



The Bishop of Singapore
The Most Revd Dr Titus Chung

Archdeacon of Singapore
The Venerable Daniel Wee

Assistant Bishop
The Rt Revd Low Jee King

21 May 2024

Dear Vicars / PICs of All Anglican Parishes / Deans of Anglican Deaneries,

REGISTRATION EXERCISE FOR ADMISSION TO PRIMARY ONE (PHASE 2B) IN 2025 FOR ANGLICAN SCHOOLS

Greetings in Jesus' Name!

The Ministry of Education (MOE) has released the dates and instructions for P1 (Phase 2B) registration. Enclosed herewith are the instructions for parishes to facilitate the endorsement of the supporting documents for parents seeking to enrol their child/children into Anglican Schools.

1. PHASE 2B ELIGIBILITY & APPLICATION PERIOD:

- (a) Eligibility: For children born between **2 Jan 2018 and 1 Jan 2019** (both dates inclusive) and who are Singapore Citizens or Singapore Permanent Residents whose parent/s are Anglican Church Members. Foreign students are not eligible for Phase 2B registration.
- (b) MOE Criteria for a child whose:
 - i. parent has joined the primary school as a parent volunteer not later than 1 July of the year before P1 registration and has given at least 40 hours of voluntary service to the school by 30 June of the year of P1 registration.
 - ii. **parent is a member endorsed by the church or clan directly connected with the primary school.**
 - iii. parent is endorsed as an active community leader.
- (c) MOE Application Period: 9 am Monday 22 July to 4.30pm Tuesday, 23 July 2024
- (d) MOE Release of Results: Monday, 29 July 2024

2. COMPLETION & ENDORSEMENT INSTRUCTIONS FOR CHURCH FOR PHASE 2B REGISTRATION

- (a) Parent/s Responsibility:
 - i. Form A (Section 1) is to be completed by confirmed church members.
 - ii. Members will need to contact and arrange with the parish to validate the information provided in the form. They will have to bring along the relevant supporting documents.
 - iii. Parents should be informed that the form which fulfills the criteria will be scanned to their email for ease of submission to MOE. Those who do not fulfil the criteria will receive a notification email from the parish (form will not be returned).
 - iv. Parents should be informed that only the Vicar or his designate for this exercise can provide the signatory. Any other unauthorised endorsements will render the form inadmissible.
- (b) Church's Responsibility:

As MOE regards submitting bona fide information for P1 registrations very seriously, so should the church.

The objective criteria we are using for endorsement is that either parent must have at least 3 stamps with **Question 1 being mandatory**.

The church will need to:

- i. Make available the following documents in either hard or softcopy: Letter to Parents, Form A and Appendix A. Parishes may use the write-up in Appendix B as notice of the registration exercise in their bulletin.
- ii. Verify the details provided by the parents.
- iii. Endorse the relevant boxes with the church stamp.
- iv. Obtain signatory of Vicar / Dean or Designate for applications that fulfil the criteria (Refer to Appendix A for examples of permissible permutations).
- v. For exceptional cases where the Parish is only able to provide two stamps, EB endorsement will be required if Vicar would like to support the applications. Parish to submit exceptional cases to EB via email (education@anglican.org.sg). EB will review the request and provide endorsement where possible and return the form to Parish for further action.
- vi. Scan applications which **fulfil the criteria** and email them back to the parents as a PDF.
- vii. Submit list of endorsed applications to the Diocese via the following [link](https://form.jotform.com/diocesefofsingapore/P1Phase2B): <https://form.jotform.com/diocesefofsingapore/P1Phase2B> **by 2 July** [List will be provided to the three Schools for their internal verification].
- viii. Church admin to retain a copy of the form.
- ix. For applications which do not fulfil the criteria, notify the applicants officially via email. **DO NOT** scan the forms back to them. Ensure these forms are NOT stamped or endorsed.

3. ONLINE REGISTRATION ON MOE WEBSITE

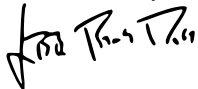
Parent has to, at the launch of the P1 Phase 2B registration (refer to dates above), proceed to submit the following at the MOE P1 Registration Portal via FormSG using SingPass:

- (a) Endorsed Form A,
- (b) Endorsed parent's Certificate of Baptism and Confirmation from the Diocese of Singapore, and
- (c) Other documents required by MOE.

More information on how to register can be found here: <https://www.moe.gov.sg/primary/p1-registration/how-to-register> .

Thank you.

Yours sincerely,



Revd David Lee
Chairman, Education Board
Enc: Letter to Parents, Form A, Appendices A & B