

Show opening of a supplementary school

Here you can find out more about the notification of the establishment of supplementary schools.

Competent Department

- [Die Senatorin für Kinder und Bildung | Referat 22 - Ministerielle und schulbetriebliche Aufgaben, Berufsbildende Schulen](#)

Basic information

The establishment of supplementary schools must be notified before teaching begins. The notification must contain precise information about the type of school, the structure of the lessons and the school's objective.

Requirements

The application must be submitted to the Senator for Children and Education. The application can be submitted informally.

In accordance with § 4 of the Private Schools Act, private schools subject to approval or notification under this Act must have a name that identifies them as a private school. Incorrect or misleading names may not be used.

The establishment of supplementary schools must be notified to the Senator for Children and Education before teaching commences. The notification must contain precise information about the start of teaching, the type of school, the structure of teaching in accordance with § 14 Para. 1 Brem. Private Schools Act and with reference to § 14 para. 3 Brem. Private Schools Act and the educational objective.

What documents do I need?

- Evidence

Proof of the personal reliability of the provider, the director and the teaching staff (extended police clearance certificate).

- Further information

Display with precise details of the type of school, the start of lessons, the structure of the lessons and the school's objective.

Procedure

The Senator for Children and Education checks that the application documents are complete and correct.

The notification as a supplementary school is confirmed by the Senator for Children and Education if all requirements are met.

Legal bases

- [§ 14 Bremer Privatschulgesetz](#)

What deadlines must be paid attention to?

There are no deadlines for the application process. However, the school may not commence operations until the state confirmation of the application has been received.

How long does it take to process

The Senator for Children and Education will make a decision within three months after all the necessary documents and evidence have been submitted.

What are the costs?

According to the cost regulation of the education administration, there is no cost rate for the mere notification of a supplementary school.