

# NOTIFICATION

## MINISTRY OF EDUCATION

### Instructions related to the admission of children to Grade One In Government Schools for the Year 2018



1.0 Parents/ Legal Guardians who expect to admit their children to Grade One in schools in year 2018 should forward their applications prepared as per the specimen form and according to the instructions given in this notification addressed to the relevant Heads of Schools by registered post to reach them before 30th June 2017.

Applications should be prepared in conformity with the specimen application form given below.

#### Application for admission to the Grade One of .....Vidyalaya in the year 2018

(A copy of the child's birth certificate and copies of the relevant documents forwarded in proof of the information submitted should be certified by the applicant himself and annexed herewith)

01. Category applied for:.....  
(Separate applications should be submitted when applying for several categories)

02. Details of the child:

- 2.1 Name in full:.....  
(Please underline the surname)
- 2.2 Name with initials:.....  
(Please write only last name - Ex: E.G.U.S. Ransingha)
- 2.3 Sex:.....
- 2.4 Religion : .....
- 2.5 Medium of learning: (Sinhala/Tamil)
- 2.6 Date of birth: Year ..... Month ..... Date .....
- 2.7 Age on 31st January 2018: Years ..... Months ..... Days .....

03. Details of the applicant: (Mother/Father/Legal Guardian)

- 3.1 Name in full:.....
- 3.2 Name with initials:.....
- 3.3 National Identity Card No. ....
- 3.4 Whether applicant is a Sri Lankan .....
- 3.5 Religion:.....
- 3.6 Permanent Address:.....
- 3.7 Telephone No:.....
- 3.8 Name of residential district:.....
- 3.9 Divisional Secretary area of the place of residence.....
- 3.10 Grama Niladhari Division of the place of residence ..... No.....

04. Schools applied for (Should be written according to the order of preference, including the school mentioned above)

Serial No.	Name of school	Category of school (National/Provincial)	Distance to the school from the place of residence (k.m)
1			
2			
3			
4			
5			
6			

(When your child is selected for several schools applied for, the school you have given the highest preference will be allocated considering the above priority order and the name will be deleted from the lists of other schools.)

05. Other schools where the child could be admitted and located closer to your place of residence than the school applied by this application:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....

06. Electoral List Registration.

(Parents/Legal guardians should obtain particulars relevant to the category from the Grama Niladhari office in proof of the place of residence and complete this section. This information should then be certified by the applicant).

Year Electoral District: Grama Niladhari Div. and No. Polling Division: Street /Road/ Village	Year Electoral District: Grama Niladhari Div. and No. Polling Division: Street /Road/ Village																		
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I hereby certify that the above information was correctly noted by me after examining the electoral list.

Signature of applicant

07. Please complete only the sections relevant to the category applied for in the following sections.

Items	Marks (For office use)															
<b>7.1 Children of residents in close proximity to the school</b> 7.1.1. Number of years that the applicant was included in the electoral register..... Number of years that the applicant's spouse was included in the electoral register..... Number of years that the legal guardian was included in the electoral register..... (This is applicable for a period of recent 05 years, prior to the year the application is submitted) 7.1.2. Document in proof of the ownership .....																
7.1.3. Additional documents that could be submitted in proof of the residence..... 7.1.4. Number of schools located closer to the place of residence where the child could be admitted than the school applied by this application..... • It is compulsory to fill in item 06 by the applicant																
<b>7.2 Children of Past Pupils:</b> 7.2.1. No of classes studied in school ..... Period spent in the school as a pupil: From Grade ..... To Grade ..... 7.2.2. Educational achievements gained during the period of schooling .....																
7.2.3. Achievements gained in co-curricular activities during the period of schooling .....																
7.2.4. Membership in Past Pupil Associations, educational achievements after period of schooling and various types of assistance provided for the development of the school.																
<b>7.3 Brothers/ sisters of students studying in the school at present:</b> 7.3.1. If a child/children of applicant is/are studying in the school																
<table border="1"> <thead> <tr> <th>Name of the child</th> <th>Grade &amp; Admission No</th> <th>Admission Grade to this school and Grades spent</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> </tbody> </table>	Name of the child	Grade & Admission No	Admission Grade to this school and Grades spent	1			2			3			4			
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7.3.3. Number of other schools where the child could be admitted and located closer to the place of residence other than the school applied for .....																
7.3.4. Ownership of the place of residence: (Title deed - in the name of applicant /spouse or applicant's / spouse's parents / registered Lease Bond / Government Official Quarters Documents / un-registered Lease Bond/ Any other Legal document to prove ownership.....																
7.3.5. Achievements gained for the school by brothers / sisters in the School and various types of assistance provided by the applicant for the development of the school..... • It is compulsory to fill in item 06 by the applicant																
<b>7.4 Children of persons belonging to the staff in an institution directly involved in school education.</b> 7.4.1. Post held as a permanent employee in the relevant institutions and Period of service..... 7.4.2. Distance from the place of residence to the place of work..... 7.4.3. If serving presently in a difficult school, period of difficult school service..... 7.4.4. If served earlier in a difficult school such period of service..... Un-utilized Leave 2016..... 2015..... 2014..... 2013..... 2012.....																
7.4.5. Name of the school if serving in a school and period of service 7.4.6. Distance from permanent place of residence to the school applied 7.4.7. Document relevant to the place of residence 7.4.8. Distance from permanent place of residence to the place of work																
<b>7.5 Children of officers transferred on exigency of service:</b> 7.5.1. Date of the last transfer received and the date of reporting to work: 7.5.2. Names and addresses of the work places before and after receiving the transfer..... 7.5.3. Distance between the previous place of work and present place of work arrived on transfer .....km 7.5.4. Number of other schools where the child could be admitted and located closer to the place of residence other than the school applied for .....																
7.5.5. Period of service as a State/Corporation/ Statutory Board/ State Bank employee .....																
7.5.6. Un-utilized Leave 2016..... 2015..... 2014..... 2013..... 2012.....																
<b>7.6 Children of persons arriving after living abroad with the child.</b> (a) Date returned to the country: ..... (b) Period of continuously stayed abroad with the child. From..... To..... (c) Reasons for staying abroad..... (d) Number of other schools where the child could be admitted and Located closer to the place of residence other than the school applied for .....																

8. Declaration

I hereby declare that my child is not attending any government school; government approved private school or any other school at present for his/ her studies. I also declare that the details furnished above are true and correct and I agree further to submit satisfactory evidence relating to my permanent residence and other information indicated here. I am also aware that my application will be rejected if any information furnished by me is found to be false/ forged. If it is revealed after the admission of my child that the information furnished is false/ forged I agree to remove my child from the school and admit him/her to another school in the area nominated by the Department of Education.

Date: .....

Signature of Mother/Father/Legal Guardian

#### Guidelines/ Instructions and Regulations regarding admission of Children to Grade I.

1.0. Before submission of applications following regulations and information should be carefully studied.

2.0. Basic Qualifications.

- 2.1. Child should have completed 05 years of age as at 31st Jan. 2018. Birth certificate of the child should be forwarded in confirmation of the same. In case of a child does not possess a birth certificate, a certificate guestimating the child's age issued by the Registrar General of Birth or the relevant District Registrar, Additional District Registrar authorized by him could be forwarded and action should be taken to forward the birth certificate at the earliest. However, such applications shall be entertained only in schools where the number of applications received is less than the number of vacancies.
- 2.2 Children whose age is 06 years or more as at 31st Jan. 2018 shall be admitted only if vacancies exist after the admission of children whose age is less than 06 years of age.

3.0. Special attention is drawn to the following facts (in respect of all categories)

- 3.1. 33 children will be selected for each parallel class in grade one. In addition, 05 more children will be selected from among children of those who were in operation areas in armed forces and the police. Maximum number of students per class will be 38.
- 3.2. In filling vacancies in schools vested to the government under Assisted Schools and Training schools (special provisions) Act No. 05 of 1960 and Assisted Schools and Training Schools (Supplementary Provisions) Act No.08 of 1961, the proportion of children belonging to different religions at the time of vesting the school to the government will be taken into consideration and the number of vacancies in the said school shall be accordingly divided among different religions and categories. When the number of applications is less than the number of vacancies set apart for a given category of a religion, remaining vacancies shall be proportionately divided among other categories of the same religion. When there are no applicants from a religion, or when the

number of applications from a religion is less than the number of vacancies set apart for that religion, such vacancies shall be proportionately divided among other religions.

- 3.3. When the parents are not living at the same place and are not legally separated, on confirmation by relevant documents that they have entered the process of legal separation, the place at which the applicant (mother or father) is residing shall be considered as the place of residence of the child.
- 3.4 Only a person who has been appointed as a guardian to adopt a child in terms of a court decision shall be accepted as the mother or father. For the children from orphanages, the caretaker of the orphanage will be accepted as the legal guardian. The legal guardian should have received the court order prior to the closing date of application. Only when both mother and father are deceased, the person who takes care of the child can apply on behalf of the child as the guardian.
- 3.5 When both mother and father of a child is abroad or one of them is not alive and the other person is abroad, though not entrusted the guardianship legally, the person who temporarily holds the guardianship can apply on behalf of the parents of the child. However, the documents shall be considered only with relevance to the parents of the child. Moreover, the documents in relation to the death or staying abroad of child's parents should be considered.
- 3.6 The parents/ legal guardians should be residents of the feeder area of the school. The feeder area is the administrative district in which the school is situated or when a school is situated on the border of an administrative district, the nearest divisional secretary's divisions of the other administrative districts. For past pupils this limitation shall be waived off.

4.0. Procedure for submitting applications.

- 4.1. Those, who served in operation areas and belong to any of the three armed forces or police and are hoping to admit their children to schools under the special provisions given to them, should forward their applications by filling the special application forms made available to them by the Welfare Director and directing them to the Director of Welfare Services through their heads of units.
- 4.2. Other parents / legal guardians qualified to apply for admission of their

children should forward their applications by registered post, with a stamped envelope for registered post in which the applicant's name and address is written, and copies of documents proving the qualifications necessary for the admission of the child certified by the applicant him/herself to reach the Principal of the relevant school before 30th June 2017. Only in respect of schools, where the number of applications is less than the number of vacancies, the applications can be forwarded by hand, and when applications are submitted by hand a receipt should be obtained from the school.

4.3. In case of the applicants, who served in operation areas and belong to any of three armed services or Police and are qualified to apply for a school under other categories, may submit their applications directly to the principal of the relevant school under normal procedure.

4.4. If an applicant is entitled to apply to a school under several categories, a separate application for each category should be submitted. The category applied for should be legibly written on the top left hand corner of envelop.

4.5 An applicant should apply minimum for six (06) schools in close proximity to his place of residence including minimum of three (03) provincial schools. The order of priority for schools applied should be given as preferred by the applicant. Those applicants, who have applied for six schools and being called for interviews and could not appear before the interview board and other parents / legal guardians who could not apply for a school should submit their written appeals /requests of not receiving a school for their children to the Zonal Director of Education relevant to their place of residence to obtain a school and admit their children to a school nominated by the Zonal Director of Education.

4.6. When applications are sent to schools, where teaching is done in two learning media (Sinhala and Tamil) applications may be sent separately for both learning media. However, when selected for a learning medium, it cannot be changed.

5.0 Selection Procedure.

5.1 Selections of students shall be made by an interview board, only if the number of applications received by the closing date is higher than the number of students that could be enrolled into grade one of the school.



- II Reasons for being abroad.
- |   |                           |
|---|---------------------------|
| For service in Sri Lankan Missions abroad   | 40 marks                  |
| For requirements of Government of Sri Lanka   | 30 marks                  |
| (A person appointed by the Government or on behalf of Government for performance of a duty abroad). |                           |
| For a scholarship   | 20 marks                  |
| Personal Requirement  | 10 marks                  |
|   | <b>(Maximum 40 marks)</b> |

III. Proximity marks will be given if there are no other Government Schools with Primary sections located closer to the place of residence than the school applied for. In the event of having other Government schools with Primary sections for the admission of the child which are closer to the present place of residence than the school applied for marks will be deducted at the rate of 05 marks from the maximum marks for each such closer school.

(A school with the learning medium the child has applied for, a girls or boys school or a mixed school appropriate for the child, a government school which can admit 10% or more children of the religion to which the child belongs are considered government schools with primary sections to which the child can be admitted).

**(Maximum 35 marks)**

**7.0 Special concession granted to the members of the Three Armed Forces and the Police who were engaged in Operational duties.**

- 7.1 For the selection of suitable children out of the applications sent to the Secretary of the Ministry of Defense and the Secretary of Ministry of Public Order by the officers in the Three Armed Forces and the Police who are/ were engaged in Operational duties, the criteria and a marking scheme will be prepared by the Secretaries of relevant Ministries and the children will be selected accordingly. Priority should be given to the members disabled during operational duties.
- 7.2 Secretary of the Ministry of Defense and Secretary of Ministry of Public Order will select 5 children for each parallel class in a school and provide the list to the Ministry of Education and thereafter these children will be referred to the respective schools
- 7.3 It should be stressed that since the authorities in the Ministry of Defense and the Secretary of Ministry of Public Order will select these children based on a marking scheme and refer them to the Ministry of Education. Any problem arising relating to this matter will have to be settled only by the relevant authorities in the relevant Ministries.

**8.0 Documents required to be submitted to the First Interview Board.**

- 8.1 For the selection of children the Parents/ Legal guardians should submit the original copy of the birth certificate of the child the relevant documents, originals of documents which were annexed to the application along with originals and photo copies of all documents for the confirmation in obtaining marks under the marking scheme provided for this purpose.
- 8.2 The accuracy of the documents submitted by the applicants should be certified by an affidavit.
- 8.3 Regarding the details relating to registration in electoral lists certified by Grama Niladhari the Interview Board will take action to get them confirmed

by the electoral lists provided by the Department of Elections. In the event of any problems arising relating to the registration in the electoral lists the Interview Board will get it confirmed by the Department of Elections.

8.4 However, if the Interview Board feels that any document submitted is a forged document, the Chairman of the Interview Board has the full authority to ascertain whether it is genuine or not by making enquiries from the relevant Institute or authority who issued such document. In such instances the relevant authority may be notified to take suitable action regarding such matters. If it is revealed that the document/ documents submitted is/ are forged legal action will be instituted against such submission of forged documents.

8.5 Based on the documents and other information submitted at the Interview, marks will be entered in the marking sheets in the presence of the applicant. However, the Interview Board has the full authority to reject the application/ amend the marks if it is revealed that wrong information/ forged documents had been submitted by the applicant.

**9.0 Interim List.**

- 9.1 Selections will be made separately for each category according to the marks Priority and thereafter the interim list and waiting list will be prepared.
- 9.2 Before the publication of the interim list and the waiting list the residence of the children under the category of residents in the close proximity to the school will be confirmed by an spot inspection. If the residence is not confirmed by such spot inspection the name of the child will be deleted from the list. If it is found to be necessary other categories too may be subjected to a spot inspection.
- 9.3 In an instance where a child who had applied under several categories has been selected for several categories, his name maybe retained only in one list and his name will be deleted from lists of other categories.
- 9.4 Action will be taken by the Principal of the school to exhibit the interim list and waiting list due to be selected by the Interview Board duly signed by the members of the Interview Board in the School Notice Board. This information will not be notified personally in writing to each applicant. Therefore it is very essential for the Parents/Legal guardians to be vigilant on this matter.

**10.0 Submission of Appeals and Objections.**

- 10.1 Before the lapse of a period of 02 weeks after the displaying of the interim list in the School Notice Board, if it is found that the name of a child who is not eligible has been included in a certain place in the list, an objection to that effect and/or if the name of a child of an applicant is placed in an in-eligible place when he is eligible, an appeal to that effect should be submitted immediately to the Principal of the school under registered cover. Along with that a self-addressed envelope should be sent with stamps required for registered post. Any objection or appeal submitted after the lapse of two (02) weeks limit will not be considered.
- 10.2 In the submission of objections, only the names should be indicated without forwarding the entire list. For this purpose it is necessary to indicate the name/names of the child/children subjected to objection along with the calling reference number, name and address of persons forwarding the objection, child's calling reference number and his/her objection briefly.
- 10.3 An Appeal and Objection Investigation Board will be appointed to investigate

the objections and appeals received. The persons who forwarded the objections, the persons who were subjected to objections and the persons who forwarded the appeals will be separately subjected to investigation again by this Board through the documents submitted at the first interview.

- 10.4 Final List will be prepared after investigating the Appeals and Objections received and confirmations are being made by the Appeals and Objections Board. In this process the list will be prepared again by including all those who were subjected to / who raised objections in the due place in the interim list based on their qualifications.
- 10.5 Those, who are in the highest positions will be selected from revised interim list according to the vacancies available and thereafter the final list will be prepared.
- 10.6 When there are more than one student in the same mark at the cutoff mark of a particular category, the student obtained the same marks should be listed according to the distance from school to their residence and closest students to the school should be selected. Although marks are awarded separately for different categories, it is reasonable to select students according to the distance to the school in this kind of situations.
- 10.7 Final list of selected children and the waiting list prepared after the Objections and Appeals investigations will be exhibited in the School Notice Board duly signed by the members of the Objection and Appeals Board.
- 10.8 **The decision made by the Objection and Appeals Board relating to any applicant who had submitted Objections and Appeals shall be the final decision.**
- 10.9 In an instance where the Parents/ Legal Guardians had applied for several schools and their child had been selected for several schools the priority order applied for in their applications will be considered and his name will be retained in the list having the higher priority and his name will be deleted from other school lists where he has been selected.
- 10.10 Thereafter a notification duly signed by the Principal with his official frank will be sent to the children who are selected and to those who are not selected for admission.
- 10.11 Selection of children to Grade One will be made according to a time frame. Arrangements have been made for the admission of selected children to the respective schools within the first week of January 2018.

**11.0 Allocation of schools for children who have not been selected.**

Parent/ Legal guardian of a child who has not been selected to any school should submit a fresh application to the Zonal Director of Education of their residential area for the allocation of an alternative for their child.

**12.0 Prohibition of obtaining monetary and other forms of donations for the admission of children to schools**

In the process of admission of children to all Government schools, apart from the levy of Facilities and Service Charges and the membership fee for School Development Societies, it is strictly prohibited to offer any other fees or donations or any goods and equipment to the school/organizations affiliated to the school. These offers should not be made even after the admission of children to schools.

**Secretary  
Ministry of Education  
30th May - 2017**