

## Notification



### Ministry of Education

#### Instructions relating to admission of children to Grade One In Government Schools for the Year 2015

- 1.0. Parents/ Legal Guardians who expect to admit their children to Grade One in Schools in year 2015 should forward their applications prepared in conformity with 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 4<sup>th</sup> July 2014.

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

#### Application for admission to Grade One in..... School in year 2015

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

01. **Category applied for:.....**  
(separate applications should be submitted when it is under 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: A.G.D.A.Gunasena)  
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 2015: Years Months Days

03. **Details of 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:.....  
Telephone No:.....  
3.7 Name of residential district:.....  
3.8 Divisional Secretary area of the place of residence.....  
3.9 Grama Niladhari Division of the place of residence ..... No...

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

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 which are located closer to place of residence than the school applied for:**

- 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 Polling Division: Grama Niladhari Div.and No. Polling District: Street /Road/ Village	Year Polling Division: Grama Niladhari Div.and No. Polling District: 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)
<p><b>7.1 Children of residents in close proximity to the school</b></p> <p>(a) * Number of years that include the applicant and spouse/ Legal guardian in the electoral register.....</p> <p>* Number of years that include either the name of the applicant or the name of the spouse 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>(b) Ownership of the place of residence: (Title deed - in the name of applicant/ spouse or applicant's Parents/registered Lease Bond / Government Official Quarters Documents/ un-registered Lease Bond/ Any other Legal documents to prove ownership.....</p> <p>(c) Additional documents which could be submitted in proof of Residence .....</p> <p>(d) Number of schools located closer to the place of residence where the child could be admitted than the school applied for.....</p> <p>• It is compulsory to fill in item 06 by the applicant</p>	
<p><b>7.2 Children of Past Pupils:</b></p> <p>(a) Period spent in the school as a pupil: From ..... To..... From Grade ..... To Grade .....</p> <p>(b) Educational achievements gained during schooling period .....</p> <p>(c) Achievements gained in co-curricular activities during the schooling Period .....</p> <p>(d) 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 who are studying in the school at present:**

(a) If applicant's child/children is/are studying in the school

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

(b) \* Number of years that include the applicant and spouse / legal guardian in the electoral register.....

\* Number of years that include either the name of the applicant or the Name of the spouse in the electoral register. ....

(This is applicable for a period of recent 05 years, prior to the year the application is submitted)

(c) Number of other schools where the child could be admitted and located Closer to the place of residence other than the school applied for.....

(d) Ownership of the place of residence:

(Title deed - in the name of applicant /spouse or applicant's/spouse parents/registered Lease Bond/ Government Official Quarters Documents/ un-registered Lease Bond/ Any other Legal document to prove ownership.....

(e) 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.**

(a) Post held as a permanent employee in the relevant institutions and Period of service.....

(b) Distance from place of residence to place of work.....

(c) If serving presently in a difficult school, period of difficult school service.....

(d) If served earlier in a difficult school such period of service....

(e) Un-utilized Leave

2013 .....

2012.....

2011.....

2010.....

2009.....

(f) Name of the school if serving in a school and period of service

.....

**7.5 Children of officers transferred on exigencies of service:**

(a) Date of transfer received lastly:.....

(b) Names and addresses of the work places before and after receiving the transfer.....

(c) Distance between the earlier place of work and place arrived on transfer.....

(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 .....

(e) Period of service as a State/Corporation/ Statutory Board/ State Bank employee.....

(f)	Un-utilized Leave	
	2013 .....	
	2012.....	
	2011.....	
	2010.....	
	2009.....	
7.6 Children of persons arriving after living abroad with the child.		
(a)	Date returned to the country: .....	
(b)	Period of stay abroad.	
	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 Zonal Director 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. 2015. In confirmation of the same, the birth certificate should be forwarded. Only in respect of schools where the number of applications received is less than the number of vacancies, a child can be admitted on the basis of a affidavit supporting the date of birth. However, action should be taken to forward the birth certificate at the earliest.

2.2. Children whose age is 06 years or more as at 31<sup>st</sup> Jan. 2015 can be admitted only after the admission of children whose age is less than 06 years.

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

3.1. At the first interview, 30 children will be selected for each grade one class (for all grade one parallel classes), and in addition to this 30, 03 more children will be selected at the interview on appeals and objections, thus making a total of 33. In addition, 07 more children selected from among children of those who were or who are in the three armed forces and the police will be admitted on the basis of recommendations by the Ministry of Defense, totaling up to 40.

- 3.2. In filling vacancies in schools taken over by 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 a given school was taken over by the government will be taken into consideration and the number of vacancies in the said school will 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, the balance vacancies will 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, the balance will 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 (mother or father) of the applicant is resident will be considered 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 will be accepted as a legal guardian. For the children from orphanages, the care taker 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.
- 3.5. The parents/ legal guardians should be residents of the administrative district in which the school is situated. When a school is situated on the border of an administrative district, the residents of the nearest Divisional Secretary's Division of administrative district can apply for the said school. Such Divisional Secretary's Divisions are considered parts of the feeder areas of the school. When past pupils apply for the school this limitation is not taken into consideration.
- 3.6. A child who has already been admitted to a government school, a government approved private school or any other school in a previous year is not qualified to apply during this year.

#### **4.0. Procedure for submitting applications.**

- 4.1. Those who were or are in the three armed forces and the police and are hoping to admit their children to schools under the special concessions given to them, should forward their applications by filling the special application forms made available to them by the Welfare Director Board and directing them to the Director of Welfare Services through their 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, address are written, and copies of documents regarding qualifications necessary for the admission of the child certified by the applicant himself to reach the principal of the relevant school before 04 July 2014. 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. If the children of those who were or are in the three armed services and the Police are qualified to apply for a school direct, they can submit applications to the principal of the relevant school.
- 4.4. If an applicant is entitled to apply to a school under several categories, applications should be sent separately under each category. The category should be mentioned on the top left hand corner of the envelope.
- 4.5. An applicant applying for a given school can also apply for other schools to which he is entitled. In such cases, applications can be sent to a maximum of 06 schools so that a

minimum of 03 provincial schools are included with national schools. The order of priority for schools applied, should be given as preferred by the applicant.

- 4.6. When applications are sent to schools where teaching is done in two learning media (Sinhala and Tamil) applications can be sent separately for both learning media. However, if selected for one learning medium, that medium cannot be changed.

## **5.0 Selection Procedure.**

- 5.1 Selections of students will be made by an Interview Board only if the number of applications received on the prescribed date is more than the number of students that could be selected by the school for Grade One in the school.
- 5.2 The Interview Board will allocate marks after examining all applications and based on the marks priority, four times the number of admissible students will be selected and thereafter the relevant applicants will be notified to appear for an interview.
- 5.3 If the applicants are not available within four times the number of vacancies applicants will not be called for an interview. However the Principal will take action to notify the applicants in writing clearly indicating the reasons for not calling them for interviews

## **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 first 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<br>In school education                            | 05% |
| v.   | Children of officers in Government /Corporations/State Bank<br>Services receiving transfers on exigencies of service | 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 even one of the documents submitted to the Interview Board is found to be illegal, the application may be rejected by the Interview Board 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 offices and fill in the relevant section. This information should be certified by the applicant himself.
- (e) The forwarded documents to prove the residency should be relevant to the 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 (sub section 3.5) may forward their applications.
- (b) For this purpose selections will be made according to the marking scheme indicated below

**Marking Scheme**

**I. Residence.**

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.

- ❖ If both applicant and the spouse or the legal guardian has been registered in the electoral register within recent five (05) years from the year prior to the application is submitted, **35 marks** will be awarded at the rate of seven (07) marks per year. (If the applicant/ spouse, after being registered in the electoral register in previous years is divorced or deceased, or now lives abroad, relevant marks should be given after examining the relevant documents)

- ❖ In case of either the applicant or the spouse has been registered in the electoral list for recent 05 years from the year prior to the application is submitted, **25 marks** will be awarded at the rate of five (05) marks per year.

(Maximum 35 marks)

**II. Documents in proof of residency**

Full marks should be given if the document in proof of residency in the name of the relevant person has lapsed 5 years or more and 75% of the full marks if such period is less than 5 years and more than 3 years while 50% of the total marks will be given when it is less than 3 years.

Ownership of place of residence by title deed.

- If the title deed relating to the place of residence is in the name of the applicant ( Transfer/ Gift) - 10 marks  
If the title deed relating to the place of residence is in the name of mother or father of applicant (Transfer/Gift) -06 marks

(If the title deed is in the name of another person, this mark will not be given and this situation shall be confirmed by examining registration extracts and duplicate copies.)

- Registered Lease Bond / Government Official Quarters Documents/Any other documents to prove ownership  
– 04 – marks  
(Residents in Bachelors' quarters are inapplicable for this mark)

(Maximum 10 marks)

- Un-registered Lease Bond -02 marks

**III. Additional documents in proof of place of residence**

~~(Maximum 05 marks)~~

- A total of 05 marks at the rate of one mark for each document (National Identity Card, Electricity Bills, Water Bills, Telephone Bills, Marriage Certificate etc.)

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.

(Maximum 50 marks)

(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.)  
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 (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 should be distributed at the discretion of the Interview Board without being contrary to the instructions given.

**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**

For this purpose marks could be obtained only for one child irrespective of the number of brothers/ sisters studying in the school. In giving marks 03 marks will be given for each Grade spent in the school by him/her.

(Maximum 30 marks)

## II. Residence.

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.

- ❖ If both applicant and the spouse or the legal guardian has been registered in the electoral register within recent five (05) years from the year prior to the application is submitted, **15 marks** will be awarded at the rate of three (03) marks per each year. (If the applicant/ spouse, after being registered in the electoral register during previous years, now lives abroad/ is divorced or diseased marks should be given after examining the relevant documents)
- ❖ In case of either the applicant or the spouse has been registered in the electoral list for recent 05 years, from the year prior to the application is submitted, 10 marks will be awarded at the rate of two (02) marks per year.

(Maximum 15 marks)

## III Proximity to the school from the place of residence

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

## IV. Documents in proof of place of residence.

Full marks will be given if the document in proof of proximity in the name of the applicant has lapsed 5 years or more and 75 % of the full marks if such period is less than 5 years and more than 3 years while 50% of the total marks should be given when it is less than 3 years.

Title deed of the place of residence.

- If the title deed relating to the applicant's place of residence is in the name of the applicant/ spouse (Transfer/Gift)- 10 marks  
If the title deed relating to the applicant's place of residence is in the name of mother or father of the applicant/ spouse (Transfer/Gift)-06 marks  
(If the title deed is in the name of another person, this mark will not be given and this situation shall be confirmed by examining registration extracts and duplicate copies.)
- Registered Lease Bond / Government Official Quarters Documents/ Any other Legal documents to prove ownership – 04 marks

( Maximum 10 marks)

(Residents in Bachelors' quarters are inapplicable for this mark)

- Un-registered Lease Bond -02 marks

- V. Achievements gained for the school by the brothers/sisters in the school and various assistance provided for the school (Maximum 10 marks)  
(A maximum of 04 marks can be given for various assistance provided for the school)

**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
- (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 directly involved in school education – at the rate of 01 mark for each complete year (Maximum 20 marks)
- II. Distance from present permanent place of residence to present place of work.
- |                     |           |                    |
|---------------------|-----------|--------------------|
| More than 100 km.   | -35 marks |                    |
| From 99 km to 50 km | -25 marks | (Maximum 35 marks) |
| From 49 km to 25 km | -15 marks |                    |
| Less than 25 km.    | -05 marks |                    |
- (These marks will be given only for the applicants who apply for a school located within the feeder area relevant to their permanent place of residence) ( Should be confirmed)
- III. Period of service in difficult schools. (These schools should be certified by the relevant Zonal Director of Education)
- \* If the applicant is presently engaged in difficult school service - 25 marks at the rate of 05 marks for each complete year of their difficult service.
- \* If the applicant was engaged earlier in difficult service although not serving at present in a difficult school – 15 marks at the rate of 03 marks for each complete year to be considered under this

Note:- Only for those applicants who have completed more than one year of service, for six or more months beyond one complete year, half of the relevant mark should be given.

- IV. Un-utilized leave (Maximum 25 marks)  
(Maximum 10 marks)
- 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.

(Marks will not be given if the number of un-utilized leave in a year is less than 20 days. Apart from this above marks will be given disregarding the payment of money for un-utilized leave in Public service for year 2006.)

- V. If the applicant is engaged in service in the same school expected to admit the child
- (a) If the period of service is 03 years or more - 10 marks
  - (b) If the period of service is less than 03 years - 05 marks (Maximum 10 marks)

**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.
- (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
- |                     |           |                    |
|---------------------|-----------|--------------------|
| More than 100 km.   | -40 marks |                    |
| From 99 Km to 50 km | -30 marks |                    |
| From 49 Km to 25 km | -20 marks |                    |
| Less than 25 km.    | -10 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 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.

(Maximum 35 marks)

(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. Apart from this above marks will be given disregarding the payment of money for un-utilized leave in Public service for year 2006)

- For the allocation of schools for children of officers who received transfers on exigencies of service/ who returned after living abroad with their child after the closing date of applications for admission of children to Grade One or after the commencement of Grade One, applications should be referred 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 proceeding year. (From 1<sup>st</sup> of July of the proceeding 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.

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

(Maximum 25 marks)
- 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

(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

(Maximum 35 marks)

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)

**7.0 Special concession granted to the members of the Three Armed Forces and the Police who are /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 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 Secretary, Ministry of Defense and the children will be selected accordingly.
- 7.2 Secretary of the Ministry of Defense will select 7 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 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 Ministry of Defense.

**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 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 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 Final list of selected children prepared after the Objections and Appeals investigations and the waiting list will be exhibited in the School Notice Board duly signed by the members of the Objection and Appeals Board.
- 10.7 The decision made by the Objection and Appeals Board relating to any applicant who had submitted Objections and Appeals shall be the final decision.
- 10.8 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.
- 10.9 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.
- 10.10 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 2011.

**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.**  
05 -June 2014