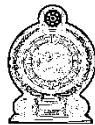


Notification



Ministry of Education

Instructions related to the admission of children to Grade One In Government Schools for the Year 2017

- 1.0.** Parents/ Legal Guardians who expect to admit their children to Grade One in schools in year 2017 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 **30th June 2016**.

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

Application for admission to the Grade One ofVidyalaya in the year 2017

(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 applied 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: 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 31st January 2017: 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:.....
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 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;"> <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: 30px;"></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;"> <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: 30px;"></td> <td></td> <td></td> </tr> </tbody> </table> | Household No | Serial No | Name of Electors (All persons) | | | |
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| | | | | | | | | | | | | | |
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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>7.1 Children of residents in close proximity to the school</p> <p>(a) * Number of years that the applicant and spouse/ Legal guardian was included in the electoral register.....</p> <p>* Number of years that either the name of the applicant or the name of the spouse 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>(b) Document in proof of the ownership of residence:</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 by this application.....</p> <ul style="list-style-type: none"> • It is compulsory to fill in item 06 by the applicant | |
| <p>7.2 Children of Past Pupils:</p> <p>(a) No of classes studied in school</p> <p>Period spent in the school as a pupil: From Grade To Grade</p> <p>(b) Educational achievements gained during the period of schooling</p> <p>.....</p> <p>(c) Achievements gained in co-curricular activities during the period of schooling</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> <p>.....</p> | |

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

(a) If applicant's child/children 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 | | |

- (b) * Number of years that the applicant and spouse / legal guardian was included in the electoral register.....
- * Number of years that either the name of the applicant or the Name of the spouse was included 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's 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 the place of residence to the 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
2015
2014.....
2013.....
2012.....
2011.....
- (f) Name of the school if serving in a school and period of service
.....

| | |
|--|--|
| <p>7.5 Children of officers transferred on exigency of service:</p> <p>(a) Date of the last transfer received and the date of reporting to work:</p> <p>(b) Names and addresses of the work places before and after receiving the transfer.....</p> <p>(c) Distance between the previous place of work and present place of work arrived on transferkm</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> <p>(e) Period of service as a State/Corporation/ Statutory Board/ State Bank employee.....</p> <p>(f) Un-utilized Leave 2015 2014..... 2013..... 2012..... 2011.....</p> <p>7.6 Children of persons arriving after living abroad with the child.</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 31st Jan. 2017. 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 31st Jan. 2017 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. At the first interview, 34 children will be selected for each grade one class (for all grade one parallel classes). In addition, 05 more children selected from among children of those who were in operation areas in armed forces and the police will be admitted, totaling up to 39 per class.
- 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 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. Only when both mother and father of a child have been passed away, 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 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 the other administrative district can apply for the said school. Such Divisional Secretary's Divisions are considered parts of the feeder areas of the school. For past pupils applying for the school 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 30th June 2016. 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 thinks 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 could be sent 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 strictly the residents of the feeder area of the school concerned shall be considered and hence only the persons residing within the feeder area eligible to submit their applications as per sub section 3.6 of this notice may forward their applications.

- (b) 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. (2011-2015)

| Electoral Registration of Mother / Father / Legal Parent | Marks |
|--|-------|
| When both Mother and Father or Legal Parent is registered for five (05) years | 35 |
| When either mother's or father's name is registered for five (05) years and other person's name is registered for at least any three years | 35 |
| When either mother's or father's name is registered for five (05) years and other person's name is registered for any two (02) two years | 29 |
| When either mother's or father's name is registered for five (05) years and other person's name is registered for anyone year | 27 |
| When either mother's or father's name is registered for five (05) years | 25 |

When situations do not cover from the above criteria occur, if both mother and father are registered for one year seven marks (07) and if either mother or father is registered for one year (05) marks shall be given.

- 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

(Maximum Marks 35)

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 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 more than 3 years, while 50% of the total marks will be given when it is less than 3 years and more 1 year and 25% if such period is less than one year. (this is relevant to the ownership of the place of living and additional documents.)

a. Ownership of place of residence

- If the ownership of the place of residence is in the name of the applicant - 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.

Following documents shall be considered in proving the aforesaid ownership.

- ✓ 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

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 (Maximum 10 marks)
- Unregistered leased bond – 2 marks

b. Additional documents to confirm the 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/Fixed /Mobile Telephone Bills/Driving License/ Health Card/ Samurdhi Card/ School Leaving Certificate/ Marriage Certificate / Insurance bond / Bank Accounts / Appointment letters, etc.)

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.

(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 50marks)

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 should be distributed at the discretion of the Interview Board without being contrary to the instructions given in the 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. 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, 02 marks will be given for each Grade spent in the school by him/her. (20 Marks)
- b. If the aforementioned brother / sister studies was admitted to grade one of the same school and continued to study five marks will be awarded. (05 Marks)
- c. If two or more brothers / sisters study in the same school concerned 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. (2011-2015)

| Electoral Registration of Mother / Father / Legal Parent | Marks |
|--|-------|
| When both Mother and Father or Legal Parent is registered for five (05) years | 15 |
| When either mother's or father's name is registered for five (05) years and other person's name is registered for at least any three years | 15 |
| When either mother's or father's name is registered for five (05) years and other person's name is registered for any two (02) two years | 12 |
| When either mother's or father's name is registered for five (05) years and other person's name is registered for anyone year | 11 |
| When either mother's or father's name is registered for five (05) years | 10 |

When situations do not cover from the above criteria occur, if both mother and father are registered for one year three marks (03) and if either mother or father is registered for one year (02) two marks shall be given.

- 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.

(Maximum 15 marks)

III Documents in proof of residency

Full marks should be given if the document in proof of residency 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 more than 3 years, while 50% of the total marks will be given when it is less than 3 years and more 1 year and 25% if such period is less than one year.

- If the ownership of the place of residence is in the name of the applicant - 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.

Following documents shall be considered in proving the aforesaid ownership.

- ✓ Title Deeds
- ✓ Deed of Gift
- ✓ Certificates of Ownership
- ✓ Government Awards of Land Ownership
- ✓ Documents issued under Temples & Devala Act
- ✓ Declaration deeds more than 10 years confirmed by extracts
- ✓ Houses purchased on housing loans

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
- Un-registered Lease Bond -02 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 35 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 directly involved in school education – at the rate of 02 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 | |
| From 49 km to 25 km | -15 marks | |
| Less than 25 km. | -05 marks | (Maximum 35 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)

- (a) 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.
- (b) 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.

(Maximum 25 marks)

- IV. 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 un-utilized leave. (Maximum 10 marks)
(Marks will not be given if the number of un-utilized leave in a year is less than 20 days)

- 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.

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

| | |
|-----------------------|-----------|
| 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 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)

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 1st 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.

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)

(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 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 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.

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 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 founds 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 maybe 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 2017.

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
27th May - 2016**