

The Methodist Church in Singapore

新加坡基督教衛理公會

சிங்கப்பூர் மெதடிஸ்ட் திருச்சபை

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PRIMARY ONE REGISTRATION EXERCISE 2017

To: The Principal,

- Anglo-Chinese School (Junior)
- Anglo-Chinese School (Primary)
- Fairfield Methodist School (Primary)
- Geylang Methodist School (Primary)
- Methodist Girls' School (Primary)
- Paya Lebar Methodist Girls' School (Primary)

This is to state that _____

(I/C No. _____) is a member of _____

_____ Methodist Church. *He/She has been a member of our

Church since _____.

*He/She desires to register *his/her child for Primary One Class in year 2018.

Name of Child: _____ **Sex:** *M / F

Date of Birth: _____ **Birth Certificate No.:** _____

Name of Pastor-In-Charge: _____

Signature of Pastor-In-Charge: _____

Rubber Stamp of Church

Date: _____

*Delete where appropriate

PRIMARY ONE REGISTRATION EXERCISE 2017

For children who are Singapore Citizens or Singapore Permanent Residents.

WHO CAN PARTICIPATE?

Children born between **2 January 2011** and **1 January 2012 (both dates inclusive)** can participate in the 2017 Primary One Registration Exercise for admission to Primary One classes in 2018.

PHASE 2B

For a child whose parent is a member endorsed by the church directly connected with the primary school.

Registration Venue:

Registration will be conducted at the primary school that you wish your child to be admitted into.

Registration Dates:

17 July 2017, Monday
18 July 2017, Tuesday

Registration Hours:

8.00 am to 11.00 am
2.30 pm to 4.30 pm

Announcement of Results:

By Friday, 21 July 2017

DOCUMENTS REQUIRED AT THE TIME OF REGISTRATION

Parents are to submit the registration form and required documents at the school of choice. The **originals** of each required document must be produced at the school of choice at the time of registration. Parents who registered online through the Primary One Internet System (P1-IS) will have to produce the original of each required document to the school that the child is successfully registered into, when requested or upon reporting to the school.

A Singapore Citizens

1. The child's Birth Certificate.
2. The child's Singapore Citizenship Certificate for those who are not Singapore Citizens at the time of birth.
3. Singapore NRIC of both parents or Entry / Re-entry Permits of parents if they do not possess Singapore NRIC.

4. The child's Immunisation Certificates.

B Singapore Permanent Residents

1. The child's Birth Certificate.
2. The child's Entry/Re-entry Permit.
3. Singapore NRIC of both parents or Entry/Re-entry Permits of parents if they do not possess Singapore NRIC.
4. The child's Immunisation Certificates.

C Immunization Records

All parents should produce the immunisation records (BCG, diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella and Hepatitis B) of their children at the time of registration. Documentary evidence of immunisation can be downloaded from the [National Immunisation Registry website](#).

With reference to Singapore's National Childhood Immunisation Schedule, all children (Singapore Citizens and Non-Singapore Citizens) should have **completed** the recommended immunisations before entry into Primary One.

For enquiries on immunisation requirements, parents can contact the Health Promotion Board at 1800-223-1313 or e-mail to hpb_nir@hpb.gov.sg

D Letter of Authorization

Parents can authorise a person to register their child on their behalf. An original letter of authorisation is required from the parent. Please refer to the attached letter of authorisation.

E Statutory Declaration

Statutory Declaration (SD) is required for parents who wish to register their child using the address of the child's grandparent or the parent's sibling in a school within 2 kilometres from that address.

Eligibility Criteria

- Both parents are working full-time at the time the statutory declaration was made; and
- The child is under the full-time care of a grandparent or a parent's sibling; and
- The child's grandparent or the parent's sibling is not employed.

Declaration Details & Required Documents

The child's grandparent **or** the parent's sibling **and** one of the child's parents are required to make a statutory declaration **in person at the MOE Customer Service Centre**.

The statutory declaration can be made from 3 July 2017 (Monday) to 28 July 2017 (Friday) at the following periods (i) 9.00 am to 4.00 pm, Mondays to Fridays and (ii) 9.00 am to 12 noon on Saturdays. Parents are to bring along the originals of the following documents:

- Identity card of both parents
- Identity card of the child's grandparent or the parent's sibling
- Birth certificate of the child to be registered for admission to school
- Documents to prove the relationship between the parent and the child's grandparent or the parent's sibling (birth certificate, and marriage certificate where applicable)
- Supporting documents to prove full-time employment / self-employment e.g. Business File, latest 3 months of CPF statements showing employment status, etc.
- Photocopies of the passport/NRIC/overseas employment letter for parent/s who are currently overseas

F Proof of Purchase of Yet-to-be Completed Property

A certified true copy of the Sales and Purchase document is required if the address of a yet-to-be completed private property is used for registration. The date of commitment by the developer in the Temporary Occupation Permit (T.O.P.) / Vacant Possession Date (VPD) has to be within two years of the child's entry into Primary One. In the case of a yet-to-be completed HDB flat, the 'New Flat' printout from My HDBPage is required. The Delivery Possession Date of the flat has to be within two years of the child's entry into Primary One.

Parents must undertake and move into the new property within two years of the child's entry into Primary One.

How to retrieve the 'New Flat' printout from My HDBPage?

1. Log on to [My HDBPage](#)
2. Select 'My Flat', followed by 'Application Status' and 'New Flat'.
3. Print out the 'New Flat' page.

G Proof of Overseas Posting

Overseas Singaporeans who wish to register their children for Primary One are to produce written evidence of overseas posting. More information on the registration procedures for Overseas Singaporeans can be found on <https://www.moe.gov.sg/admissions/primary-one-registration/overseas-singaporeans>.

H Proof of Marital Situation

Relevant Court Orders and any other supporting documents to prove the marital situation (e.g. divorced / separation papers, child custody orders) are required if parents are separated / divorced.

I Documents to Show Eligibility for Phase 2B

A letter from the Pastor-In-charge of The Methodist Church to certify that the parent is a member endorsed by the church directly connected to the school must be provided.