his/her guardian's application. The admission of a child born within the period from September to the end of December to compulsory school attendance under the second sentence is also subject to a recommendation of a school counselling centre, and the admission of a child born in the period from January to the end of June is subject to a recommendation of a counselling centre and a specialised physician, to be attached to the application by the guardian.
4. Guardians are required to apply for children's enrolment for compulsory school attendance within the period from 1 April to 30 April of the calendar year during which the child is to commence compulsory school attendance.
5. A pupil shall fulfil compulsory school attendance in an elementary school, which is established by a municipality or association of municipalities with its seat in the school district (Section 178(2)) in which the pupil has his/her permanent residence or, in the case of foreigners, residence ("catchment school"), unless the guardian chooses a school other than the catchment school for the pupil. If a child is admitted to a school other than the catchment school, the principal of such school shall notify the principal of the catchment school no later than the end of May of the calendar year when the child is to commence compulsory school attendance.
6. A pupil placed in an educational facility for institutional education or juvenile correctional education or in an educational facility for preventive educational care shall fulfil compulsory school attendance in an elementary school established by such educational facility or in an elementary school, which is established by a municipality or association of municipalities with its seat in the school district in which the respective educational facility is located or, as the case may be, in another school established by the state, region, municipality, or association of municipalities.
7. The principal of a catchment school is obligated to give preference for admission to pupils with permanent residence within the respective school district and pupils placed in educational facilities for institutional education, juvenile correctional education or educational facilities for preventive educational care within the district, up to the permitted number of pupils as specified in the registry of schools.
8. The municipal authority of a municipality whose territory encompasses the school district of an elementary school shall provide the school with a list of children for whom the school is their catchment school and who are subject to the obligation under clause 4 sufficiently in advance prior to the date of enrolment for compulsory school attendance. The list shall always contain the given name or names, surname, date of birth, and address of permanent

residence of the child, or in the case of a foreigner, the residence of the child.

Compulsory school attendance in the Czech Republic lasts for nine years. A pupil who is admitted to an elementary school must attend the school and cannot be deregistered. The only permitted reason for ending education at an elementary school is changing schools.

The child's and parent's personal identification documents must be produced upon enrolment.

A template of an elementary school application form can be found in attachment on page 48. An application form for the chosen school may be obtained directly at the school and often also on the school's websites.

A template of application for the postponement of compulsory school attendance can be found in attachment on page 49.

During the admission procedure, the school informally enquires about the child's school readiness.

2.3 Enrolment in higher grades of elementary school

A child may enrol in a higher grade of elementary school at any time during the year. The school's principal decides on the admission. The principal is also obligated to enrol the child in an adequate grade.

At present, there is no official methodology in the Czech Republic for enrolling child refugees and asylum seekers in specific grades of elementary school. Most schools place children according to their language skills and tend to place children in lower grades than appropriate for their age. However, practice has shown that age-appropriate placement proves to be the best alternative. Parents have the right to cooperate with schools and express their views on the grade placement of their children.

If a child is placed in a lower grade, changing the placement subsequently is not easy. Placement in a higher grade is subject to successfully passing an examination, which may not be attainable for all children. It is, therefore, crucial to make sure the

child is placed correctly immediately after the child's school enrolment.

The basic criterion, which both schools and parents should keep in mind, is that each child must have the possibility to complete elementary education. Elementary schools are allowed to educate children only until the end of the school year in which a child reaches 17 years of age and only if the pupil repeated attendance in a specific school year.

This means that if a child reaches 17 years of age before he/she progresses into grade 9 (i.e. the last grade), his/her school attendance will be terminated without having completed elementary education. Consequently, the child will have rather limited options of further education and career development. Therefore, the possibility to complete elementary education should be the primary factor influencing the placement of refugee and asylum-seeking children into elementary school grades.

2.4 Summary

- Children aged three or older may enrol in kindergarten.
- If a child reaches five years of age, parents are obliged to enrol him/her in a kindergarten.
- If a child reaches six years of age, parents are obliged to enrol him/her in the first year of elementary school.
- Procedures for admission in an elementary school take place in April.
- A child may enrol in a higher grade of elementary school at any time during the school year.
- When placing a child into a grade, it is necessary to keep in mind that the child should have the possibility to complete elementary education, i.e. to progress to grade nine before reaching 18 years of age.



3 School calendar

3.1 School year

The school year begins on 1 September and ends on 31 August of the following calendar year. It is divided into two periods. One is the school period, which lasts for 10 months from 1 September to 30 June, and the other is the summer holidays from 1 July to 31 August. The school period is divided into two five-month semesters. The first semester ends on 30 January, the second one on 30 July.

Children have summer holidays in the months of July and August. They do not go to school. They also have shorter holidays during the school year:

- **three-day autumn holidays** – around 28 October
- **Christmas holidays** – usually from 23 December until 2 January
- **one-day end-of-semester holidays** – around 1 February

- **spring holidays** – one week in February or March; the date changes every year
- **Easter holidays** – from Maundy Thursday until Easter Monday

Apart from the aforementioned holidays, children also stay at home on public holidays. These are as follows during the school year:

- **28 September** – Statehood Day
- **28 October** – Independence Day
- **17 November** – Freedom and Democracy Day
- **1 May** – Labour Day
- **8 May** – Liberation Day

Your child will receive the current school calendar at the beginning of the school year and it is also often available on the school's websites. You can write down the holiday dates in the table in attachment on page 50.

The current school calendar can also be found at:

<http://www.msmt.cz/vzdelavani/zakladni-skolstvi> (in the Úřední sdělení section)



3.2 Evaluation

Teachers usually evaluate children using marks/grades. These range from 1 to 5, “one” representing the best result and “five” the worst one. Some schools prefer verbal evaluation where they describe children’s performance more broadly, or a combination of both grades and verbal evaluation.

Teachers write down children’s grades/evaluation in the pupils’ diaries (žákovská knížka) and also on the internet in most cases. Parents can access their children’s grades when logging in to the school’ website using a password; no other persons are authorised to access children’s grades/evaluation.

Evaluation in the form of grades/marks is usually used also in semestral reports (vysvědčení), which represent the overall evaluation in all subjects including conduct. Children receive these reports twice per year. An example of such a report can be found on page 20.

In the upper grades (six to nine) of elementary school and in secondary schools, “number grades” are replaced by “word grades”:

- 1 – výborně (excellent)
- 2 – chvalitebně (very good)
- 3 – dobře (good)
- 4 – dostatečně (satisfactory)
- 5 – nedostatečně (unsatisfactory)

3.3 Schedule

Children in the Czech Republic attend school from Monday to Friday. On Saturdays and Sundays, children stay at home.

A school day starts usually at 8 a.m., with children coming to school at around 7.45 a.m. The length of the school day depends on the number of classes which a child needs to attend. This is defined in a schedule, which children receive at the beginning of the school year and which is also usually available on the school’s websites. The schedule is binding and a child is obliged to attend all prescribed lessons.

Children in the lower grades usually finish at around 12 p.m., children in upper

grades attend more classes. They usually finish between 1 p.m. and 3 p.m.

One lesson lasts for 45 minutes and is followed by a break of 10–20 minutes. In the first and second grades, the number of lessons per week ranges between 18 and 22, and from the third to fifth grade between 22 and 26. In the upper grades, the number of lessons per week increases to 28–32.

The table on the following page shows an example of a grade six schedule. You may use the blank table in attachment on page 51 to write down the current schedule of your child.

SCHOOL SCHEDULE									
	1 8:00–8:45	2 8:55–9:45	3 10:00–10:45	4 10:55–11:40	5 11:50–12:35	6 12:45–13:30	7 13:40–14:25	8 14:35–15:20	9 15:30–16:15
Mo	Aj	M	Hv	Př	Čj	Tv			
Tu	F	M	Čj	Aj	Z	D			
We	Př	TV	Čj	Pč	Inf		Vv	Vv	
Th	M	Aj	Čj	Tv	Pč	D			
Fr	Z	M	Čj	F	Ov				

Explanation:

Aj – English, M – Maths, Hv – Music, Př – Biology, Čj – Czech, Tv – Physical Education, F – Physics, Z – Geography, D – History, Inf – ICT, Vv – Art, Pč – Occupational Skills, Ov – Citizenship



3.4 School subjects

Subjects which pupils study in the 1st level elementary school grades are as follows:

- **Czech** (český jazyk): children first learn to read and write, then they study literature and grammar separately
- **Foreign language** (from grade 3 at the latest): English is the most frequent foreign language
- **Maths** (matematika)
- **ICT** (informatika): children learn how to work with a computer
- **Science** (prvouka) (grades one to three): children learn about their environment, society, nature and the basics of a healthy life style
- **Biology** (přírodověda) (grades four to five): follows up on and deepens the knowledge gained in Science
- **Geography** (vlastivěda) (grades four to five): follows up on and deepens the knowledge gained in Science
- **Music** (hudební výchova): children learn to understand, interpret and produce music
- **Art** (výtvarná výchova): children learn to approach, interpret and produce visual art
- **PE** (tělesná výchova): children develop their motor skills
- **Occupational skills** (pracovní činnosti): children acquire practical working skills

In the 2nd level grades the number of subjects increases:

- **Czech** (český jazyk): children learn reading comprehension, to write texts, acquire formal language and get familiar with the basic literary genres
- **Foreign language**: children reach the A2 level in a chosen language
- **Maths** (matematika)
- **ICT** (informatika): children learn how to work with a computer and navigate the world of information
- **History** (dějepis): children learn both about Czech and international history
- **Citizenship** (výchova k občanství): children learn about society and the work of political institutions
- **Physics** (fyzika): children learn about the properties of matter, explore motion, energy, sound and electricity
- **Chemistry** (chemie): children learn about matter composition, organic and inorganic compounds and their reactions
- **Biology** (přírodopis): children explore nature and learn about general biology and genetics, the biology of fungi, plants, animals, humans, the mineral world, and ecology
- **Geography** (zeměpis): children explore the world's regions and its social and economic environments, and focus more deeply on the Czech Republic

- **Music** (hudební výchova): children learn to understand, interpret and produce music
- **Art** (výtvarná výchova): children learn to approach, interpret and produce visual art
- **PE** (tělesná výchova): children develop their motor skills
- **Occupational skills** (pracovní činnosti): children acquire practical working skills

Detailed information on the curriculum can be found at:

<http://www.msmt.cz/vzdelavani/vzdelavaci-oblasti-rvp-zv>



Bezejmenná škola: Václavské náměstí, Praha 1

IZO **11001100**

Třída: **9.A** Ročník: **9** Číslo v třídním výkazu: **11** Školní rok: **1998/1999**

VYSVĚDČENÍ

Jméno a příjmení: **Petr Novák**

Datum narození: **1. 1. 1990** Rodné číslo: **900101/0111**

Místo narození: **Praha 1**

	I. pololetí	II. pololetí
Chování	velmi dobré	velmi dobré
Povinné předměty		
Cesky jazyk a literatura	výborný	výborný
Anglický jazyk	výborný	výborný
Německý jazyk	výborný	výborný
Dějepis	výborný	výborný
Občanská výchova	výborný	výborný
Rodinná výchova	výborný	výborný
Zeměpis	výborný	výborný
Matematika	výborný	výborný
Přírodopis	výborný	výborný
Fyzika	výborný	výborný
Chemie	výborný	výborný
Hudební výchova	výborný	výborný
Výtvarná výchova	výborný	chvalitebný
Pracovní činnosti	výborný	výborný
Tělesná výchova	výborný	výborný
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Example of a school report (source: Jan Groh)

3.5 School equipment

It is necessary to buy all required school equipment, mainly for pupils enrolling in level one. While all textbooks are loaned from their school, children need to purchase all other equipment. You will receive a detailed list from your child's teacher, but generally children in the lower elementary school grades need:

- school bag
- snack
- pencil case
- slippers
- pens
- pencils

- crayons
- eraser
- sharpener
- notebooks

Equipment for second level elementary school pupils and secondary school students differs depending on the requirements of each school. Most schools, however, require that students wear slippers and have their own writing tools and notebooks. Students will also need a ruler and a compass, sometimes also a calculator for maths lessons. Sports equipment for PE (clothes and shoes) is also required by most schools.



3.6 School lunch

Most elementary and secondary schools in the Czech Republic have a canteen where children can have lunch every school day. Canteens usually offer a choice of several dishes, often one of them is vegetarian.

Children have lunch either after classes or during a special lunch break. The lunch break lasts at least 30 minutes.

Parents need to pay for children's school lunches; the price is, however, state-subsidised and, therefore, relatively low. The price of one lunch usually ranges between CZK 20 and CZK 30.

DAY	SOUP	MAIN DISH
Mo	tomato soup with oats	1. grilled chicken, rice, salad 2. fried cauliflower, boiled potatoes, salad
Tu	potato soup with mushrooms	1. fried wiener schnitzel, boiled potatoes 2. lecho with eggs, boiled potatoes
We	goulash soup	1. chicken risotto, salad 2. vegetarian risotto, fruit salad
Th	lentil soup	1. beef goulash, pasta 2. baked pasta with broccoli, salad
Fr	beef soup with pasta	1. stewed liver, rice, salad 2. rice pudding with fruits

3.7 After-school club

Elementary schools offer their pupils the possibility to stay in a club (družina) before classes (from approximately 6–6.30 a.m.) and afterwards (until approximately 4–5 p.m.).

There, children are supervised by a teacher and they spend their free time

doing diverse activities, including trips, games, art and sports activities as well as relaxing.

It is necessary to pay for your child's after-school club attendance. The price usually ranges between CZK 50 and CZK 250 per month.

3.8 Leisure activities

Leisure is as important for your child as his/her school attendance. Free time activities provide children with the possibility to acquire new skills as well as make friends and practice speaking Czech.

These days, many schools offer their pupils a range of afternoon leisure activities as part of after-school clubs (see above) or as separate activities. The specific activities offered are listed on each school's website, and they often include:

- **music activities:** flute, choirsinging, etc.
- **art activities:** ceramics, drawing, photography, dance, drama, etc.
- **sports:** aerobic, goal sports, athletics, football, martial arts, etc.
- **language courses**
- **computer courses**

Even though some schools offer these activities for free, generally it is necessary to pay for them. The price per semester often ranges between CZK 500 and CZK 1,500.



3.9 Summary

- The school year starts on 1 September and ends on 31 August.
- Children have summer holidays between 1 July and 31 August.
- Children attend school from Monday to Friday; they are free on Saturdays and Sundays.
- Teachers usually evaluate children using marks/grades from one to five (one being the best, five being the worst).
- Children receive an overall evaluation (report) at the end of each semester (30 January and 30 June).
- Lessons usually start at 8 a.m.
- A school day follows a schedule, which children receive at the beginning of the school year.
- It is possible to have lunch at school at the price of approximately CZK 20–30.
- Children can stay in school clubs both before and after class.
- Most schools offer their pupils a wide range of leisure activities.



4 Home-school communication

4.1 School visit

Before your child's admission or on the first school day, it is advisable to visit the school personally. Try to arrange a meeting with the principal and the class teacher of your child. If you wish to visit the school during the school year and attend classes, make an arrangement with your child's class teacher in advance.

Schools do not always have the option of providing an interpreter for you; with that in mind, try to arrange for a person who can accompany you to school and who knows both your language and Czech.

It is advisable to get acquainted with the school's layout with the class teacher

as a guide (to see where the classrooms, canteen, cloakrooms, and entrances are located), and also with the daily schedule (the time when the school opens, when classes start, etc.). Also, use the opportunity of this visit to give the school all the information about your child that you consider important (how to address the child, his/her Czech knowledge, his/her education achieved to date, the reason for staying in the Czech Republic, the child's interests, concerns and expectations, or what you think the child will need helping with, etc.).

4.2 Parent meetings

Each school organises a parent meeting (třídní schůzky) at least once every semester. It can have the form of a group meeting, where all parents of one class meet together with the teacher, or an individual form where parents meet the teacher separately.

Parent meetings are a very good opportunity to find out how your child is getting along at school and ask the teacher any questions. Most schools unfortunately do not have extra resources to hire an interpreter for you during parent meetings. If you find it necessary, try to arrange for a person who would accompany you and interpret for you during the meeting.

If your school organises collective parent meetings while you prefer meeting the teacher individually, contact the teacher and arrange for a separate meeting. This will not be a problem for most teachers.

The date of the parent meeting is announced via your child (he/she should have the date written down in the pupil's diary or notebook), but most schools inform the parents also via the school websites. If you are unsure, call the school's office at any time.

If you cannot attend a parent meeting, e.g. due to your job, try to arrange for an individual meeting with the teacher. Your interest in your child's education will certainly be appreciated.

4.3 Pupil's diary

You will communicate with the school using the pupil's diary (žákovská knížka), which serves for recording marks/grades and various notices that need to be communicated to parents (the child's conduct, planned outings, field trips, etc.). The pupil's diary also serves for parents to be able to excuse the child's absence from school (in advance whenever possible, or within three days of returning to school at the latest). For more information see page 55.

Schools also currently use electronic school information systems that can replace pupils' diaries entirely. They are in the form of websites or smart phone applications. Parents can find out all of the above using them, and they also serve for communication with teachers and excusing a child's absence.



4.4 Summary

- Schools organise at least two parent meetings per year, where parents can meet with teachers.
 - Upon your child's enrolment, try to arrange for a meeting with the school's principal and class teacher.
 - Schools are not obligated to provide an interpreter for you; it is, however, possible to ask for one in advance.
- The school will assess your request with regard to its possibilities.
- Your child will receive a pupil's diary, which is used for recording his/her grades and all school notices.
 - You are obliged to excuse your child's absence from school using the pupil's diary.

5 *Rights and responsibilities*

5.1 Schools' responsibilities

Schools are above all responsible for providing children with education. In case of refugee and asylum-seeking children, who the School Act classifies as pupils with special educational needs, schools are further responsible for offering such a form of education that corresponds to the children's individual needs.

Schools are also obliged to take care of pupils' health and safety during instruction.

At present, schools are not obligated to teach the Czech language to refugee and asylum-seeking children (but your child has the right to be taught Czech as part of the State Integration Program).

5.2 Parents' rights and responsibilities

The School Act defines the basic parental rights and responsibilities.

Parents have the right to:

- receive information on the process and results of their child's education
- express their views on all matters affecting their child's education
- obtain information and counselling from schools and counselling centres (pedagogicko-psychologická poradna or speciálně pedagogické centrum)

Parents are obliged to:

- make sure their child attends school
- enrol their child in elementary school at the beginning of the calendar year in which the child is to commence school attendance
- be personally involved in important discussions about their child's education
- inform the school about any changes concerning their child's health
- excuse any school absence of their child (notes of excuse)

5.3 Children’s rights and responsibilities

In the same way as their parents, children also have the right to:

- receive information on the process and results of their education
- express their views
- obtain information and counselling from schools and counselling centres

- receive such education which complies with their individual needs

At the same time children are obliged to:

- attend school
- observe the school rules
- perform the duties set by their teachers

5.4 Summary

- Schools are responsible for children’s health and safety during instruction.
- Parents have the right to express their views on all matters related to their child’s education as well as to receive information and counselling.
- Parents are obliged to send their children to school and excuse their absence.
- Children have the right to obtain education which caters to their individual needs.
- Children are obliged to attend school and obey the teachers’ instructions.



6 Secondary schools

6.1 Admission to secondary school

The conditions for secondary school admission are the following:

- completion of compulsory school attendance (i.e. nine years of education at elementary school, or at six/eight-year general secondary school)
- fulfilment of the admission criteria/entrance examination

Each pupil may file a maximum of two applications with two secondary schools (you can find an example of the form in attachment on page 53). They have to be filed directly with the chosen secondary school in the relevant calendar year (i.e. the school year in which a pupil attends grade nine of an elementary school).

Admission procedures for secondary schools with a school-leaving certificate take place from 12 to 28 April. Admission procedures for secondary schools without a school-leaving certificate take place from 22 to 30 April. The principal determines the specific date. In addition to the above, secondary art schools organise auditions in January.

Foreigners who are subject to Section 20(4) of the School Act (they are not Czech citizens and they have obtained previous education in an international school) will, upon request, be exempted from the duty to take a universal exam in Czech Language and Literature. The level of their proficiency in Czech is verified by means of an interview.

CERMAT, the authority that provides universal admission tests, makes the applicants' ratings accessible to the secondary school where the applicant is

applying for admission to the first year of secondary education by 28 April.

The student is informed about the results of the secondary school admission procedure remotely within two days after the school has received the results of the admission test.

Within 10 days of the delivery of the decision, the student must submit the admission card (zápisový lístek) to the school of his/her choice where he/she has been admitted. If a student is admitted to more than one school, he/she must choose just one of them and confirm this by submitting the admission card.

If a student is not admitted to any secondary school, he/she may apply in the second round of the procedure. The second round is organised by schools where the full complement of students is not admitted in the first round.

If a student is not admitted to a secondary school, his/her parents may lodge an appeal against the negative admission decision. An appeal template can be found in attachment on page 53.

If you wish to visit the school during the school year and attend classes, make an arrangement with your child's class teacher in advance.

If the school organises collective parent meetings while you prefer meeting the teacher individually, contact the teacher and arrange for a separate meeting. This will not be a problem for most teachers.

The date of the parent meeting is announced via your child (he/she should have the date written down in the pupil's diary or notebook), but most schools

Secondary school application forms may be downloaded from:

<http://www.msmt.cz/vzdelavani/strednivzdelavani/prijimaninastredniskolya-konzervatore>

**More information on the appeal process may be found at:**

<http://www.icm.uh.cz/doc/221/>



inform the parents also via the school websites. If you are unsure, you can call the school's office at any time.

If you cannot attend a parent meeting, e.g. due to your job, try to arrange for

an individual meeting with the teacher. Your interest in your child's education will certainly be appreciated.

6.2 Transfer to higher grades

If a student has already attended a secondary school abroad, he/she may transfer directly to a higher grade of secondary school in the Czech Republic. The principal decides on the student's admission.

The principal may subject the student's admission to the successful completion of a test to verify the student's knowledge.

In order for a student to be admitted to a higher grade of secondary school, documents confirming the student's school attendance abroad have to be presented to the school. Persons who have been granted international protection may submit a solemn declaration instead of such documents (see Section 108(9) of the School Act).

6.3 Types of secondary schools

As opposed to elementary schools, which are more or less uniform in the Czech Republic, there exists a range of secondary schools that differ in terms of specialisation and difficulty. In grade nine of elementary school, it is, therefore, essential to choose the right secondary school to continue studying at.

Firstly, it is necessary to take into consideration whether the student intends

to continue studying at a university afterwards. For that it is necessary to obtain a secondary school leaving certificate (maturitní zkouška) from a general or technical secondary school. If a student does not intend to pursue further university studies, he/she can also attend a secondary vocational school, which is completed by a vocational certificate (výuční list) (for more see chapter 6.4).

General secondary schools (gymnázium) provide their students with general education over four years. Studies are completed by a secondary school leaving certificate (maturitní zkouška) (for more see chapter 6.4). General secondary school students learn two foreign languages along with Czech, Maths, Science (Biology, Chemistry, Physics, Geography), Social Sciences (History, basics of social sciences) and ICT. They also attend Music, Art and PE classes.

Secondary technical schools (střední odborná škola) differ from the general secondary schools by their professional orientation. Four-year studies are completed by a secondary school leaving certificate (maturitní zkouška), which is equivalent to the one from a general secondary school. General subjects (i.e. the same subjects as in a general secondary school) form approximately 60% of the educational content, with the rest focusing on professionally oriented courses. Examples of technical secondary schools may be found in chapter 6.5.

Secondary vocational schools (střední odborné učiliště) offer less general educational content and are more professionally and practically focused. Half of the instruction time is spent on

professional training. Three-year (or sometimes two-year) studies are completed by a vocational certificate (výuční list), which, however, does not allow students to continue studying at a university. Examples of vocational study programmes are included in chapter 6.5.

Besides these three mainstream school types, there are also **secondary schools for students with special needs** deriving from their disability or disadvantage. These are vocational schools (odborné učiliště) and practical schools (praktická škola).

The profile part of the school-leaving certificate is based on examination in three subjects that each school defines individually.

Studies at a **vocational school** are completed by a vocational certificate (výuční list), as in **secondary vocational schools**. Vocational school graduates are, however, not allowed to perform the full range of their profession. These studies prepare them to work as assistant workers, not as independent professionals.

Practical schools (praktická škola) offer secondary education to students with more severe mental disabilities and aim to provide them with the necessary skills to perform simple manual work and for everyday life.

A list of all secondary schools in the Czech Republic may be found at:

<http://www.infoabsolvent.cz>



6.4 Types of leaving certificates

Secondary school studies are completed by one of the three forms of final qualification:

1. **secondary school leaving certificate** (maturitní zkouška) – this certificate completes the four-year studies at general and technical secondary schools, and also at two- or three-year follow-up studies for graduates of secondary vocational schools. This certificate allows a student to continue studies at a university. With effect from 2011, the school-leaving certificate comprises two parts: a common part defined by the Ministry of Education for all examinees (through CERMAT) and a profile part that each school defines individually. The common part of the school-leaving certificate includes examination in Czech language and literature and an elective examination in a foreign language or maths. The profile part of the school-leaving certificate is based on examination in three subjects that each school defines individually.

2. **vocational certificate** (výuční list) and final examination – two- or three-year vocational studies, which prepare students for a particular profession, are completed by this certificate. Vocational certificates do not allow students to continue studies at a university.
3. **final examination** (závěrečná zkouška) – programmes designed mainly for students with mental disabilities, including at practical schools, are completed by a final examination only. The final examination in programmes involving a vocational certificate consists of a theory (oral and written) examination and a practical test. Based on this, the graduates receive their vocational certificates.

The final examination in programmes without vocational certificates involves a practical examination. Graduate students receive a final report on the results of their final examination.

6.5 Study programmes

There is a wide range of secondary study programmes in the Czech Republic. In order to choose the right programme, it is necessary to choose the right final qualification (secondary school leaving certificate or vocational certificate).

Programmes completed by a secondary school leaving certificate are more demanding; the graduates, however, may continue studying at a university. This certificate may be obtained at general secondary schools, which offer general

education, or at technical secondary schools that offer technical specialisation in addition to general knowledge. Professional orientation of technical secondary schools includes:

- business (obchodní akademie)
- construction (SPŠ stavební)
- transportation (SPŠ dopravní)
- electrotechnics (SPŠ elektrotechnická)
- nursing (střední zdravotnická škola)

Secondary education completed by a vocational certificate can be obtained

at secondary vocational schools and vocational schools. The range of specialisations is very broad, examples include:

- electrician
- cook/waiter
- bricklayer
- plumber
- car mechanic
- hairdresser
- gardener
- tailor

A list of all secondary school study programmes may be found at:

<http://www.stredniskoly.cz/obory/>



6.6 Summary

- In order to enrol in a secondary school, a student needs to have completed compulsory school attendance (9 years) and fulfil all the criteria set by the chosen school.
- Secondary schools offer studies completed either by a secondary school leaving certificate (maturitní zkouška), a vocational certificate (výuční list) or a final examination only.
- Programmes completed by a secondary school leaving certificate are the most demanding ones and they allow the graduates to continue studying at a university.
- A secondary school leaving certificate may be obtained at general (gymnázium) or technical secondary schools (střední odborná škola) in four-year study programmes.
- A vocational certificate may be obtained in two/three-year programmes at a secondary vocational school (střední odborné učiliště).
- Students with disabilities have the possibility to acquire a vocational certificate at vocational schools (odborné učiliště).
- Students with more severe mental disabilities may study at practical schools (praktická škola).

7 Universities

7.1 University admission

The minimum requirement for university admission is completed secondary education with a secondary school leaving certificate (maturitní zkouška). Most universities also require successful completion of the entrance examination.

University applications need to be filed mostly by 31 March of the calendar year (some universities offer the possibility to file the application online). Together with the filing, it is also necessary to pay an administrative fee of usually CZK 500. The number of applications one can file is not limited. In 2022, most universities allow admissions with special timing due to the specific situation of applicants from Ukraine.

The contents of the entrance examination differ at individual universities and in study programmes and it is thus important to enquire at the chosen university's websites for further details.

Studies in the Czech language at public universities are free of charge. Students need to cover the costs connected

with accommodation, board and study materials. Many universities, however, offer scholarships to students from low-income families.

The best-known and largest public universities in the Czech Republic include:

- Charles University in Prague
- Masaryk University in Brno
- Czech Technical University in Prague
- Brno University of Technology
- Palacký University in Olomouc
- University of Economics in Prague
- University of West Bohemia in Plzeň

Public universities are also found in Ústí nad Labem, Liberec, České Budějovice, Ostrava, Hradec Králové, Opava, Pardubice, Zlín and Jihlava.

In addition to a network of public tertiary schools, there are also private universities in the Czech Republic, where, however, it is necessary to pay tuition fees. Fees for one semester differ, generally ranging between CZK 20,000 and CZK 100,000 per semester depending on the school and the field of study.

A list of all public universities may be found at:

<http://www.vysokeskoly.com>



A list of all accredited university programmes can be found at:

<https://aspvs.isacc.msmt.cz>



7.2 Czech language preparatory courses

Many public and certain private universities offer international students the option of preparatory courses in the Czech language for studying at a university. These courses usually take one year and tuition fees amount to approximately CZK 100,000.

Classes are taught every day and students with no initial knowledge of Czech achieve the B2 level (upper intermediate).

Links to university sites offering such preparatory courses are provided below.

Links to preparatory language courses:

http://ujop.cuni.cz/albertov/kurz23_cs.php

<http://jazyky.fd.cvut.cz/cestina-pro-cizince/cesky.html>

<http://www.phil.muni.cz/kabcest/cs/kurzy-cestiny-pro-cizince.php>

<http://www.mup.cz/studium-jazyku/pripravny-rok-kurz-ceskeho-jazyka-pro-cizince/>



7.3 Studying in English

Some universities in the Czech Republic offer study programmes in English. Unlike with studies in Czech, however, these programmes are subject to tuition fees.

Medical studies are highly in demand and that is why the fees are also the highest

(approximately CZK 230,000/year). In other study programmes the fees amount to approximately CZK 150,000/year.

Detailed information may be found on the individual universities' websites.

7.4 Summary

- University studies at public universities in the Czech language are currently free of charge.
- Students have to bear the costs of accommodation, board and study materials.
- Private universities require tuition fees from their students.
- Study programmes in English are subject to tuition fees at both public and private universities.
- Some universities offer Czech language preparatory courses to international students, which are subject to tuition fees.



8 Educational options for adults

8.1 Elementary education completion courses

It is possible to attend elementary school in the Czech Republic only up to the age of 18. If you have not completed elementary education in your country of origin or of first asylum and you are older than 18, it is possible to complete elementary education in special one-year courses.

These courses are held in Czech and are free of charge, but only a small number of schools offer them.

The courses are either full-time (i.e. you will need to attend school every weekday) or part-time (i.e. you will need to attend

consulting sessions usually once per week).

Studies are completed by an examination covering the curriculum of grade 9 of elementary school: Maths, Czech, Foreign Language, Science (basics of Biology, Chemistry, Physics and Geography), and Social Sciences (History, Citizenship).

If you are interested in attending such a course, contact the department of education of the regional authority according to your current residence (see the contact details below).

Schools offering elementary education completion courses:

REGION	SCHOOL
Prague	ZŠ Botičská, Praha 2
	ZŠ Cimburkova 18, Praha 3
South Moravia	ZŠ a MŠ nám. 28. října, Brno
Liberec	ZŠ 5. května 64, Liberec
Hradec Králové	ZŠ Boženy Němcové, Jaroměř
Olomouc	FZŠ Rožňavská 21, Olomouc
Zlín	ZŠ a MŠ Březová, okr. Uherské Hradiště
Moravia-Silesia	ZŠ Gebauerova 8, Ostrava
	SŠ řemesel a služeb Školní 2, Havířov
Karlovy Vary	ZŠ Sokolovská 1507, Sokolov

Please note: Make sure to verify that the courses are actually available.

Contact details of the education departments of the regional authorities:



- **Prague:** <http://skoly.praha-mesto.cz>
- **Brno:** <https://www.brno.cz/sprava-mesta/magistrat-mesta-brna/usek-skolstvi-a-prorodinne-politiky/odbor-skolstvi-mladeze-a-telovychovy/>
- **Liberec:** <http://skolstvi.kraj-lbc.cz>
- **Hradec Králové:**
<http://www.kr-kralovehradecky.cz/scripts/detail.php?pgid=151%22>
- **Olomouc:** <https://www.kr-olomoucky.cz/skolstvi-mladez-a-sport-cl-18.html>
- **Ústí nad Labem:** http://www.kr-ustecky.cz/vismo/o_utvar.asp?id_org=450018&id_u=2616&p1=84858
- **Zlín:** <https://www.kr-zlinsky.cz/skolstvi-a-sport-cl-11.html>
- **Střední Čechy:** <http://www.kr-stredocesky.cz/web/skolstvi>
- **Ostrava:** <http://www.msk.cz/skolstvi/index.html>
- **Karlovy Vary:** <http://www.kr-karlovarsky.cz/krajsky-urad/cinnosti/Stranky/mladez-sport/Mladez-a-sport.aspx>
- **Pardubice:** <https://www.pardubickykraj.cz/odbor-skolstvi-a-kultury>
- **Plzeň:** <http://www.plzensky-kraj.cz/cs/kategorie/skolstvi-a-sport>
- **České Budějovice:** http://www.kraj-jihocesky.cz/35/odbor_skolstvi_mladeze_anbsptelovychovy.htm
- **Jihlava:** <http://extranet.kr-vysocina.cz/telefon/oj/odbor-skolstvi-mladeze-a-sportu>

8.2 Part-time courses and requalification

Unlike elementary schools, which may be attended only by children under the age of 18, there is no age limit for studying at secondary school. It means that you may start studying at a secondary school at any time during your life. Admission is subject to having completed compulsory school attendance (nine years of elementary school) and fulfilment of the entrance criteria/exams.

If, however, you need to work at the same time, full-time studies (i.e. everyday

attendance) will not be feasible for you. Many schools, mainly private ones, offer part-time studies where it is possible to combine work and school attendance. Part-time studies completed by a secondary school leaving certificate (maturitní zkouška) last for five years; studies completed by a vocational certificate (výuční list) last for three years (for more details see chapters 6.3 and 6.4).

Part-time studies mean that students usually attend school once or twice per

week (usually on Saturdays) and much self-study at home is expected. Part-time studies at public secondary schools are free of charge; private schools charge fees of usually CZK 10,000–20,000/year.

Requalification courses offer another opportunity for adults. They do not provide secondary education but only extension of qualification. Many accredited organisations offer requalification courses (not only schools, but private companies too). The length of the courses varies; some last only a few days, others several months.

Requalification courses offer a wide choice of specialisations ranging from hairdressing to different technical skills, computer, and language courses. Requalification courses are paid, but there is a possibility that the employment administration office where you are registered may cover the costs. There is, however, no entitlement to this. If you decide to undertake requalification, discuss your decision with the employment administration office, where you can obtain more information.

Search engine for part-time secondary studies:

<http://www.stredniskoly.cz>



Database of requalification courses:

<http://eu-dat.cz>



8.3 Summary

- If you or your adult child (18 years and older) have not finished elementary education, you may complete it in one-year special courses.
- You may start studying at a secondary school at any time during your life.
- Some schools also offer part-time programmes in which school is attended only once or twice per week.
- Part-time studies are free of charge at public secondary schools; private schools charge fees.
- Apart from secondary education, there are also requalification courses where further qualification may be obtained.
- It is often necessary to bear the costs of requalification courses individually. Discuss, however, your interest with the respective employment administration office, which may cover the costs.

9 Recognition of education

9.1 Recognition of elementary and secondary education

If you have completed elementary or secondary education in the country of origin/first asylum, it is necessary to have it recognised in the Czech Republic. Education departments at regional authorities (školský odbor krajského úřadu) are responsible for the recognition process (for contacts, see chapter 8.1).

In order to have your elementary or secondary education recognised, it is usually necessary to submit an original or a notarised copy of your report/diploma translated by a sworn translator into the Czech language. If you do not have the documents indicating your level of education and you were granted international protection in the Czech Republic (asylum or subsidiary protection),

you may substitute your report/diploma with a solemn declaration. Application forms are available from individual regional authorities and the administrative fee is CZK 1,000. Applicants who have been granted temporary protection are exempted from the administrative fee for the recognition.

If the regional authority finds the content and the scope of your education significantly different from the Czech programme, your application will be declined. If the authority finds minor differences, it may request you to pass additional examination. The regional authority decides on the examination content individually.

Applicants who have been granted temporary protection are exempted from the administrative fee for recognition.

More information on education recognition can be found at:

<https://www.msmt.cz/vzdelavani/vysoke-skolstvi/nostrifikace>



9.2 Recognition of university education

Recognition of university education is mainly decided on by public universities. It is therefore necessary to file an application with a chosen university which offers the same or a similar study programme to that completed by you.

Only public universities (not private ones) may decide on education recognition.

A written application must be filed with the rector's office of the chosen university together with the original or a notarized copy of your diploma. Some universities also require the diploma to be translated by a sworn translator into the Czech language and legalised (i.e. with confirmation that all the seals and signatures are genuine). The

rector's office of the chosen university will provide you with more detailed information.

If you do not have the original of your diploma and you were granted international protection in the Czech Republic (asylum or subsidiary protection), you may substitute it with your solemn declaration. Ukrainian diplomas issued in the period from 6 June 1972 to 27 February 2000 are equal to Czech diplomas automatically, without the need for recognition.

If there is no public university in the Czech Republic offering a similar study programme to that completed by you, it is necessary to file your application directly with the Ministry of Education (Department of Tertiary Education; see contacts below).

The recognition process involves a comparison of the content and scope of the level of education attained abroad with a similar accredited study programme offered at a public university in the Czech Republic.

If substantial differences between the study programmes are identified or if the diploma is issued by an institution that is not recognised as a university in the country of origin, the Czech university will decline the application.

The university is obliged to issue a decision within 30 days of the application filing. If your application is declined, you are entitled to lodge an appeal against the decision within the following 15 days.

More information on the recognition of university education is available here:

<http://www.msmt.cz/vzdelavani/vysoke-skolstvi/nostifikace>



9.3 Summary

- Application for elementary or secondary education recognition must be filed with the department of education of the regional authority in the catchment area of your residence.
- Application for university education recognition must be filed with the chosen public university offering the same or a similar study programme to that completed by you.

10 What to do if ...

10.1 ... my child is late for school

It is necessary to excuse all of your child's absence from school. If your child is late for school for any reason, it is essential to issue a note of excuse for your child explaining the reasons for your child's absence.

10.2 ... my child is sick

If your child falls ill, inform the school (via telephone, e-mail, or in person) immediately (within 48 hours at the latest). Some schools provide electronic absence excuse forms on their websites where you can inform the school about your child's absence. In certain kindergartens and elementary schools, it is necessary to also inform the school about your child not having lunch in the school canteen; you can obtain more information from your school regarding this.

10.3 ... I need to release my child from school for a short period

If you need to release your child from school for several hours or one or two days, it is usually sufficient to send a written request to your child's class teacher (release request template may be found in attachment). On returning to school, excuse your child's absence in accordance with the school's rules.

10.4 ... I need to release my child from school for a longer period

If you need to release your child from school for a period longer than two days, it is necessary to send a written request to the school's principal (a request template may be found on page 55). He/she will release the child for a longer period but usually once per year only. On returning to school, excuse your child's absence in accordance with the school's rules.

10.5 ... we are moving to a different town

If you are moving houses, it is essential to register your child at a new school. The new school's principal decides on the child's admission. Parents are obliged to file a written request for the child's transfer with the new school. It is not obligatory to inform the original school about your child's transfer. If the new school's principal decides to accept your child, he/she will automatically inform the previous school and request the transfer of all the necessary documentation.

10.6 ... I am not satisfied with my child's school

If you are not satisfied with your child's school, you have the right to find a new school and apply for a transfer (see 10.5 for further details). The new school's principal is, however, not obliged to accept your child, usually because the school's full capacity is reached.

10.7 ... my child does not understand at school

If your child is not proficient enough in Czech and cannot understand while being taught in classes, there are several options for addressing this situation:

1. For the first four weeks, the school may provide an adaptation coordinator for the pupil; the coordinator will help with integration and can help with communication.
2. In every region, there are schools in charge of providing language preparation to pupils with a different mother tongue. The regional authorities publish the lists of such schools. These schools provide language preparation either in the form of personal attendance in classes or by means of distance learning. The language preparation takes place during the school hours. Pupils are released from the classes that are held at the same time as language preparation. Pupils will be included in language preparation groups further to an application to be submitted by their guardian. The guardian's application should include the information on whether the child will attend language preparation in person or take part remotely.
3. The school may prepare a teaching support plan, which can be supplemented by a language support plan allowing for intensive work on improving Czech language skills and involvement in classes until both receive a report from a counselling centre (pedagogicko-psychologická poradna, "PPP"). Based on such a report, the pupils can receive, as a support measure, hours of special educational care focused on practicing Czech language skills.
4. The school may support a pupil using teaching intervention (additional classes) focused on practicing Czech language skills.
5. It is possible to use the services of organisations that teach Czech as a foreign language (META o. p. s., CIC o. p. s., NPI).
6. Parents can obtain additional classes or Czech courses for their children using their own funds.

NGO contacts

Prague and surroundings

META

(Prague and Kolín)
www.meta-ops.cz

Centrum pro integraci cizinců

(Prague and Kolín)
www.cicpraha.org

Organizace pro pomoc uprchlíkům, OPU (Prague)

www.opu.cz

Sdružení pro integraci a migraci

(Prague)
www.migrace.com

Arcidiecézní charita

(Prague)
praha.charita.cz/sluzby/migrace

Integrační centrum Praha, o. p. s.

www.icpraha.com

Ústí n/Labem and surroundings

Poradna pro integraci

(Ústí n/Labem)
p-p-i.cz
www.centrumcizincu.cz

Central Bohemian Region

Centrum pro integraci cizinců

(Kolín, Mladá Boleslav, Kladno, Mělník)
www.cicpraha.org

Liberec and surroundings

Centrum na podporu integrace cizinců

www.integracnicentra.cz

Plzeň

Organizace pro pomoc uprchlíkům, OPU (Plzeň)

www.opu.cz

Diecézní charita Plzeň

www.dchp.cz/poradna-pro-cizince-a-uprchliky-plz

Centrum na podporu integrace cizinců

www.integracnicentra.cz

České Budějovice

Diecézní charita České Budějovice

cizincicb.charita.cz

Centrum na podporu integrace cizinců

www.integracnicentra.cz

Jihlava

Centrum multikulturního vzdělávání (Jihlava)

www.centrumjihlava.cz

Centrum na podporu integrace cizinců

www.integracnicentra.cz

Brno

Organizace pro pomoc uprchlíkům, o. s. (Brno)
www.opu.cz

Sdružení občanů zabývajících se emigranty (SOZE) (Brno)
www.soze.cz

Diecézní charita Brno
celsuz.cz/sluzby-pro-cizince

Jihomoravské centrum na podporu integrace cizinců
www.cizincijmk.cz

Olomouc and surroundings

Sdružení občanů zabývajících se emigranty (SOZE) (Olomouc)
www.soze.cz

Centrum podpory cizinců
(Prostějov)
www.procizince.cz

Centrum na podporu integrace cizinců
www.integracnicentra.cz

Pardubice and surroundings

Most pro lidská práva
(Pardubice, Hlinsko, Ústí nad Orlicí)
www.mostlp.eu

Diecézní charita Hradec Králové
hk.caritas.cz/jak-pomahame/
pomoc-cizincum-a-uprchlikum

Centrum na podporu integrace cizinců
www.integracnicentra.cz

Ostrava and surroundings

Centrum na podporu integrace cizinců
www.integracnicentra.cz

Organizace pro pomoc uprchlíkům
www.opu.cz

Karlovy Vary

Centrum na podporu integrace cizinců
www.integracnicentra.cz

Zlín

Centrum na podporu integrace cizinců
www.integracnicentra.cz

Glossary

dálkové studium	part-time studies	student does not attend school on an everyday basis
denní studium	full-time studies	student must attend school on an everyday basis (Monday–Friday)
družina	after-school club	place where children can spend time before and after classes
maturitní zkouška	secondary school leaving certificate	examination upon leaving the general or technical secondary school
nostrifikace	recognition of education	official recognition of comparability of qualification/education gained abroad
omluvenka	note of excuse	a note stating the reason for a child's absence from school
pedagogicko- psychologická poradna	counselling centre	centre offering support to children and their families within the educational process
pololetí	semester	1st semester begins 01/09 and ends 30/01 2nd semester begins 01/02 and ends 30/08
povinná školní docházka	compulsory school attendance	parents are obliged to send their children to school for at least 9 years
poznámka	teacher's note	teacher's note on a child's inappropriate behaviour at school
prázdniny	holidays	free days when children do not go to school
přestávka	break	free time in between classes (usually 10–20 min)

ročník	grade	year of a child's school attendance
rozvrh hodin	schedule	list of lessons and subjects for individual school days (Monday–Friday)
ředitel	principal	school's administrator
škola v přírodě	field trip	trip outside of school for approximately 1 week
školní psycholog	school's psychologist	psychologist employed to support students
školní rok	school year	starts 01/09 and ends 31/08
školní speciální pedagog	school's specialist teacher	teacher supporting students with special needs
třídní schůzky	parent meeting	meeting of parents and teachers, usually twice per year
třídní učitel	class teacher	contact person for the class
vysvědčení	report	final evaluation of a student for one semester
výuční list	vocational certificate	document certifying completed three/two-year studies at a (secondary) vocational school
vyučovací hodina	lesson	one lesson lasts for 45 minutes
známka	mark/grade	pupil's evaluation on the scale 1–5 (1 being the best)
žákovská knížka	pupil's diary	notebook where teachers record the pupil's marks/grades and school notices

Attachments

Vzor žádosti o přijetí k základnímu vzdělávání

Elementary School Application Form

Žádám o přijetí dítěte k povinné školní docházce ve školním roce /
Application for compulsory school attendance in the school year /

Dítě / Child:

jméno a příjmení (name and surname):

datum narození (date of birth):

rodné číslo (personal no):

místo trvalého pobytu (permanent address):

Zákonný zástupce dítěte / Parent-Guardian:

jméno a příjmení (name and surname):

datum narození (date of birth):

místo trvalého pobytu (permanent address):

Budu žádat o odložení povinné školní docházky: ANO – NE

I will apply for postponed compulsory school attendance: YES – NO

V (place): dne (date):

Podpis zákonných zástupců dítěte (parent's/guardian's signature):

Please note that schools usually have their own forms on their websites.

Vzor žádosti o odklad povinné školní docházky

Postponed School Attendance Application Form

Žádám o odklad povinné školní docházky svého dítěte ve školním roce /
Application for postponed compulsory school attendance in the school year /

Dítě / Child:

jméno a příjmení (name and surname):

datum narození (date of birth):

rodné číslo (personal no):

místo trvalého pobytu (permanent address):

Zákonný zástupce dítěte / Parent-Guardian:

jméno a příjmení (name and surname):

datum narození (date of birth):

místo trvalého pobytu (permanent address):

Odůvodnění žádosti o odklad / Reasons for the postponement application:

.....

V (place): dne (date):

Podpis zákonných zástupců dítěte (parent's/guardian's signature):

Školní rok / School year /

začátek školního roku (School year start date)	
podzimní prázdniny (Autumn holidays)	
vánoční prázdniny (Christmas holidays)	
konec 1. pololetí (1st semester end date)	
pololetní prázdniny (End-of-semester holidays)	
jarní prázdniny (Spring holidays)	
velikonoční prázdniny (Easter holidays)	
konec školního roku (School year end date)	



Rozvrh hodin – školní rok Schedule – School year									
	1	2	3	4	5	6	7	8	9
Mo									
Tu									
We									
Th									
Fr									

Vzor odvolání proti nepřijetí na střední školu

Appeal Against A Negative Admission Decision Form – Secondary School

Název školy a její adresa (School's name and address):

(odvolání se zasílá řediteli školy, který rozhodnutí o nepřijetí vydal /
the appeal is sent to the school's principal who has issued the decision)

Datum / date:

Odvolání proti nepřijetí ke studiu **Appeal against a negative admission decision**

Odvolávám se proti rozhodnutí č.j. ze dne o nepřijetí svého syna/dcery (jméno a příjmení) ke studiu na (název školy) z důvodu... (jako důvod můžete uvést znevýhodnění žáka při přijímacím řízení z jazykových důvodů, opravdový zájem žáka o studium apod.) Tyto důvody se sice často do odvolání uvádějí, ale je třeba říci, že krajský úřad řeší pochybení ředitele školy, nikoliv zájem žáka o studium, je tedy vhodné důvody formulovat s ohledem na porušení zákona či práv žáka.

I appeal against the negative admission decision Ref. No. dated concerning my son/daughter (name and surname) to (school's name) for the following reasons... (you may state your child's disadvantage due to language problems, your child's true interest in the study programme, etc.). While these reasons are often stated in the appeal forms, it has to be said that regional authorities address omissions on the part of the school principal and not the applicant's interest in studying; therefore, it is advisable to state the reasons with regard to a breach of the law or the pupil's rights.

Podpis zákonného zástupce nezletilého žáka (parent's/guardian's signature):

Jméno zákonného zástupce nezletilého žáka (parent's/guardian's name):

Adresa, na kterou má být rozhodnutí o odvolání zasláno
(address to which the decision regarding the appeal should be sent):.....

Pozn.: Zletilý uchazeč (tj. starší 18 let) podává odvolání sám.

NB: Adult students (aged 18 or older) lodge appeals by themselves.

PŘIHLÁŠKA KE VZDĚLÁVÁNÍ-STUDIU ve střední škole

Forma vzdělávání – denní

A Vyplní uchazeč
nebo zákonný zástupce uchazeče

Příjmení uchazeče		Rodné příjmení^{2a)}
Jméno uchazeče^{3a)}		
Datum narození		Státní občanství
Místo narození (stát)		
Adresa trvalého pobytu		ZPS ano ¹⁾ ne ¹⁾
Telefon (e-mail, fax) uchazeče		
Adresa pro doručování písemností z přijímacího řízení, pokud se nezasílají na adresu trvalého bydliště uchazeče		Telefon, mobil (e-mail, fax) zákonného zástupce
Název a adresa střední školy		Ročník SŠ ³⁾
		Termín přijímací zkoušky ^{3b)}
		Zkrácené studium ano ¹⁾ ne ¹⁾
Obor vzdělání (kód a název) do kterého se uchazeč hlásí		
V		Dne
Podpis uchazeče	Zákonný zástupce nezletilého uchazeče ²⁾ : Jméno a příjmení (tiskacím písmem):	Podpis zákonného zástupce

Potvrzení lékaře o zdravotní způsobilosti ke studiu a výkonu povolání

Podle § 60 odst. 15 školského zákona (zákon č. 561/2004 Sb.). Vyplňuje se pouze v případě, že se jedná o obor vzdělání, pro který je tento posudek nezbytný (informaci o jeho potřebnosti podá výchovný poradce nebo ředitel příslušné střední školy).

Datum

Razítko a podpis lékaře

Vysvětlivky: 1) Nehodící se škrtněte
2) Podává přihlášku podle § 60 odst. 5 školského zákona

Application for secondary school studies

B

**Vyplní škola
nebo uchazeč**

 IZO školy⁴⁾

Chování a prospěch uchazeče školy ⁵⁾ - výpis hodnocení	Schopnosti, vědomosti, zájmy, talent uchazeče a další ⁶⁾			
	Ročník (slovně)			
	1.		2.	
Předmět (povinné a volitelné předměty)	1.	2.	1.	2.
Průměrný prospěch ⁶⁾				

 Listů příloh:

 Kulaté razítko a podpis ředitele školy⁷⁾
nebo
Podpis uchazeče¹⁾

Poznámka: Datum podání rozhoduje o zařazení do příslušného kola přijímacího řízení

Vysvětlivky:

- 1) Nelze se lišit
- 2) Podoba přílohy podle § 61 odst. 2 školního zákona
- 3) Uvádí se v případě přijetí do vyššího ročníku 1.1) § 61 školního zákona, ne v ostatních případech (jeden z vyhlášených § 61 odst. 2 školního zákona)
- 4) IZO školy – identifikační číslo zařízení uvedené v Řádech škol a zařazení do školního rejstříku (přinejmenším)
- 5) Výpis školy (speciálně základní nebo průběžně speciálně škola nebo střední škola) nebo uchazeč, u kterého chování a prospěch v návaznosti na tělesnou přípravu odpovídá se zvláštními školními předpisy, speciální nebo průběžně střední školy § 1 a 7 vyhlásky č. 87/2004 Sb., nebo se přísluší včetně kapei vysvětlivky.
Pro zprávu o stavu se přílohou školní zpráva předložená pro přijímací řízení na základě § 61 a 60 školního zákona
- 6) Průměrný prospěch se dle daných posuzuje výpočtově přičtením výsledků ze dvou školních roků
- 7) Údaje lze doplnit ve zvláštní příloze, předložené v návaznosti na tělesnou přípravu

Žádost o uvolnění – krátkodobé

Release request – short-term

Prosím o uvolnění syna/dcery Z
 (kolikáté) vyučovací hodiny dne z důvodu

Please excuse my son/daughter (name and surname of the child)
 from attending the lesson on (date)
 because of

Datum / Date:

Podpis zákonného zástupce / parent's-guardian's signature

Žádost o uvolnění – dlouhodobé

Release request – long-term

Prosím o uvolnění syna/dcery
 třída z důvodu rodinné dovolené/.....
 (jiný důvod) v termínu od do

Please excuse my son/daughter
 class..... because of family vacation/.....
 (other reason) from until

Datum / Date:

Podpis zákonného zástupce / Parent's – guardian's signature:

