



Notification Ministry of Education

Notice on the admission of children to Grade One in all Government Schools for the year 2008

The Policy Framework prepared by the Ministry of Education under the directions of the Supreme Court is published below, in accordance with the order made by the Supreme Court on September 05, 2007 and the approval of the Cabinet of Ministers on September 05, 2007.

Parents/ Legal Guardians of children who expect to admit their children to Grade One in Government Schools should prepare their applications in accordance with the specimen form and instructions indicated in this Notification and forward them under registered post addressed to the Heads of relevant schools on or before September 21, 2007.

The applicants who have already forwarded applications in accordance with my previous Notification dated August 17, 2007, can forward additional applications to the schools that they become eligible under this Notification. However, in case of the applicants being 'Past Pupils', fresh applications should be forwarded according to the Specimen Application Form given below. The selection criteria and the marking scheme given in the earlier advertisement is hereby cancelled and the selections will be made in terms of the criteria and marking scheme given below for all applicants.

2.0 General Aspects:

When admitting students to any Grade of a school vested in the State under the Assisted Schools and Training Colleges (supplementary provisions) Act No 08 of 1961, or Assisted Schools and Training Colleges (special provisions) Act No 05 of 1960, the religious ratio of students in such a school at the time such school was vested in the State shall be maintained. When there are no applications under a particular religion in the school at the interview, such vacancies will be proportionately divided among other religions.

3.0 Basic eligibility requirements for admission of children

3.1 The Child should complete the minimum age of 05 years as at 31st January 2008.

3.2 Birth Certificate of the child should be submitted as evidence. Only in instances where a sufficient number of applications have not been received for the number of existing vacancies in the school, an affidavit may be accepted to confirm the date of birth of the child when the birth certificate is not available owing to any special reason (Tsunami/Terrorist activities). However the birth certificate should be produced to the school at a later stage.

3.3 Children who are over 6 years of age as at 31.01.2008 can be admitted only after all eligible children have been situated within a distance lesser than the distance of the school applied for.

3.4 If the parents are not living in the same place and they are not legally separated, and when action has already been taken for legal separation, the place of residence of the person who submitted the application (Father or Mother) can be treated as the place of the residence of the child.

3.5 For the purpose of admission of Grade One only a person who had obtained legal custody by a Court decision will be accepted as a guardian (in case of children in orphanages, the Caretaker of the orphanage will be treated as their legal guardian).

3.6 Parents/ Legal Guardians should reside in the Administrative District (feeder area) where the school is located. In instances where the school is located on a border of an Administrative District, parents/ Legal Guardians living in the adjacent Divisional Secretariat Division of an adjoining district are also eligible to apply for such a school. This feeder area boundary does not apply for the Past Pupils.

3.7 A child who had been admitted to a Government, Private or to an Approved School in a previous year will not be eligible for admission again to Grade One.

4.0 Procedure of applying for admission of children

4.1 Parents / Guardians, should forward their applications on or before September 21, 2007, under registered post, to the Heads of Schools, located in the feeder area according to their preference and convenience, considering the eligibility requirement given under 3.5 above. Application of members of service personnel of Armed

Forces/Police Service who have served or are serving in operational areas should be submitted to the Secretary to the Ministry of Defence.

The applications should be forwarded along with a self addressed stamped envelope (necessary for registered post) and the copies of relevant documents certified by the applicant. Each applicant should submit separate applications to a maximum of six schools for which they are eligible to apply. Out of these six schools at least three may be provincial schools.

4.2 When applying for schools having bilingual education, applicants should specify only one medium.

4.3 Applications should be submitted in conformity with the specimen form published in this Notification.

4.5 Applications can be submitted only under one of the categories (A) or (B).

5.0 Criteria for selection of students

5.1 In accordance with the procedure of selection, the School Committee may call applicant for an interview, if necessary and as relevant.

5.2 Following criteria of selection will be applied in selection of children to Grade 1 for year 2008.

5.2.1 If any applicant requires admitting his/her child to Grade 1 in any government school for year 2008, he/she should make an application under any one of the categories (A) or (B).

5.2.2 Marks will be allocated under any of the items (A) or (B) given below. Marks under items (C) and (D) or (C) and (E) will be added to items (A) or (B) if applicable.

5.2.3 Applicants equivalent to five times of the number of existing vacancies will be short listed on the merit order based on the total marks under above items and they will be called for the process to determine the suitability and needs of the child. After short listing, marks shall be allocated to the suitability and needs of the child decided upon the child activity (Maximum 20 marks).

(A) General Category: Location of the Residence and convenience of Parents and child (Maximum 20 marks)

The School Committee may use the discretion when deciding the marks for each applicant under this category.

Note: The School Committee may consider giving full marks if the school applied is the closest school to the residence of the applicant.

Also, School Committee may consider reducing 01 mark for each intervening school of the same category. This is within a distance lesser than the distance of the school applied for.

(B). Past Pupils (Maximum 20 marks)*

The School Committee may use the discretion when deciding the marks for each applicant under this category based on the following broad guidelines:

- B.1. Membership of the Past Pupils' Association (maximum 02)
- B.2. Period spent as a student (02 marks per year - maximum 10)
- B.3. Academic Performance or Co/Extra Curricular Activities (maximum 04)
- B.4. Services rendered to the School (maximum 04)

(C). Siblings: (05 marks)

If the child has a brother/s or a sister/s studying in the school applied for, such applicant shall earn 05 marks.

(D) Public Sector/ Private Sector/ Self Employee (05 marks)

Applicants who are employed in the public sector both within and outside the feeder area, but residing within the feeder area are entitled for 05 marks.

Applicants employed in the private sector and who are self employed within the feeder area are entitled for 05 marks.

(E). Members of the Armed Forces/Police Service (Maximum 10 marks)

All the applicants who are serving or have served in an operational area and who have lost their

lives or have been permanently disabled or missing in action or have received Bravery awards are entitled for 10 marks. Members of the Armed Forces/Police Service are not entitled for 05 marks given under the Category (D).

The Applications of the members of Armed Forces/Police Service be submitted to the Secretary to the Ministry of Defence and the Secretary to the Ministry of Defence having considered their Applications will select, certify and forward them to the respective schools.

Any Application so certified by the Secretary to the Ministry of Defence will get the said 10 marks. They would also be entitled for other marks allocated under the categories in which they apply as depicted in Paragraph No.07: Summary of the Allocation of marks, in the draft policy framework.

Special provisions will be made for the children of Armed Forces/Police Service personnel in consultation with the Secretary to

7.0 Summary of the allocation of marks:

Main Criteria	General Category: Location of the Residence and convenience of Parents and child	Past Pupils.
20	20	20
Siblings	+05	+05
Applicants who are employed in the public sector both within and outside the feeder area, but residing within the feeder area/Applicants employed in the private sector and who are self employed within the feeder area	+05	+05
Members of the Armed Forces/Police Service	+10	+10
Sub total for short listing	40	40
Process of Short listing (five times of the number of vacancies)		
Suitability and needs of the child	20	20
Total marks for selection	60	60

8.0. Special Provision: the admission of children

In each class there should be 40 children after the selection process is completed.

If a public officer is transferred on the basis of exigency of service or a public officer who at the instance of the government is engaged in study/ official assignment and returns to the feeder area, the child of such officer shall be admitted irrespective of the above limit. However, only one child per class can be admitted on the above basis. Admission under this clause shall be made at the discretion of the Secretary/Ministry of Education or Provincial Director of Education, as the case may be.

9.0 Appeals/ Objections Board

To consider any appeals, the Provincial Director of Education should appoint another Deputy Director of Education as the Chairperson of the School Committee with the same membership. In case of National schools the approval of the Secretary to the Ministry of Education should be obtained.

10.0 Prohibition of obtaining any monetary or other forms of donations for

the Ministry of Defence for the benefit of those who couldn't send their applications within the given time frame due to exigencies of service.

6.0 Suitability and needs of the child (maximum 20 marks)

The suitability and needs of the child will be decided upon observations of child's activities at the time of selection.

The process of deciding the suitability and needs of the child should be carried out by a group of selected teachers with expertise in primary education. They should be appointed by the Provincial Director of Education in the respective Province.

(3): Criteria for selection:

* Please delete inapplicable words

Particulars	Marks (For Office Use Only)	
A. Location of the Residence in feeder area and convenience of Parents and child (1) Is the School applied the Closest to the residence: Yes / No If 'No', other close by schools to the residence of the same category (National/Provincial): (i) (ii) (iii) (iv) (v) (vi) (vii) (viii) (4) If a public officer is transferred to the feeder area on the basis of exigency of service or if a public officer who at the instance of the Government engaged in study/official assignment overseas approved by the Government and returns to the feeder area during the preceding 18 months and taken residence within the feeder area. Yes/No If Yes, Attach copies of evidence: (5) Applicant's Occupation: (5.1) Sector: Public Sector/Private Sector/Self Employment (5.2) Official Address: (5.3) District: Attach copies of evidence: (B) Past Pupils (1) Whether Past Pupil of the School applied to: - Yes / No (2) Whether a member of the Past Pupils Association: - Yes / No (3) If 'Yes', Duration of membership: From To..... (4) Period spent as a Student:Years (6) Co/Extra Curricular Activities: (7) Assistance provided to the School (Attach copies of evidence) (C) Members of the Armed Forces/ Police Service personnel (1) Specify the Force to which the applicant belongs to: (2) Period of Service (3) Whether engaged in operational areas (specify period and other details) (3.1) If currently serving: (4) Provide the following details of the relevant Service Personnel: (4.1) If Lost Life in action or missing in action: Yes/No (4.2) Whether disabled in action: Yes/No (4.3) Whether received any Bravery awards in action: Yes/No (Attach copies of evidence) (D) Siblings If Brothers/Sisters are studying in the same School, pl. specify their: Name Grade Year of Admission (Attach copies of evidence) (E) Suitability and needs of the child The process of identification of the child through child's activities. (4) Other schools applied (For Office Use Only)		
Name of the School	Whether a National School	Whether a Provincial School
(i)
(ii)
(iii)
(iv)
(v)
(5) Declaration: I hereby declare that my child is not attending any Government, Private or Approved School at present for his studies. I also declare that the details furnished by me as above are correct and also agree to submit satisfactory evidence relating to my permanent residence indicated here. I am aware that my application will be rejected if any information furnished by me is found to be false/deceitful. If it is revealed after the admission of my child that the information furnished is false/deceitful 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		

Ariyaratne Hewage
Secretary
Ministry of Education

Specimen Application Form

Application for admission to Grade One in(school) for the year 2008

- Details of the Child.**
 - 1.1 Name in Full: (Please underline the surname)
 - 1.2 Name with initials: -
 - 1.3 Sex: - Female/Male
 - 1.4 Religion: -
 - 1.5 Medium of Education: - Sinhala/Tamil
 - 1.6 Date of Birth: Year.....Month.....Date.....
 - 1.7 Age on 31 January 2008: Years.....Months.....Day.....
(Copy of child's birth certificate should be certified by applicant himself and annexed to the application)
- Details of the Applicant: Mother/Father/Legal Guardian: -**
 - 2.1 Name in full: -
 - 2.2 Name with initials:-
 - 2.3 National Identity Card No.
 - 2.4 Whether a Sri Lankan or Not: - Yes / No
 - 2.5 Religion: -
 - 2.6 Permanent Address:-
 - 2.7 Administrative District:-
 - 2.8 Divisional Secretariat Division:-
 - 2.9 Grama Niladhari Division: - No
 - 2.10 Administrative District in which the school is located:-
- Criteria for selection**