

*Dynamically adjustable data is enclosed in square brackets.*

**[Letterhead BA XY]**

**[Process number and data relating to the child in question]**

Request for language proficiency assessment

**Dear [Ms. Example],**

Your child is expected to start school in the summer [2027]. For a good start to school, it is important that your child can speak and understand German well. For this reason, the language proficiency of all children in Berlin is assessed well before the start of the school year.

According to my information, your child is not currently attending a daycare center or similar facility. Therefore, your child must participate in a language proficiency test, a so-called language proficiency assessment.

This language proficiency assessment is mandatory for children who do not attend daycare. The legal basis for preschool language support is regulated in the School Act, § 55 para. 2 sentence 3.

**Here's what you need to do now:**

Please register by [DD.MM:YYYY].

**[ Arrange an appointment with the regional language advisory service in Neukölln!]**

Contact person: XY (Coordinator)

Email: XY@senbjf.berlin.de

Telephone number: 030-XXXXXXX (answering machine)

Office hours: Mon - Thu 9:00 - 14:00]

The appointment confirmation will also include information on where the test will take place.

**Does your child already attend a daycare center? If so, please inform the school board .** You can find the school board's contact information in the top right corner.

Thank you for your support in this important step for your child. Please do not hesitate to contact me if you have any further questions.

How can I appeal this decision ?

Legal remedies information: [ *This will be entered by the respective district.*]

Please also note the further explanations on the reverse side.

Best regards

On behalf of [Ms. XY]

(This letter was generated automatically; no signature is required.)

## **Explanations regarding the letter "Request for language proficiency assessment"**

### What is a language proficiency assessment?

A language assessment determines your child's ability to understand and speak German. This helps identify any need for language support, ensuring your child is well-prepared for school. The legal framework for preschool language support is regulated in Section 55, Paragraph 2, Sentence 3 of the School Act.

### Why should my child's language skills be tested?

All Berlin children who will be of school age in two years and who do not attend daycare will be invited to a language proficiency test. Participation is mandatory according to Section 55 of the School Act. As far as I know, your child does not currently attend daycare or a comparable facility, such as a childminder or playgroup.

### What should I do if my child already attends a daycare center?

Please inform the relevant school authority if your child already attends a daycare center or similar institution. They will then no longer need to participate in the language proficiency assessment. You can find the address of your local school authority on the front page, top right.

### How does the language proficiency assessment work?

The language assessment is conducted by the regional language advisory team for preschool language development. The method used is called "Deutsch Plus 4" and was developed by experts to determine the German language skills of children older than four years. The procedure is playful and enjoyable for the children. Parents are invited to attend. After the test, you will be offered an individual consultation.

### When does my child need to come in for a language proficiency assessment?

Language proficiency testing is only possible by appointment. Please schedule an appointment with your regional language advisor. Contact information can be found on the front of this letter, in the middle.

### What happens if my child doesn't come for the language assessment?

According to Section 55 of the School Act, participation in the language proficiency test is mandatory for your child. As the parent or guardian, you are responsible for your child's participation. If you, as the parent or guardian, fail to comply with this obligation, you are committing an administrative offense, which, according to Section 126 of the School Act, can be punished with a fine of up to €2,500.

### What costs will I incur?

Participation in the language assessment is free of charge. Any subsequent language support is also free. If your child is identified as needing language support, you will receive further information.

### What happens after the language proficiency assessment?

If your child is identified as needing language support, they are required to participate in a language support program. This program begins 18 months before the planned school enrollment date and ends on July 31st before the planned enrollment date. It comprises 35 hours per week.

If your child is not identified as needing language support, there are no obligations. If possible, then exercise your legal right to a childcare place and register your child at a childcare center of your choice. There, your child can be well prepared for school.

### What other opportunities does my child have to be supported?

Children learn German well when they start attending daycare as early as possible. Of course, you can also register your child at a daycare center of your choice. Daycare has been free for all children in Berlin since August 1, 2018. At daycare, your child will receive language support based on the Berlin Education Program. If your child receives lunch, you, as parents, contribute €23 per month towards the cost. If you have a valid Berlin Pass - Education and Participation Package (BuT) , you do not have to pay for lunch.

It is important that children attend daycare regularly and participate in all group activities (e.g., morning circle, project days, etc.) so that they hear and speak a lot of German.