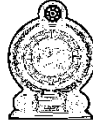


## Notification



### 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 **30<sup>th</sup> 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 31<sup>st</sup> 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.

<p>Year Electoral District: Grama Niladhari Div.and No. Polling Division: Street /Road/ Village</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Household No</th> <th style="width: 20%;">Serial No</th> <th style="width: 60%;">Name of Electors (All persons)</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Household No	Serial No	Name of Electors (All persons)				<p>Year Electoral District: Grama Niladhari Div.and No. Polling Division: Street /Road/ Village</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Household No</th> <th style="width: 20%;">Serial No</th> <th style="width: 60%;">Name of Electors (All persons)</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Household No	Serial No	Name of Electors (All persons)			
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Household No	Serial No	Name of Electors (All persons)											

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)
<p><b>7.1 Children of residents in close proximity to the school</b></p> <p>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.....</p> <p>(This is applicable for a period of recent 05 years, prior to the year the application is submitted)</p> <p>7.1.2. Document in proof of the ownership .....</p> <p>7.1.3. Additional documents that could be submitted in proof of the residence. ....</p> <p>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.....</p> <ul style="list-style-type: none"> <li>• It is compulsory to fill in item 06 by the applicant</li> </ul>	
<p><b>7.2 Children of Past Pupils:</b></p> <p>7.2.1. No of classes studied in school .....</p> <p>Period spent in the school as a pupil: From Grade ..... To Grade .....</p> <p>7.2.2. Educational achievements gained during the period of schooling .....</p> <p>7.2.3. Achievements gained in co-curricular activities during the period of schooling .....</p> <p>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</p>	

**7.3 Brothers/ sisters of students studying in the school at present:**

7.3.1. If a child/children of applicant is/are studying in the school

Name of the child	Grade & Admission No	Admission Grade to this school and Grades spent
1		
2		
3		
4		

7.3.2. 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)

7.3.3. 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.....

7.3.4. 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

**7.4 Children of persons belonging to the staff in an institution directly involved in school education.**

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

<p><b>7.5 Children of officers transferred on exigency of service:</b></p> <p>7.5.1. Date of the last transfer received and the date of reporting to work:</p> <p>7.5.2. Names and addresses of the work places before and after receiving the transfer.....</p> <p>7.5.3. Distance between the previous place of work and present place of work arrived on transfer .....km</p> <p>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 .....</p> <p>7.5.5. Period of service as a State/Corporation/ Statutory Board/ State Bank employee .....</p> <p>7.5.6. Un-utilized Leave  2016 .....  2015.....  2014.....  2013.....  2012.....</p> <p><b>7.6 Children of persons arriving after living abroad with the child.</b></p> <p>(a) Date returned to the country: .....</p> <p>(b) Period of continuously staid abroad with the child.  From..... To.....</p> <p>(c) Reasons for staying abroad.....</p> <p>(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 .....</p>	

**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 31<sup>st</sup> 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 guesstimating 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 31<sup>st</sup> 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 hold 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 30<sup>th</sup> 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.
- 5.2 Having examined the applications received, interview board shall award marks based on the criteria given below. Thereafter, prioritizing according to the marks obtained, a fourfold of applications as the number of vacancies exist shall be selected and those applicants shall be called for an interview.
- 5.3 The applicants who are not within the fourfold as mentioned in 5.2 above shall not be called for an interview. However, the Principal will take action to notify such applicants in writing clearly indicating the reason/s for not calling the interview.
- 5.4 If an applicant finds that his /her application has been rejected while there are necessary qualifications, with relevant documentary proof a reapplication (here only documents forwarded with previous application could be forwarded) with a copy of the rejection letter should be forwarded to the Principal for reconsideration. This request should be sent within one week of receiving the letter of rejection and the top left hand corner of the envelop should clearly state “Grade one Admissions – Reconsideration”.

## 6.0 Method of selection.

- (a) Out of the vacancies existing in Grade One in a school, the number of children to be selected by the interview will be made from the children belonging to the following categories according to the percentages indicated here.
  - i. Children of residents in close proximity to the school 50%
  - ii. Children of parents who are Past Pupils of the school 25%
  - iii. Brothers /sisters of students already studying in the school 15%
  - iv. Children of persons in the staff of Institutions directly involved  
In school education 05%
  - v. Children of officers in Public Sector / State Corporations/State Banks  
receiving transfers on service exigency 04%
  - vi. Children of persons arriving after living abroad with the child 01%
- (b) Marks will be allocated for selection according to the marking scheme indicated under each category. Maximum number of marks obtainable will be 100.
- (c) If any of the documents submitted to the interview board is found to be illegal, the application of the applicant concerned may be rejected for this reason alone.
- (d) Provisions have been made available in the application for the inclusion of details relating to registration in electoral lists. Parents / Legal Guardians who wish to submit information relating to registration in electoral lists should obtain them from the Grama Niladhari’s office and fill in the relevant section. This information should be certified by the applicant himself.
- (e) When considering proximity from the place of residence, the straight distance shall be taken and the map prepared by the Department of Survey General shall be used for this purpose. The Circle with the radius from the main door of the applicant’s house and the main office of the

school (If the primary office is on a separate place the office therein) shall be drawn and if there are schools where child could be enrolled within the said circle marks shall be deducted. However, even if any such school is located within the said circle, in case of find it difficult to access the said school from applicant's house due to natural barriers (Such as, Rivers, Lagoons, Marshlands, Forests) marks shall not be deducted for the said schools.

- (f) The forwarded documents to prove the residency should be relevant to place of living at the time of submitting the application.

**6.1 Children of residents in close proximity to the school. – 50%**

- (a) Under this category all persons residing within the feeder area (as per sub section 3.6 of this notice) are eligible to apply. Here, residing within the feeder area is compulsory.

- (a) Selections for this category shall be made according to the marking scheme given below

**Marking Scheme**

- I. Proving the place of residence by evidencing the registration in electoral register.

The section provided in the application to record the fact that registration in the electoral register (No 06) should be completed and the registration should be confirmed.

- a. When awarding marks five recent years from the previous year of the year applying shall be considered. (2016-2012)

Table 01. Marks for registering in the Electoral Register

Electoral Registration of Mother / Father / Legal Parent	Marks
When both Mother and Father or Legal Parent is registered for five (05) years	30
When either mother's or father's name is registered for five (05) years and spouse's name is registered for any four (04) years	27
When either mother's or father's name is registered for five (05) years and spouse's name is registered for any three (03) years	24
When either mother's or father's name is registered for five (05) years and spouse's name is registered for any two (02) years	21
When either mother's or father's name is registered for five (05) years and spouse's name is registered for any one (01) year	18
When either mother's or father's name is registered for five (05) years	15

Above criteria is prepared by awarding 3 marks per year per person. Therefore, if any circumstance that does not fall within the above criteria occurs, three (03) marks should be awarded for each person for each year of registration in the electoral register.

(Maximum Marks  
30)

b. If the spouse of the applicant, who was registered in previous years, has gone abroad, legally divorced or died, having considered the relevant documents, marks shall be awarded considering both parents were together.

c. Marks shall be awarded by considering documents relevant to the present place of residence. However, for an applicant who lived in a different place in the same feeder area other than the present place of living within recent five (05) years prior to the year applying, only when marks reduced for the other primary schools, where child could be admitted in respect to the present place of living kept unchanged, registrations of electoral register for both places shall be considered.

## II. Documents in proof of residency

Full marks should be given if the document in proof of residency is in the name of the relevant person are 5 years or more after vesting, 75% of the full marks should be given if such period is less than 5 years and three years or more than three years, while 50% of the total marks when it is less than three years and one year more than one year, 25% of total marks if such period is less than one year and six months or more than six months, 10% of the full marks for a period less than six months and three months and more than three months and 05% of full marks for a period of less than three months. (this is relevant to the ownership of the place of living and additional documents.)

### a. Ownership of place of residence

Following documents will be accepted as the documents in proof of the ownership of the place of residence.

- ✓ Title Deeds
- ✓ Deed of Gift Certificates of Ownership
- ✓ Government awards
- ✓ Documents issued under Temples & Devala Act
- ✓ Declaration deeds more than 10 years confirmed by extracts
- ✓ Houses purchased on housing loans / hire purchased schemes (the lease agreement with the owner and payment receipts)

In case of a title deed or a deed of gift is written on a declaration deed the said declaration deed should have been registered for ten years or more.

- If the ownership of the place of residence is in the name of the applicant / spouse - 15 marks

- When the ownership is in the name of mother / father of the applicant / spouse – 10 marks

When the ownership is in others name these marks shall not be given.

If required the ownership could be verified by examining the extracts and duplicate copies

- Registered leased bond/Government quarters (the letter of confirmation by the department head) (Residents in bachelor's quarters are not applicable) / documents to confirm as lease residents under the housing rental act. (6 marks)

In case of a registered leased bond is written on a declaration deed the said declaration deed should have been registered for ten years or more.

(Maximum 15 marks)

b. Additional documents to confirm the place of residence

A total of 05 marks at the rate of one mark for each document for any 5 of following documents

(National Identity card or Driving License / Electricity Bills,/Water Bills/Fixed Telephone Bills/ Health Card/ Samurdhi Card/ School Leaving Certificate/ Marriage Certificate / Insurance bond / Bank Accounts / Appointment letters/ child's birth certificate etc.)

(Maximum 05 marks)

III Proximity to the school from the place of residence

Maximum marks will be given only if the applicant's place of residency is proved and 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 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.

(Maximum 50marks)

(Other government primary schools that the child could be admitted means, if the government school concerned has the learning medium the child has applied for / if a girls or boys school or a mixed school appropriate for the child and if a government school which can admit 10% or more children of the religion to which the child belongs)

If the applicant's place of residence is not confirmed under this category, the marks given will be cancelled.

**6.2 Children of Parents who are Past Pupils of the School - 25%**

- (a) Under this category the child's mother/father/legal guardian may apply as a Past Pupil who studied in the school.
- (b) Selection for this purpose will be made under the following marking scheme.

**Marking Scheme**

- i. Applicant's period of study in the school at the rate of 02 marks for each class studied (being stay two years in the same grade shall not be qualified for award of marks) (Maximum 26 marks)
- ii. Educational achievements gained by applicant during the schooling period ( Maximum 25 marks)
- iii. Achievement gained through co-curricular activities by applicant during schooling period ( Maximum 25 marks)
- iv Membership in Past Pupil Associations, Educational achievements after the period of schooling and different type of co – operations extended for the development of the school. (Maximum 24 marks)  
(For different types of co – operation extended to the development of the school only a maximum of 06 marks can be given)

NOTE : - Maximum marks indicated at II, III, and IV shall be distributed at the discretion of the interview board without being contrary to the instructions given in this circular.

**6.3 Brothers and sisters of students who are already studying in the school - 15%**

- (a) Applications may be made under this category if the elder children of the Parents/Legal Guardians of the child are already studying in the school.
- (b) For this purpose selections will be made according to the marking scheme indicated below.

**Marking Scheme**

- I. Brothers/ sisters who are in the school
  - a. 02 marks for each grade spent in the school. Irrespective of the number of brothers/ sisters studying in the school, marks should be awarded for only one child. (20 Marks)
  - b. If the aforementioned brother / sister has been admitted to grade one of the same school and continue studies five marks will be awarded. (05 Marks)
  - c. If two or more brothers / sisters study in the same school five (05) marks will be awarded

(Maximum 30 marks)

II. Registration of electoral register to prove residency.

The section provided in the application to record that registration has been done in electoral register (No 06) must be filled to provide proof of residence.

- a. When awarding marks five recent years from the previous year of the year applying shall be considered. (2016-2012)

(Maximum 20 marks )

Table 02. Marks for registering in the Electoral Registry

Electoral Registration of Mother / Father / Legal Parent	Marks
--	-------

When both Mother and Father or Legal Parent is registered for five (05) years	20
When either mother's or father's name is registered for five (05) years and spouse's name is registered for any four (04) years	18
When either mother's or father's name is registered for five (05) years and spouse's name is registered for any three (03) years	16
When either mother's or father's name is registered for five (05) years and spouse's name is registered for any two (02) years	14
When either mother's or father's name is registered for five (05) years and spouse's name is registered for any one (01) year	12
When either mother's or father's name is registered for five (05) years	10

Above criteria is prepared by awarding 2 marks per year per person. Therefore, if any circumstance that does not fall within the above criteria occurs, two (02) marks should be awarded for each person for each year of registration in the electoral register.

Since the legal guardian is considered as both father and mother the marks awarded for the number of years registered in the electoral registry for both father and mother should be given to the legal guardian. (four marks (04) for each registered year)

- b. If the spouse of the applicant, who was registered in previous years, has gone abroad legally divorced or died, having considered the relevant documents, marks shall be awarded considering both parents were together.
- c. Marks shall be awarded by considering documents relevant to the present place of residence. However, for an applicant who lived in a different place in the same feeder area other than the present place of living within recent five (05) years prior to the year applying, only when marks reduced for the other primary schools, where child could be admitted in respect to the present place of living kept unchanged, registrations of electoral register for both places shall be considered.

### III Documents in proof of residency

Full marks should be given if the document in proof of residency is in the name of the relevant person are 5 years or more after vesting, 75% of the full marks should be given if such period is less than 5 years and three years or more than three years, while 50% of the total marks when it is less than three years and one year more than one year, 25% of total marks if such period is less than one year and six months or more than six months, 10% of the full marks for a period less than six months and three months and more than three months and 05% of full marks for a period of less than three months. (this is relevant to the ownership of the place of living and additional documents.)

- c. Ownership of place of residence  
Following documents will be accepted as the documents in proof of the ownership of the place of residence.
  - ✓ Title Deeds
  - ✓ Deed of Gift (in case of deeds of gift written against a declaration deed it should be valid 10 years or more than that)

- ✓ Certificates of Ownership
- ✓ Government awards
- ✓ Documents issued under Temples & Devala Act
- ✓ Declaration deeds more than 10 years confirmed by extracts
- ✓ Houses purchased on housing loans / hire purchased schemes (the lease agreement with the owner and payment receipts)

In case of a title deed or a deed of gift is written on a declaration deed the said declaration deed should have been registered for ten years or more.

- If the ownership of the place of residence is in the name of the applicant/ spouse - 10 marks
- When the ownership is in the name of mother / father of the applicant / spouse – 06 marks

When the ownership is in others name these marks shall not be given.

If required the ownership could be verified by examining the extracts and duplicate copies.

- Registered leased bond/Government quarters (Bachelor's quarters are not applicable) / confirmed as lease residents under the housing rental act. 04 marks

In case of a registered leased is written on a declaration deed the said declaration deed should have been registered for ten years or more.

(Maximum 10 marks)

IV Proximity to the school from the place of residence

Maximum marks will be given only if the applicant's place of residency is proved and 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 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.

(Other government primary schools that the child could be admitted means, if the government school concerned has the learning medium the child has applied for / if a girls or boys school or a mixed school appropriate for the child and if a government school which can admit 10% or more children of the religion to which the child belongs)

Maximum 30 marks

- V. Contribution of the brothers / sisters to the school and the contribution of parents to the school (For parents' contribution maximum marks awarded would be 4 marks)

Maximum 10 marks

**6.4 Children of persons belonging to the staff in Institutions directly involved in school**

## Education 5%

- (a) Applications to this category may be made only if the mother/father/legal guardian of the child is employed in a permanent post in the staff of institutions directly involved in school education and if in active service to the closing date of application.
- (b) Selection will be made according to the marking scheme indicated below.

### Marking Scheme

- I. Period of service as a permanent employee in the staff of an institution under Ministry of Education that directly involves in school education – at the rate of 02 mark for each complete year (Maximum 20 marks)
- II. Period of service in difficult schools (should be certified by the relevant Zonal Director)
- a. If at present serving in a difficult school (should be continued service of consecutive years) 05 marks for each complete year. 25 marks
  - b. Although presently not serving in a difficult school, if served in previous years, 03 marks for each complete year. 15 marks
- ( Maximum marks 25)
- Note: - Only for those applicants who have completed more than one year of difficult service, for six or more months beyond one complete year, half of the relevant mark should be given.
- III. Unutilized leave  
For un-utilized leave during the calendar year for 05 years prior to the year of receiving applications – 02 marks for 20 days un-utilized leave. (Maximum marks 10)  
(Marks will not be given if the number of un-utilized leave in a year is less than 20 days)
- IV. If served in the same school where child's admission is sought,  
❖ If service is 03 years or more 10 marks  
❖ If less than 03 years 05 marks (Maximum marks 10)
- V. Distance from present permanent place of residence to the school applied (should be considered the shortest route which has public transport services)  
Within 01 k.m. – 10 marks  
From 01 k.m. to 03 k.m. – 08 marks  
From 03 k.m. to 05 k.m. – 06 marks  
More than 05 k.m. – 04 marks (maximum 10 marks)
- VI. Distance from present place of residence to the present place of work. (should be considered the shortest route which has public transport services) (Maximum 25 marks)
- More than 100 km. -25 marks



From 99 km to 70 km	-20 marks
From 69 km to 40 km	-15 marks
From 39 km to 20 km	- 10 marks
Less than 19 km.	-05 marks

These marks shall be awarded only for the applicants who have permanent residence in the feeder area (The place of residence has to be proved )

**6.5 Children of officers in Government/ Corporations/ Statutory boards/ State Banks receiving transfers on exigencies of service - 04%**

- (a) Under this category applicants who are permanently residing with the child in the area where the school is located after being transferred to a statutory institute within the area on exigencies of service during a period of 05 years prior to the date of calling for applications and not at the request of the particular employee, may apply for this purpose.

Here the area of school means the relevant institute should be located within a circle drawn with a radius of two kilometers having taken the school as the center. (If interview board requires this circle could be extended as suitable) The applicant should come to the new place of residence with the child from the previous place. Moreover, final place of work shall be considered. Change of residency due to attachments, training programs and study purposes shall not be considered.

- (b) Selection for this purpose will be made according to the marking scheme indicated below.

**Marking Scheme**

- I. Distance from previous place of work to the new place arrived on transfer (should be considered the shortest route which has public transport services)

More than 150 km.	-40 marks
From 149 Km to 100 km	-32 marks
From 99 Km to 50 km	-24 marks
From 49 Km to 25 km	-16 marks
Less than 25 km.	-08 marks

(Maximum 40 marks)

- II. Proximity to the school from the place of residence after the mother/ father/ legal guardian had come on transfer.

(Maximum 35 marks)

Maximum marks will be given if there are no other Government Schools with Primary sections located closer to the present 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 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)

III. For the period of service as a Government/ Corporation/ Statutory board /State Bank Employee – One mark per year. (Maximum 10 marks)

IV Time that has lapsed from the date of the transfer up to the closing date of application.

within one year - 05 Marks  
within 01 year to 02 years - 04 Marks  
within 02 years to 03 years - 03 Marks  
within 03 years to 04 years - 02 Marks  
within 04 years to 05 years - 01 Mark

(Maximum 05 marks)

V Un-utilized Leave

For un-utilized leave during the calendar year for 05 years prior to the year of receiving applications – 02 marks for 20 days.

(Maximum 10 marks)

(Marks will not be given if the number of un-utilized leave in a year is less than 20 days)

Note: For the allocation of schools for children of officers who received transfers on exigencies of service/ who returned after living abroad with their child/children after the closing date of applications for admission of children to grade one or after the commencement of grade one, applications should be directed to the Provincial Director of Education of the Provincial Department of Education that cover the relevant school. A school will be allocated for the children of these parents as decided by the Provincial Education Authorities.

#### **6.6 Children of persons who arrive after living abroad with the child. – 01 %**

- (a) Under this category, applications may be forwarded by the parent or guardian who has been living abroad with the child and arrives in the country, with in the immediately preceding year. (From 1<sup>st</sup> of July of the preceding year to the closing date of application)
- (b) Selections will be made according to the marking scheme indicated below.

#### **Marking Scheme**

I. The period lived abroad prior to the date of arrival in the country.

(Maximum 25 marks)

A continuous period of 03 years or more	25 marks
Continuously from 02 years to 03 years	15 marks
Continuously from 01 year to 02 years	10 marks

(within this period if the applicant has come to Sri Lanka for a period less than one month and return that shall not be considered as the breach of period lived abroad)

II Reasons for being abroad.

For service in Sri Lankan Missions abroad	40 marks
For requirements of Government of Sri Lanka (A person appointed by the Government or on behalf of Government for performance of a duty abroad).	30 marks
For a scholarship	20 marks
Personal Requirement	10 marks

( Maximum 40 marks)

III Proximity to the school from the place of residence ( Proof of place of residence must be provided)

Maximum 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 a 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 may be 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**  
**30<sup>th</sup> May - 2017**