

# Going to primary school in Utrecht



**Application and enrolment  
in five steps**



Gemeente Utrecht

*and the Utrecht primary schools*

# The five steps



**Step 1**

**Choose a school**



**Step 2**

**Apply**



**Step 3**

**Distribution of  
available places**



**Step 4**

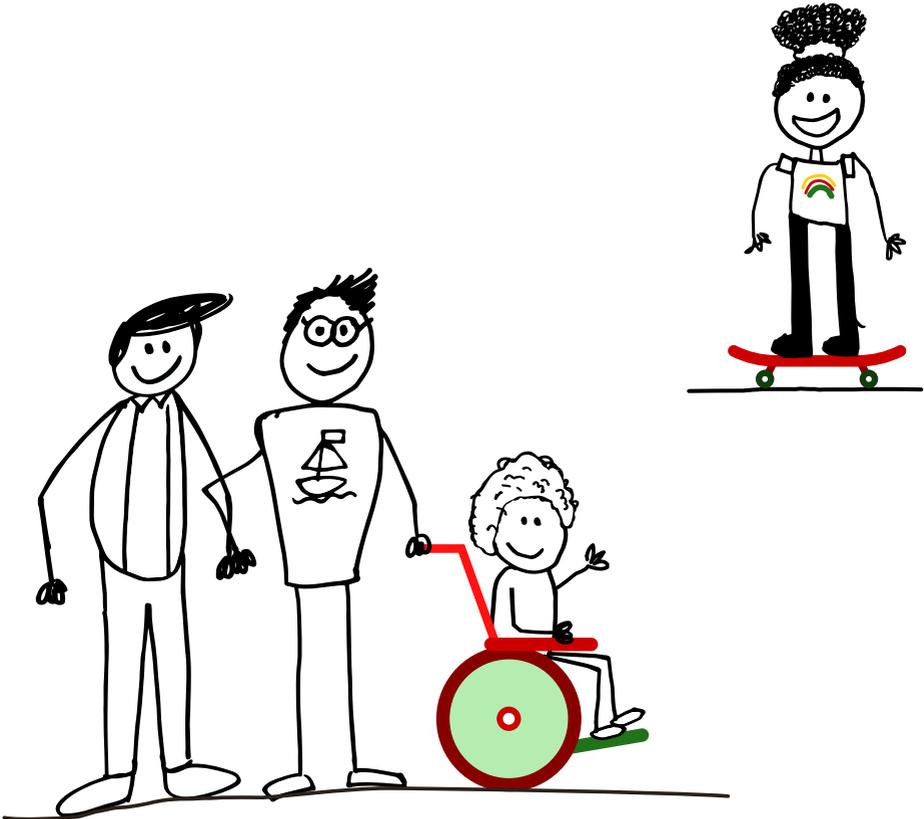
**Enrol**



**Step 5**

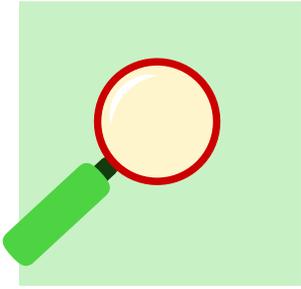
**Start school**

When your child turns three years old, you can sign them up for primary school. In the Netherlands, children go to primary school from the age of four. This brochure and the website [naardebasisschool.utrecht.nl](http://naardebasisschool.utrecht.nl) explain the five steps you must complete for your child to start school for the first time.



WELCOME





## Step 1

# Choose a school

Going to school for the first time is exciting, both for you and your child. In the Municipality of Utrecht, you can choose from over 100 public and special primary schools, allowing you to select a school that suits you and your child. The best way to decide which school to go to is to visit multiple schools before signing up.

## Getting to know schools

Many schools organise information sessions. You can also call a school to make an appointment to get to know the school. Every school has a (digital) school guide. You and your child may prefer a school close to your home. Schools' websites also provide a lot of information. You can compare schools on [scholenopdekaart.nl](https://www.scholenopdekaart.nl). The website [naardebasischool.utrecht.nl](https://www.naardebasischool.utrecht.nl) lists all primary schools in Utrecht. Enter your address to find out at which primary schools you have priority.



## Step 2

# Apply

Once you have selected a primary school, you can apply for a place for your child. Do this in the quarter in which your child turns three. You can find the application form on [naardebasischool.utrecht.nl](https://naardebasischool.utrecht.nl) (“formulier aanmelden basisschool”).

## When should you apply for your child?

Your child's date of birth	Application period
1 January to 31 March	1 January to 31 March
1 April to 30 June	1 April to 30 June
1 July to 30 September	1 July to 30 September
1 October to 31 December	1 October to 31 December

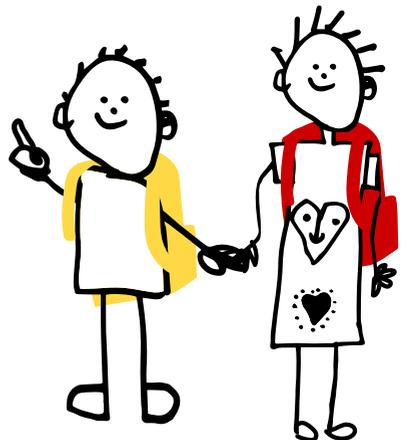
## So, you have applied—what's next?

Once you have submitted the completed application form, you will receive an email from the Municipality of Utrecht confirming receipt of your application. Please verify that the information is correct. If you need to make any changes, you can do so on [naardebasischool.utrecht.nl](https://naardebasischool.utrecht.nl) until the last day of the quarter.

The Municipality of Utrecht will send you an email two weeks after applications are closed. The email will state which school has space for your child and how to enrol (more about this in step 4).

## Important points and tips

- ➔ You can choose from all primary schools in the Municipality of Utrecht.
- ➔ Apply to multiple schools. This increases the likelihood of your child going to one of these schools.
- ➔ Put your first choice on number 1, your second choice on number 2, etc.
- ➔ Siblings are always given a place at the same school. However, you still have to submit an application in the quarter in which they turn three.
- ➔ Some schools have different admission criteria, which you can find at [naardebasischool.utrecht.nl](https://naardebasischool.utrecht.nl).
- ➔ If you choose a school outside the Municipality of Utrecht, contact the school directly.





## Step 3

# Distribution of available places

The Municipality of Utrecht collects all applications per quarter in its system. After the last day of the quarter, the places at the schools are distributed fairly. There are some priority rules.

## Distribution of places

Most primary schools in Utrecht have sufficient capacity.

Does the school of your choice have enough places available?

Your child will be given a place there.

Do a school's applications exceed its capacity?

Children with priority will be given places first.

Are there any places left after that?

The remaining applications will be considered. If necessary, the remaining places will be allocated by a lottery.

Does your child not get into your first-choice school?

We will check if your second, third or next school has space.

# Order of priority

1

## Sibling priority

Is an older sibling already attending the school of your choice and you apply for your child in the quarter in which they turn three?

- ▶ Your child will be given priority.



2

## Preschool childcare priority (VE indication)

Has the child health clinic (consultatiebureau) recommended that your child attend preschool or kindergarten (VE indication)? Does your child attend preschool for two half-days (eight hours) a week for at least four months before the age of three?

- ▶ Your child will be given priority at the school that works with the preschool your child attends. You can find out which schools work together at [naardebasischool.utrecht.nl](https://naardebasischool.utrecht.nl)



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## Utrecht Child Center priority

Does your child, before the age of three, attend at least 12 months, four half-days (16 hours) a week an Utrecht Child Center which the primary school of your first preference is part of?

- ▶ Your child has priority at the school that cooperates with the childcare that your child attends. Which schools give this priority you can find out at [naardebasischool.utrecht.nl](https://naardebasischool.utrecht.nl)



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## Proximity priority

Did you choose one or more of the four schools closest to your home address? Visit [naardebasischool.utrecht.nl](https://naardebasischool.utrecht.nl) to find out which schools are closest to you.

- ▶ Your child will be given priority.

## Exception

A few schools don't use the proximity priority. All children living in the Municipality of Utrecht are given priority, regardless of how far you live from the school. Visit [naardebasischool.utrecht.nl](https://naardebasischool.utrecht.nl) for an overview of so-called urban ('stedelijke') schools.



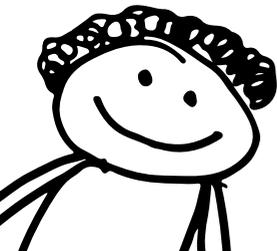
## Step 4

# Enrol

When the places have been distributed, you will receive an email from the Municipality of Utrecht, informing you which school has space for your child. At that point, all that is left for you to do is to enrol your child at the school. The email explains how and when to do so. Please enrol your child on time to ensure that they can go to that school.

## Extra information about your child

Once enrolled, your child will have a place at the school in question. The school wants to be sure it can meet your child's teaching needs, so you may be asked to submit additional information or receive an invitation to a meeting at the school. You will hear whether your child can attend the school in question within the next six weeks. If the school turns out to be a poor fit, the school will work with you to find a suitable place for your child at another school.

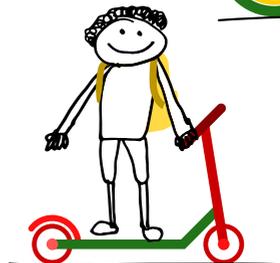
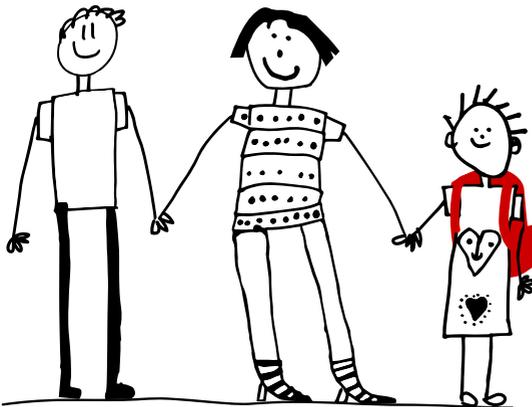




## Step 5

# Start school

Your child is four years old and starting school is an exciting time for you and your child: time to buy a lunch box and cup and meet the teacher. The school will notify you of when your child's first day of school will be. It is usually also possible to visit the school in advance to acclimate. We wish you and your child a wonderful time at primary school!



# More information

Visit [naardebasisschool.utrecht.nl](https://naardebasisschool.utrecht.nl) for an overview of all schools in the Municipality of Utrecht and to register your child.

## Help and Contact

If you have any questions or need help, call the Municipality of Utrecht's information number, 14 030.  
We are available from Monday to Friday, 08:30–17:30.

If you are not proficient in Dutch, have trouble reading or hearing, or struggle with the Internet, visit the municipal office between 09:00 and 17:00, or the district office between 09:00 and 12:00.

## Colophon

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