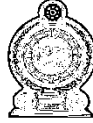


**Notification**



**Ministry of Education**

**Instructions related to the admission of children to Grade One  
In Government Schools for the Year 2020**

Parents/ Legal Guardians wish to enroll their children into grade one of the government schools in year 2020 should submit their applications prepared as per the specimen form and instructions of this notification addressed to the relevant Heads of Schools by registered post to reach them before **30<sup>th</sup> June 2019**

Applications should be prepared as per the specimen application form given below.

**Application for admission to the Grade One of .....Vidyalaya  
in the year 2020**

(A copy of the child's birth certificate and copies of the all relevant documents forwarded in proof of the information certified by the applicant himself should be submitted with an affidavit)

**01. Category applied for:.....**

(Separate applications should be submitted when applying for several categories)

**02. Details of the child:**

- 2.1 Name in full: .....  
(Please underline the surname)
- 2.2 Name with initials (in English): .....  
(Please write only last name –Ex: W.A.C.D. Wijerathna)
- 2.3 Name with initials (in Sinhala): .....  
(Please write only last name –Ex: ඩබ්ලිව්.ඒ.සී.ඩී. විජේරත්න)
- 2.4 Sex:.....
- 2.5 Religion : .....
- 2.6 Medium of learning: (Sinhala/Tamil)
- 2.7 Date of birth: Year ..... Month ..... Date .....
- 2.8 Age on 31<sup>st</sup> January 2020: Years ..... Months ..... Days .....

**03. Details of the applicant: (Mother/Father/Legal Guardian)**

**Applicant**

**Spouse**

3.1 Full Name:

.....  
.....

3.2 Full Name:

.....  
.....

3.3 Name with initials:  
 .....  
 .....  
 3.5 National Identity Card Number:  
 .....  
 3.7 Are You a Sri Lankan .....  
 3.9 Religion : .....  
 3.11 Permanent Address:  
 .....  
 .....  
 .....  
 3.13 Telephone Number.....  
 3.15 Residential District: .....  
 .....  
 3.17 Divisional Secretariat relevant to the  
 place of living:  
 .....  
 .....  
 3.19 Grama Niladhari Division and number  
 relevant to the place of living:  
 .....  
 .....

3.4 Name with initials:  
 .....  
 .....  
 3.6 National identity card Number:  
 .....  
 3.8 Are you a Sri Lankan: .....  
 3.10 Religion: .....  
 3.12: Permanent Address:  
 .....  
 .....  
 .....  
 3.14: Telephone number:.....  
 3.16: Residential District: .....  
 .....  
 3.18 Divisional Secretariat relevant to the  
 place of living:  
 .....  
 .....  
 3.20 Grama Niladhari Division and number  
 relevant to the place of living:  
 .....  
 .....

**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 applying under proximity and brother categories should obtain particulars from the Grama Niladhari office in proof of their place of residence and complete following section. This information should then be certified by the applicant.)

Year Electoral District: Grama Niladhari Div.and No. Polling Division: Street /Road/ Village	Year Electoral District: Grama Niladhari Div.and No. Polling Division: Street /Road/ Village												
<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: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Household No	Serial No	Name of Electors (All persons)				<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: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Household No	Serial No	Name of Electors (All persons)			
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Household No	Serial No	Name of Electors (All persons)											

I hereby certify that the above information was correctly noted by me after examining the electoral list.

.....  
Signature of applicant

**07. Please complete only the sections relevant to the category applied for in the following sections.**

Items	Marks (For office use)
<p><b>7.1 Children of residents in close proximity to the school</b></p> <p>7.1.1 Main document in proof of place of living: ..... ..... .....</p> <p>7.1.2 Additional Documents in proof of place of living: ..... ..... ..... .....</p> <p>7.1.3 Number of years that the applicant was included in the electoral register ..... Number of years that the applicant's spouse was included in the electoral register ..... Number of years that the legal guardian was included in the electoral register..... (This is applicable for a period of recent 05 years, prior to the year the application is submitted) <i>It is compulsory to fill in item 06 by the applicant</i></p> <p>7.1.4. Number of schools located closer to the place of residence where the child could be admitted than the school applied by this application.....</p>	
<p><b>7.2 Children of Past Pupils:</b></p> <p>7.2.1. No of classes studied in school ..... Period spent in the school as a pupil: From Grade ..... To Grade .....</p> <p>7.2.2. Educational achievements gained during the period of schooling ..... .....</p> <p>7.2.3. Achievements gained in co-curricular activities during the period of schooling .....</p> <p>7.2.4 Membership in Past Pupil Associations, educational achievements after period of schooling and various types of assistance provided for the development of the school certified by the Principal .....</p>	

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

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

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

7.3.2. 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

.....  
 .....

7.3.3. Main document in proof of place of living:

.....  
 .....  
 .....

7.3.4. Number of years that the applicant was included in the electoral register.....

Number of years that the applicant’s spouse was included in the electoral register.....

Number of years that the legal guardian was included in the electoral register.....

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

*It is compulsory to fill in item 06 by the applicant*

7.3.5. Number of other schools where the child could be admitted and located closer to the place of residence other than the school applied for. ....

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

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

7.4.2. If serving presently in a difficult school, period of difficult school service.....

7.4.3. If served earlier in a difficult school such period of service.....

7.4.4 Un-utilized Leave  
 2018 .....  
 2017.....  
 2016.....  
 2015.....  
 2014.....

7.4.5. If serving in the school applied, period of service in said school  
 .....

7.4.6. Distance from permanent place of residence to the school applied (km)

<p>7.4.7. Main document forwarded relevant to the place of residence  .....</p> <p>7.4.8. Distance from current place of work to the school applied (km)  .....</p>	
<p><b>7.5 Children of officers transferred on exigency of government service/on annual transfers:</b></p> <p>7.5.1. Date of reporting to the place of work as per last transfer received:  .....</p> <p>7.5.2. Name and address of the new work place after receiving the transfer  .....  .....</p> <p>7.5.3. Name and address of previous work place relevant to the transfer  .....  .....</p> <p>7.5.4. Continuous period of service in the previous place of work  From: ..... To: .....</p> <p>7.5.5. Distance between the previous place of work and present place of work that reported duty on transfer .....(km)</p> <p>7.5.6. Number of other schools where the child could be admitted and located closer to the place of residence other than the school applied for .....</p> <p>7.5.7. Period of service as a State/Corporation/ Statutory Board/ State Bank employee .....</p> <p>7.5.8. Un-utilized Leave  2018 .....  2017.....  2016.....  2015.....  2014.....</p>	
<p><b>7.6 Children of persons arriving after living abroad with the child.</b></p> <p>7.6.1. Date returned to the country: .....</p> <p>7.6.2. Period of continuously stayed abroad with the child.  From..... To.....</p> <p>7.6.3. Reasons for staying abroad.....</p> <p>7.6.4. Number of other schools where the child could be admitted and Located closer to the place of residence other than the school applied for.....</p>	

## 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 hereby agree to the conditions from number 01. to number 12, given in the guidelines published in the paper notice. I also declare that the details furnished above are true and correct and I agree further to submit satisfactory evidence relating to my permanent residence and other information indicated here. I am also aware that my application will be rejected if any information furnished by me is found to be false/ forged. If it is revealed after the admission of my child that the information furnished is false/ forged I agree to remove my child from the school and admit him/her to another school in the area nominated by the Department of Education.

.....  
Date

.....  
Signature of Mother/Father/Legal Guardian

## **Guidelines/ Instructions and Regulations regarding admission of Children to Grade I.**

1.0. Before submission of applications following regulations and information should be carefully studied.

### **2.0. Basic Qualifications.**

- 2.1. Child should have completed 05 years of age as at 31<sup>st</sup> Jan. 2020. Birth certificate of the child should be forwarded in confirmation of the same. In case of a child does not possess a birth certificate, a certificate guesstimating the child's age issued by the Registrar General of Birth or the relevant District Registrar, Additional District Registrar authorized by him could be forwarded and action should be taken to forward the birth certificate at the earliest. However, such applications shall be entertained only in schools where the number of applications received is less than the number of vacancies,
- 2.2. Children whose age is 06 years or more as at 31<sup>st</sup> Jan. 2020 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. 31 children will be selected for each parallel class in grade one. In addition, 05 more children will be selected from among children of those who were in operation areas in armed forces and the police. Maximum number of students per class will be 36.
- 3.2. In filling vacancies in schools vested to the government under Assisted Schools and Training schools (special provisions) Act No. 05 of 1960 and Assisted Schools and Training Schools (Supplementary Provisions) Act No.08 of 1961, the proportion of children belonging to different religions at the time of vesting the school to the government will be taken into consideration and the number of vacancies in the said school shall be accordingly divided among different religions and categories. When the number of applications is less than the number of vacancies set apart for a given category of a religion, remaining vacancies shall be proportionately divided among other categories of the same religion. When there are no applicants from a religion, or when the number of applications from a religion is less than the number of vacancies set apart for that religion, such vacancies shall be proportionately divided among other religions.
- 3.3. When the parents are not living at the same place and are not legally separated, on confirmation by relevant documents that they have entered the process of legal separation, the place at which the applicant (mother or father) is residing shall be considered as the place of residence of the child.
- 3.4 Only a person who has been appointed as a guardian to adopt a child in terms of a court decision shall be accepted as the mother or father. For the children from orphanages, the caretaker of the orphanage will be accepted as the legal guardian. The legal guardian should have received the court order prior to the closing date of application. Only when both mother and father are deceased, the person who takes care of the child can apply on behalf of the child as the guardian.
- 3.5 When both mother and father of a child is abroad or one of them is not alive and the other person is abroad, though not entrusted the guardianship legally, the person who temporarily hold the guardianship can apply on behalf of the parents of the child. However, the documents shall be considered only with relevance to the parents of the child. Moreover, the documents in relation to the death or staying abroad of child's parents should be considered.



3.6 The parents/ legal guardians should be residents of the feeder area of the school and it should be certified by the Grama Niladhari of the area. The feeder area is the administrative district in which the school is situated or when a school is situated on the border of an administrative district, the nearest divisional secretary's divisions of the other administrative districts. For past pupils this limitation shall be waived off.

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

4.1. Those, who served in operation areas and belong to any of the three armed forces or police and are hoping to admit their children to schools under the special provisions given to them, should forward their applications by filling the special application forms made available to them by the Welfare Director and directing them to the Director of Welfare Services through their heads of units.

4.2. Other parents / legal guardians qualified to apply for admission of their children should forward their applications under register cover, **with copies of all documents in proof of qualifications relevant to the category applied, certified by the applicant himself/herself and an affidavit in proof of documents forwarded**, to reach the Principal of the relevant school before 30<sup>th</sup> June 2019. A stamped envelope for registered post in which the applicant's name and address is written should be attached to application. 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. (To be eligible to apply under that category, applicant should have been acquired necessary qualifications relevant to that category on the closing date of application)

4.5 It is compulsory for an applicant to apply minimum six (06) schools in close proximity to his place of residence including minimum of three (03) provincial schools. The order of priority for schools applied should be given as preferred by the applicant. Those applicants, who have applied for six schools and being called for interviews and could not appear before the interview board and other parents / legal guardians who could not apply for a school should submit their written appeals /requests of not receiving a school for their children to the Zonal Director of Education relevant to their place of residence to obtain a school and admit their children to a school nominated by the Zonal Director of Education.

4.6. When applications are sent to schools, where teaching is done in two learning media (Sinhala and Tamil) applications may be sent separately for both learning media. However, when selected for a learning medium, it cannot be changed.

#### **5.0 Selection Procedure.**

5.1 Selections of students shall be made by an interview board, only if the number of applications received by the closing date is higher than the number of students that could be enrolled into grade one of the school.

5.2 Having examined the applications received, interview board shall award marks based on the criteria given below. Thereafter, prioritizing according to the marks obtained, a fourfold of applications as the number of vacancies exist shall be selected and those applicants shall be called for an interview.

- 5.3 The applicants who are not within the fourfold as mentioned in 5.2 above shall not be called for an interview. However, the Principal will take action to notify such applicants in writing clearly indicating the reason/s for not calling the interview.
- 5.4 If an applicant finds that his /her application has been rejected while there are necessary qualifications, with relevant documentary proof a reapplication (here only documents forwarded with previous application could be forwarded) with a copy of the rejection letter should be forwarded to the Principal for reconsideration. This request should be sent within one week of receiving the letter of rejection and the top left hand corner of the envelop should clearly state “Grade one Admissions – Reconsideration”.

## 6.0 Method of selection.

- (a) Out of the vacancies existing in Grade One in a school, the number of children to be selected by the interview will be made from the children belonging to the following categories according to the percentages indicated here.
- |      |   |     |
|------|---|-----|
| i.   | Children of residents in close proximity to the school  | 50% |
| ii.  | Children of parents who are Past Pupils of the school   | 25% |
| iii. | Brothers /sisters of students already studying in the school  | 15% |
| iv.  | Children of persons in the staff of Institutions directly involved<br>In school education   | 05% |
| v.   | Children of officers in Government/ Corporations/ Statutory boards/<br>State Banks receiving transfers on exigencies of service or on annual<br>Transfers | 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) Space has been provided in application to include details related to registration in the electoral lists. Parents / Legal Guardians applying under proximity and brother categories who need 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 on the scale 1:65000 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 shall be drawn and if there are primary schools, where child could be enrolled, within the said circle marks shall be deducted. When the primary section is located on separate premises the distance shall be measured from there and not from the secondary section. However, even if any such school is located within the said circle, in case of finding it difficult to access the said school from applicant’s house due to natural barriers (Eg. rivers, lagoons, marshlands, forests, high ways) marks shall not be deducted for those schools. (If any doubt arises in deciding this Google map could be used).
- (f) The forwarded documents to prove the residency should be relevant to place of living at the time of submitting the application.

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

- (a) Under this category all persons residing within the feeder area (as per sub section 3.6 of this notice) are eligible to apply. Here, residing within the feeder area and confirming the same physically and with documents is compulsory.
- (b) Selections for this category shall be made according to the marking scheme given below

**Marking Scheme**

I. The main and additional documents in proof of residence.

If the documents mentioned below had been vested in the name of the applicant/spouse/their parents for five years or more than that to the closing date of application the applicant receives full marks. If less than five years and up to 4 years 80% of full marks shall be awarded. In case of less than 4 years and up to 3 years 60% of full marks shall be given. If less than 3 years and up to 2 years 40% of full marks and if less than 2 years and up to one year 20% of marks shall be awarded. In case of less than one year and up to 6 months 10% of total marks and in case of less than 6 months 5% of total marks shall be awarded.

a. Main document to be forwarded in proof of residency

- ✓ Title deeds
- ✓ “Bimsaviya” deeds
- ✓ Deeds of gift
- ✓ Government awards (in case of the owner is deceased the applicant/spouse should be named as the successor and need to be endorsed the same by the relevant authority)
- ✓ Documents issued under Temples & Devala Act by the Commissioner General of Buddhist affairs or the certificates issued by the chief incumbent of a temple certified by the Commissioner General of Buddhist affairs.
- ✓ Declaration deeds more than 10 years confirmed by extracts
- ✓ Houses purchased on housing loans / hire purchased schemes (the lease agreement with the owner and payment receipts must be provided)

(In case of a title deed or a deed of gift is written on a declaration deed the said declaration deed should have been registered for ten (10) years or more.)

- **If the ownership of the place of residence is in the name of the applicant / spouse - 20 marks**

- **When the ownership is in the name of mother / father of the applicant / spouse – 15 marks**

If the property owned by the father / mother has been transferred to the applicant or spouse during last five years, ownership of both parties shall be considered when awarding marks.

(When the ownership is in others name these marks shall not be awarded)

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

- ✓ Continuously registered lease bond only in the name of applicant / spouse. (if required the ownership of the permanent owner need to be proved by the extracts and the lease bond should be valid for at least one year beyond the closing date of application) / Government Quarters List only in name if applicant / spouse (The letter of certification by the department head. Residents in bachelor's quarters are not applicable) / documents to confirm as lease residents under the housing rental act. (10 marks)

When the applicant has obtained the ownership of the leased property during last five years marks shall be awarded having considered relevant percentages for both periods of ownership. However, applicant must have been resided continuously in the premises.

In case of a registered leased bond is written based on a declaration deed the said declaration deed should have been registered for ten (10) years or more.

- ✓ Certificates issued by the commissioner of town council / divisional secretary of the area, certifying the applicant / spouse resides continuously 10 years or more in a government property (in relevant address) **(If the address is in the name of other persons these marks shall not be awarded).** – 5 Marks

- ✓ **Other documents accepted to confirm the place of residence – 04 Marks**

Although the applicant cannot provide aforesaid documents in proof of his place of living, when applicant / spouse is a permanent resident in the given address, one (1) mark shall be awarded for any four (4) of following documents certifying the address, if the said documents are valid for continuous six (06) preceding years or more to the closing date of applications. If documents are in the name of mother / father of the applicant / spouse 0.5 marks shall be awarded.

- Electricity bills, water bills, property tax payment receipts, Birth certificates of applicant / spouse

It is mandatory that above documents be valid for continuously six (06) preceding years or more; applicant must possess at least three of the said documents to receive marks for this.

**(maximum 20 marks)**

Only if an applicant possesses the main documents to prove the place of residence under this category marks shall be awarded beyond this.

**b. Additional documents in proof of place of living**

One mark for each below mentioned document in the name of applicant / spouse shall be awarded – 05 Marks  
(any five out of following documents)

National identity card or driving license / Fixed telephone line bills / school leaving certificate / Marriage certificate / Life insurance deed /child’s birth certificate/ Bank passbook/Registration certificate or revenue license or insurance certificate of the vehicle.

If Electricity bills of the residence, water bills, property tax payment receipts are not taken as other accepted documents they may be considered as additional documents in proof of place of living.

**(Maximum 5 Marks)**

**II. registration in the electoral register in proof of residency**

The section provided in the application to prove the applicant and / or spouse are registered in electoral register (No 06) should be duly completed to confirm registration in the electoral register.

- a. When awarding marks for the registration in the electoral register five recent preceding years from applying year shall be considered (2017 – 2013).

Table 01. Marks for registering in the Electoral Register

Electoral Registration of Mother / Father / Legal Parent	Marks
When both Mother and Father or Legal Parent is registered for five (05) years	25
When either mother’s or father’s name is registered for five (05) years and spouse’s name is registered for any four (04) years	22.5
When either mother’s or father’s name is registered for five (05) years and spouse’s name is registered for any three (03) years	20
When either mother’s or father’s name is registered for five (05) years and spouse’s name is registered for any two (02) years	17.5

When either mother's or father's name is registered for five (05) years and spouse's name is registered for any one (01) year	15
When either mother's or father's name is registered for five (05) years	12.5

N.B.: Above marks are awarded on the basis of 2.5 marks per person per year. Therefore, when making scheme specified herein does not cover a particular situation 2.5 shall be awarded to each person for the number of years the person is registered in the electoral register.

Legal guardian shall be considered as father and mother both and he / she shall be awarded marks for both mother and father (5 marks per year).

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

c. Marks are awarded considering the documents relevant to the present place of residence. However, when submitting evidence of electoral registration, if an applicant has resided in a different place in the same feeder area other than the present place of living within recent five (05) years and schools concerned for both place of living shall remain unchanged, evidence of electoral registration for both places shall be considered as one place.

d. If residents of a particular area have been evacuated due to government development projects and be settled in a separate area or obtained compensations and now being permanently resided in a different location; when their children are admitting into grade one, the documents provided relevant to both previous and present places needs to be considered as one place. Therefore, marks shall be awarded as per criterion therein.

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

Maximum marks shall be awarded 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 shall be deducted at the rate of **05 marks** from the maximum marks for each such school.

(Other government primary schools that the child could be admitted implies, whether the school concerned has learning medium the child has applied for / whether it is a girls or boys school or a mixed school appropriate for the child and whether the school admits 10% or more children of the religion to which the child belongs) **(maximum 50 marks)**

In case of the applicant's place of residence is not confirmed, marks awarded under this category shall 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) For schools separated under secondary school concept, the students, who studied above grade 6 and students already left the secondary school, from the year that the primary section was separated, are considered the past pupils of said primary school.
- (c) 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 certified by the principal.  
(For different types of co – operation extended to the development of the school only a maximum of 06 marks can be given)  
**(Maximum 24 marks)**

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

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

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

**Marking Scheme**

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

- c. If two or more brothers / sisters study in the same school five (05) marks will be awarded
- d. Contribution of the brothers / sisters to the school and the contribution of parents to the school (For parents' contribution maximum marks awarded would be 04 marks) (10 marks)

**(Maximum marks 40)**

III. The main documents in proof of residence.

If the documents mentioned below had been vested in the name of the applicant/spouse/their parents for five years or more than that to the closing date of application the applicant receives full marks. If less than five years and up to 4 years 80% of full marks shall be awarded. In case of less than 4 years and up to 3 years 60% of full marks shall be given. If less than 3 years and up to 2 years 40% of full marks and if less than 2 years and up to one year 20% of marks shall be awarded. In case of less than one year and up to 6 months 10% of total marks and in case of less than 6 months 5% of total marks shall be awarded.

- ✓ Title Deeds
- ✓ Bimsaviya deeds
- ✓ Deed of Gift Certificates of Ownership
- ✓ Government awards (in case of the owner is deceased the applicant/spouse should be named as the successor and need to be endorsed the same by the relevant authority)
- ✓ Documents issued under Temples & Devala Act by the Commissioner General of Buddhist affairs or the certificates issued by the chief incumbent of a temple certified by the Commissioner General of Buddhist affairs.
- ✓ Declaration deeds more than 10 years confirmed by extracts
- ✓ Houses purchased on housing loans / hire purchased schemes (the lease agreement with the owner and payment receipts must be provided)
- ✓

(In case of a title deed or a deed of gift is written on a declaration deed the said declaration deed should have been registered for ten (10) years or more.)

- **If the ownership of the place of residence is in the name of the applicant / spouse - 10 marks**

- **When the ownership is in the name of mother / father of the applicant / spouse – 06 marks**

If the property owned by the father / mother has been transferred to the applicant or spouse during last five years, ownership of both parties shall be considered when awarding marks.

(When the ownership is in others name these marks shall not be awarded)

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

- ✓ Continuously registered lease bond only in the name of



applicant / spouse. (if required the ownership of the permanent owner need to be proved by the extracts and the lease bond should be in valid for at least **one (1) year beyond** the closing date of application) / Government Quarters List only in the name of applicant / spouse. (The letter of certification by the department head. Residents in bachelor's quarters are not applicable) / documents to confirm as lease residents under the housing rental act. (04 marks)

When the applicant has obtained the ownership of the leased property during last five years marks shall be awarded having considered relevant percentages for both periods of ownership. However, applicant must be resided continuously in the premises.

When a registered leased bond is written based on a declaration deed, said declaration deed should have been registered for ten (10) years or more.

- ✓ Certificates issued by the commissioner of town council / divisional secretary of the area, certifying the applicant / spouse resides continuously 10 years or more in a government property (in relevant address). **(If the address is in the name of other persons these marks shall not be awarded).** – 4 Marks
- ✓ Other documents accepted to confirm the place of residence – 02 Marks

Although the applicant cannot provide aforesaid documents in proof of his/her place of living, if the applicant / spouse is a permanent residence in the given address 0.5 marks shall be awarded for any four (04) of the following documents certifying the address. Said documents should valid for continuous six preceding years or more to the date of closing applications. If the documents are in the name of the mother / father of the applicant / spouse, 0.25 marks shall be awarded for one document.

- Electricity bills, water bills, property tax payment receipts, Birth certificates of applicant / spouse

It is mandatory that above documents be valid for continuously six preceding years or more, applicant must possess at least three said documents to receive marks for this.

When the applicant has obtained the ownership of the leased property during last six years marks shall be awarded having considered relevant percentages for both periods of ownership. However, applicant must have been resided continuously in the premises.

(maximum 10 marks)

Only if an applicant possesses the main documents to prove the place of residence under this category marks shall be awarded beyond this.

### III registration in the electoral register in proof of residency

The section provided in the application to prove the applicant and / or spouse are registered in electoral register (No 06) should be duly completed to confirm registration in the electoral register.

- a. When awarding marks for the registration in the electoral register five recent preceding years from applying year shall be considered (2018 – 2014).

Table (11) Marks for registering in the Electoral Register

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

N.B.: Above marks are awarded on the basis of 2 marks per person per year. Therefore, when making scheme specified herein does not cover a particular situation 2 shall be awarded to each person for the number of years the person is registered in the electoral register.

Legal guardian shall be considered as father and mother both and he / she shall be awarded marks for both mother and father (4 marks per year).

- b. If the spouse of the applicant, who was registered in previous years, has gone abroad, legally divorced or died, having considered the relevant documents, marks shall be awarded considering both parents were together.
- c. Marks shall be awarded by considering documents relevant to the present place of residence. However, for an applicant, who lived in a different place in the same feeder area other than the present place of living within recent five (05) years, when submitting evidence of electoral registration from both places, if the schools concerned for present place of living shall remain unchanged for the place of previous living, evidence of electoral registration for both places shall be considered as one place.

- d. If any of the residents have been evacuated from a particular area due to government development projects in a separate area or having obtained compensation and being permanently resided in another location, when their children are admitting in to grade one of the schools the documents provided relevant to both previous and present places needs to be considered as one place and marks shall be awarded as per criterion therein.

#### **IV. Proximity to the school from the place of residence**

Maximum marks shall be awarded 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 shall be deducted at the rate of 03 marks from the maximum marks for each such school.

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

**(Maximum 30 Marks)**

#### **6.4 Children of persons belonging to the staff in Institutions directly involved in school Education 5%**

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

#### **Marking Scheme**

- I. Period of service as a permanent employee in the staff of an institution under Ministry of Education that directly involves in school education – at the rate of 01 mark for each complete year  
(Maximum 20 Marks)
- II. Period of service in difficult schools (should be certified by the relevant Zonal Director of education as per the remote school circular issued by the Ministry of Education)
  - a. If at present serving in a difficult school (should be continued service of consecutive years) 05 marks for each complete year. 25 marks
  - b. Although presently not serving in a difficult school, if served in previous years, (need to prove remote service

payments received) 03 marks for each complete year. 15 marks

(maximum 25 marks)

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

III. Unutilized leave

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

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

(Maximum 10 marks)

IV. If served in the same school where child's admission is sought,

❖ If service is 03 years or more 10 marks

❖ If less than 03 years 05 marks

(Maximum 10 marks)

V. Distance from present permanent place of residence to the school applied (should be considered the shortest route which has public transport services)

Within 01 k.m. – 10 marks

More than 01 k.m. to 03 k.m. – 08 marks

More than 03 k.m. to 05 k.m. – 06 marks

More than 05 k.m. – 04 marks

To confirm the permanent place of living the documents provided under 6.3.II shall be considered and marks shall be awarded as per the time mentioned therein.

(Maximum marks 10)

VI. Distance from present place of work to the school applied for.

100 km or More than that. -25 marks

Less than 100 km to 70 km -20 marks

Less than 70 km to 40 km -15 marks

Less than 40 km to 20 km - 10 marks

Less than 20km. -05 marks

(Maximum 25 marks)

**6.5 Children of officers in Government/ Corporations/ Statutory boards/ State Banks receiving transfers on exigencies of service or on annual Transfers - 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 or on annual transfers 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 ten (10) kilometers having taken the school as the center. (If interview board requires this circle could be extended as suitable) The applicant should have come to the new place of residence with spouse and child from the previous place after residing there with spouse and child. Moreover, final place of work shall be considered. Change of residency due to attachments, training programs and study purposes shall not be considered.

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

### **Marking Scheme**

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

150 km and More than that	-35 marks
Less than 150 Km to 100 km	-28 marks
Less than 100 Km to 50 km	-21 marks
Less than 50 Km to 25 km	-14 marks

(Maximum 35 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 3 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 marks 30)

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

- IV Time served in the previous work place. (Last place of work before receiving the transfer)

3 years or more	- 10 Marks
From 02 years to less than 3 years	- 08 Marks
From one year to less than 2 years	- 05 Marks
From 6 months less than 1 years	- 03 Marks
From 3 months less than 6 months	- 01 Mark

(maximum 10 marks)

- V Time lapsed after receiving the transfer. (To the closing date of

applications)

Within one year - 05 marks

More than one (1) year up to 2 years – 4 marks

More than two (2) years up to 3 years - 3 marks

More than three (3) years up to 4 years – 2 marks

More than four (4) years up to 5 years – 1 mark

(maximum 05 marks)

#### VI. 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.

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

**(maximum 10 marks)**

NB: 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, within the immediately preceding year. (From 1<sup>st</sup> of July of the preceding year to the closing date of application) Further the applicants must have been living abroad continuously for not less than one year time period

(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 02 years less than 03 years 15 marks

Continuously f 01 year less than 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 Sri Lankan Missions abroad 40 marks

Personal Employment Requirement 30 marks

(necessarily be foreign employed for at least 2 years )

For requirements of Government of Sri Lanka

(A person appointed by the Government or

on behalf of Government for performance of

a duty abroad).	25marks
For a scholarship (required for their professional development)	20 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 (must prove residency through documents stated under 6.3 II ) 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 3.5 marks from the maximum marks for each such closer school.

(A school with the learning medium the child has applied for, a girls or boys school or a mixed school appropriate for the child, a government school which can admit 10% or more children of the religion to which the child belongs are considered government schools with primary sections to which the child can be admitted)

(maximum 35 marks)

**7.0 Special concession granted to the members of the Three Armed Forces and the Police who were engaged in Operational duties.**

- 7.1 For the selection of suitable children out of the applications sent to the Secretary of the Ministry of Defense and the Secretary of Ministry of Public Order by the officers in the Three Armed Forces and the Police who are/were engaged in Operational duties, the criteria and a marking scheme will be prepared by the Secretaries of relevant Ministries and the children will be selected accordingly. Priority should be given to the members disabled during operational duties.
- 7.2 Secretary of the Ministry of Defense and Secretary of Ministry of Public Order will select 5 children for each parallel class in a school and provide the list to the Ministry of Education and thereafter these children will be referred to the respective schools
- 7.3 It should be stressed that since the authorities in the Ministry of Defense and the Secretary of Ministry of Public Order will select these children based on a marking scheme and refer them to the Ministry of Education. Any problem arising relating to this matter will have to be settled only by the relevant authorities in the relevant Ministries.

**8.0 Documents required to be submitted to the First Interview Board.**

- 8.1 For the selection of children the Parents/ Legal guardians should submit the original copy of the birth certificate of the child the relevant documents, originals of documents which were annexed to the application along with originals and photo copies of all documents for the confirmation in obtaining marks under the marking scheme provided for this purpose.
- 8.2 The accuracy of the documents submitted by the applicants should be certified by an affidavit.

- 8.3 Regarding the details relating to registration in electoral lists certified by Grama Niladhari the Interview Board will take action to get them confirmed by the electoral lists provided by the Department of Elections. In the event of any problems arising relating to the registration in the electoral lists the Interview Board will get it confirmed by the Department of Elections.
- 8.4 However, if the Interview Board feels that any document submitted is a forged document, the Chairman of the Interview Board has the full authority to ascertain whether it is genuine or not by making enquiries from the relevant Institute or authority who issued such document. In such instances the relevant authority may be notified to take suitable action regarding such matters. If it is revealed that the document/ documents submitted is/ are forged legal action will be instituted against such submission of forged documents.
- 8.5 Based on the documents and other information submitted at the Interview, marks will be entered in the marking sheets in the presence of the applicant. However, the Interview Board has the full authority to reject the application/ amend the marks if it is revealed that wrong information/ forged documents had been submitted by the applicant.

## **9.0 Interim List.**

- 9.1 Selections will be made separately for each category according to the marks Priority and thereafter the interim list and waiting list will be prepared.
- 9.2 Before the publication of the interim list and the waiting list the residence of the children under the category of residents in the close proximity to the school will be confirmed by 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, without depriving the opportunity to be selected in one category his name maybe retained only in the list of category of highest percentage 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 and the school website. 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 and the school website, 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. Opportunity will be granted for further clarification for parents/guardians of the child subjected obligation to be called for investigating before arriving at a decision.
  - 10.4 Final List will be prepared after investigating the Appeals and Objections received and confirmations are being made by the Appeals and Objections Board. In this process the list will be prepared again by including all those who were subjected to / who raised objections in the due place in the interim list based on their qualifications.
  - 10.5 Those, who are in the highest positions will be selected from revised interim list according to the vacancies available and thereafter the final list will be prepared.
  - 10.6 When there are more than one student in the same mark at the cutoff mark of a particular category, the student obtained the same marks should be listed according to the distance from school to their residence and closest students to the school should be selected. Although marks are awarded separately for different categories, it is reasonable to select students according to the distance to the school in this kind of situations.
  - 10.7 Final list of selected children and the waiting list prepared after the Objections and Appeals investigations will be exhibited in the School Notice Board and the school website duly signed by the members of the Objection and Appeals Board.
  - 10.8 **The decision made by the Objection and Appeals Board relating to any applicant who had submitted Objections and Appeals shall be the final decision. If the parents /guardians fail to be present before the objections and appeal board, despite being officially informed, the objections and appeal board has the authority to arrive at a unilateral decisions.**
  - 10.9 In an instance where the Parents/ Legal Guardians had applied for several schools and their child had been selected for several schools the priority order applied for in their applications will be considered and his name will be retained in the list having the higher priority and his name will be deleted from other school lists where he has been selected.
  - 10.10 Thereafter a notification duly signed by the Principal with his official frank will be sent to the children who are selected and to those who are not selected for admission.
  - 10.11 Selection of children to Grade One will be made according to a time frame. Arrangements have been made for the admission of selected children to the respective schools within the first week of January 2020.
- 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**  
**27<sup>th</sup> May - 2019**