

MINISTRY OF EDUCATION
Office of the Permanent Secretary

CIRCULAR MEMORANDUM

File No. E: 19/1/15

Circular Memorandum No. 2 of 2019

FROM : Permanent Secretary
Ministry of Education

TO : School Supervisors III, II, I
Principals – All Public Primary Schools

DATE : 18th January, 2019

SUBJECT : **Admission of Students into Public Primary Schools (Amended)**

This Circular Memorandum rescinds Circular Memorandum No. 2 of 2017 and Circular Memorandum No. 6 of 2018 and provides clarification with respect to the admission of students into Infant Year One of public primary schools.

Guided by The Education Act Ch. 39: 01, Section 7 which states that, “*No person shall be refused admission to any public school on account of the religious persuasion, race, social status, or language of such person or of his parent,*” and the Concordat of 1960 which provides “*assurances for the preservation and character of denominational schools*”, the Ministry of Education in collaboration with the Association of Denominational Boards of Education has established the application procedure as follows:

- (i) *Children shall be admitted to school not earlier than the first day of the term in which they attain their fifth birthday;*
- (ii) *When limited places are available, priority must be given to applicants residing in the catchment area of the school (residence 3 km from the school) and on the basis of age, the older children receiving preference. On no account can children be refused admission on the basis of an entrance examination or on the basis that they are too old.*

Standardised application forms for admission to First Year at schools (see attached) are available at the school and at the respective Education District Offices during NORMAL working hours from **1st February, 2019**. All completed application forms must be submitted to the school for which the application has been made by **15th March 2019**. Parents/Guardians of successful applicants will be contacted by the school during the period **15th May to 31st May 2019**. There must be **no interview process and/or examination** as criteria for admission to a primary school.

Principals wishing to utilise online registration may do so but must simultaneously ensure that paper copies of application forms are also available.

Principals are also reminded that under no circumstances should a registration fee be charged to parents or any request for a contribution of cash or kind be imposed on any parent as conditions for acceptance of a child into a school.

Please be guided accordingly.



**Chief Education Officer
/f/ Permanent Secretary
Ministry of Education**