



To parent(s) and guardian(s) of school-aged
children

Our ref. Bdk/pla

Lausanne, December 2018

Registering your child for the first year of compulsory schooling beginning in August 2019

*If you do not speak French,
this letter can be read on the City of Lausanne website, translated into several languages:
www.lausanne.ch/thematiques/scolarite-lausanne.html*

What do you need to do?

Complete the attached individual form to:

- ✓ Confirm your child's registration at the school – or tell us about the type of schooling you have chosen
- ✓ Check your administrative details
- ✓ Provide us with information that may be useful for allocating your child to a class

→ and send it back to us by 14 January 2019 at the latest!

Dear Sir/Madam,

This August, your child will be old enough to start school and we look forward to welcoming them to a school in Lausanne.

As you are no doubt aware, children aged **4 or over on 31 July** enter the state school system, which is both free and compulsory. The cantonal law on compulsory education (LEO) stipulates in article 54 that *"all parents domiciled or resident in the canton have the right and the obligation to register their school-aged children and to send them to a state or private school, or educate them at home"*.

We have therefore enclosed with this letter a personal form to complete and return to us in the envelope provided by **14 January 2019 at the latest**.

1. This will **confirm your child's registration** in a state school in Lausanne. Once dated and signed, this form is your child's official registration document.

If you do not wish to register your child in a regular state school you must state the type of schooling they will be receiving (at a private school, in a specialised teaching establishment or at home). Indicate where necessary if you are requesting a deferment of their school starting date on important medical grounds.

2. The form can also be used to **check the administrative data** held about you. You should correct any inaccurate information in the right-hand column. In accordance with legislation on the protection of personal data, only the information indicated in **grey** (Last name, first name, etc.) is compulsory. However, to ensure good communication between schools and families, **all details are very useful**.

NB: The information printed about your family is taken from the register held by the Contrôle des habitants (residents' registration) office. If any of the information is incorrect, please contact the Contrôle des habitants (Port-Franc 18) to have it amended.

3. You can also use the form to provide us with **useful information to help us assign pupils** to different schools and classes in Lausanne.

Two factors other than distance from your home are taken into consideration where possible: the daytime address most frequently used during the week and/or the need to be educated in the same school as brothers and sisters (if they are in primary school).

Invitation to an information meeting

We would like to take this opportunity to announce that an information meeting will be organised on the evening of **29 April 2019** by the head teachers of Lausanne primary schools and the city authorities. A letter inviting you to attend will be sent at a later date.

Childcare outside school hours

In Lausanne, first year schoolchildren go to school every morning from 8.30 am to 11.50 am.

The City offers pre- and after-school day centres outside these hours to meet the needs of working families. These centres are independent of the schools but form part of Lausanne's day care network, Réseau-L, managed by the SAJE (Children's Day Care Reception Service). There are two possibilities:

- **For children already benefiting from childcare in a Réseau-L day care centre, their paperwork will follow:** however, parents must specify their requirement to the head of the current day centre.
- **For children not yet benefiting from Réseau-L childcare,** parents should register their child with the Parents Information Office (BIP) (www.lausanne.ch/bip).

Information about your child's school place

The school and class your child will be attending and the name of their teacher will be officially confirmed to you by letter at the beginning of July.

Any questions? We're here to help! Visit our website: www.lausanne.ch/scolarite or contact us on 021 315 64 11.

Yours sincerely,

Head of Department

Barbara de Kerchove

Enc.: registration form

Copies: Head teachers of Lausanne primary schools
Children's Day Care Reception Service (SAJE)