



THE DIOCESE OF SINGAPORE

ST ANDREW'S VILLAGE
1 FRANCIS THOMAS DRIVE #01-01
SINGAPORE 359340
TEL: (65) 6288 8944 FAX: (65) 6288 5574

Bishop of Singapore: Rt Revd Dr Titus Chung
Assistant Bishop: Rt Revd Low Jee King

Archdeacon of Singapore: Venerable Daniel Wee

26 May 2023

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

REGISTRATION EXERCISE FOR ADMISSION TO PRIMARY ONE (PHASE 2B) IN 2024 FOR ANGLICAN SCHOOLS

Greetings in Jesus' Name!

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

1. PHASE 2B ELIGIBILITY & APPLICATION PERIOD:

- (a) Eligibility: For children born between **2 Jan 2017 and 1 Jan 2018** (both dates inclusive) and who are Singapore Citizens or Singapore Permanent Residents whose parent/s are Anglican Church Members. Foreign students are not eligible for Phase 2B registration.
- (b) MOE Criteria:
 - i. For a child whose parent has joined the primary school as a parent volunteer not later than 1 July of the year before P1 registration and has given at least 40 hours of voluntary service to the school by 30 June of the year of P1 registration.
 - ii. **For a child whose parent is a member endorsed by the church or clan directly connected with the primary school.**
 - iii. For a child whose parent is endorsed as an active community leader.
- (c) MOE Application Period: 9 am Monday 24 July to 4.30pm Tuesday, 25 July 2023
- (d) MOE Release of Results: Monday, 31 July 2023

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

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

(b) Church's Responsibility:

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

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

The church will need to:

- i. Make available the following documents in either hard or softcopy: Letter to Parents, Form A and Appendix A. Parishes may use the write-up in Appendix B as notice of the registration exercise in their bulletin.
- ii. Verify the details indicated by the parents.
- iii. Endorse the relevant boxes with the church stamp.
- iv. Obtain Vicar / PIC / Dean signatory and remarks only for applications that fulfil the criteria (Refer to Appendix A for examples of permissible permutations).
- v. Scan applications which fulfil the criteria and email them back to the parents as a PDF.
- vi. Submit list of endorsed applications to the Diocese via the following [link](https://form.jotform.com/dioceseofsingapore/P1Phase2B2023): <https://form.jotform.com/dioceseofsingapore/P1Phase2B2023> by 17 July 2023 [List will be provided to the three Schools for their internal verification].
- vii. Church admin to retain a copy of the form.
- viii. For applications which do not fulfil the criteria, notify the applicants officially via email. DO NOT scan the forms back to them. Ensure these forms are NOT stamped or endorsed.

3. ONLINE REGISTRATION ON MOE WEBSITE

Parent has to, at the launch of the P1 Phase 2B registration (refer to dates above), proceed to submit the following at the MOE Phase 2B [website](https://www.moe.gov.sg/primary/p1-registration/how-to-register?pt=2B): (<https://www.moe.gov.sg/primary/p1-registration/how-to-register?pt=2B>) via FormSG using SingPass:

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

Thank you.

Yours sincerely,



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



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INSTRUCTIONS TO PARENTS FOR PRIMARY ONE REGISTRATION IN AN ANGLICAN SCHOOL UNDER PHASE 2B

Dear Parent/s,

I am Revd David Lee, Chairman of the Education Board of the Diocese of Singapore. I represent the Bishop of Singapore in matters pertaining to our Anglican schools. Please allow me to explain the purpose of the captioned form and the criteria that schools will apply in determining if your application to register your child in an Anglican school under Phase 2B will be accepted.

The form is to establish that at least one parent is a bona fide member of the Anglican church in Singapore and demonstrates active commitment to the church community. This criterion of demonstrable commitment is necessary as Phase 2B of the P1 registration process consists of 3 sub-groups, as spelt out in the MOE website:

- a. For a child whose parent has joined the primary school as a parent volunteer not later than 1 July of the year (2022) before P1 registration and has given at least 40 hours of voluntary service to the school by 30 June of the year (2023) of P1 registration.
- b. For a child whose parent is a member endorsed by the church or clan directly connected with the primary school.
- c. For a child whose parent is endorsed as an active community leader.

Categories (a) and (c) both require demonstrable commitment, and therefore so must category (b).

Form A (Section 2) requires Vicars / Priests-in-Charge (PICs) / Deans to answer four questions pertaining to the parent/s' membership, attendance, service, and cell/care group involvement, and to affix the church stamp if the parent meets the criteria. **The objective criteria we are using for endorsement are that either parents must have at least 3 stamps with Question 1 being mandatory.**

Unsuccessful applications will not be returned to the parents and an email notification on the status of the application will be issued by the parish.

We know this may come as a disappointment to those whose applications are not accepted, but we need to do our best to maintain objectivity and fairness in the process.

Above all, we pray that God Almighty, for whom nothing is too difficult, will bless and prosper the education of your children, whichever schools they are in.

Yours sincerely,

Revd David Lee
Chairman, Education Board
Diocese of Singapore
Enc: Form A & Appendix A



DIOCESE OF SINGAPORE

VICAR / PIC / DEAN'S ENDORSEMENT FOR AN APPLICATION TO REGISTER FOR PRIMARY ONE IN AN ANGLICAN SCHOOL UNDER PHASE 2B FORM

THIS IS THE ONLY FORM THAT WILL BE RECOGNISED BY OUR DIOCESAN SCHOOLS. PLEASE NOTE THAT THIS FORM AND REGISTRATION UNDER PHASE 2B DO NOT CONSTITUTE A GUARANTEE OF A PLACE IN OUR SCHOOLS.

Instructions to Church Admin:

1. Please conduct a visual verification of the information provided in this form by checking against original documents and DMP. E.g. birth certificate no. and names should tally and are as shown in NRIC, Birth Certificate and Passport, etc.
2. Please make a copy for retention by church office.
3. Please fill in the details of the supported and endorsed applications at the [link](https://form.jotform.com/dioceseofsingapore/P1Phase2B2023) <https://form.jotform.com/dioceseofsingapore/P1Phase2B2023> by 17 July 2023.
4. Please note that this certification is to be issued only by the Vicar / PIC / Dean.
5. Responses by the Vicar / PIC / Dean should be marked with the official church stamp for authentication purposes.

Instructions to Parent/s:

1. Complete Section 1 of the form and submit the form with the supporting documents for endorsement as per the church's instructions.
2. Submit the official request for Phase 2B registration at the MOE website between **9 a.m. on Monday, 24 July 2023 to 4.30 p.m. on Tuesday, 25 July 2023** (for more information refer to [MOE website](https://www.moe.gov.sg/primary/p1-registration/how-to-register?pt=2B): <https://www.moe.gov.sg/primary/p1-registration/how-to-register?pt=2B>). Supporting documents, not limited to, for attachment with online application are as follows:
 - (a) At least one parent's certificate of baptism and confirmation from The Diocese of Singapore,
 - (b) Endorsed Form A,
 - (c) Other documents required by MOE.
3. There will be no in-person registration at schools.
4. The list of contacts for the schools is as follows:

St Andrew's Junior School

Email address: sajs@moe.edu.sg

Attn: Mr Lim Jin Yong / Mr Yeoh Liong Phin / Ms Loh Jasmine / Ms Valerie Low

Tel: 6288 4303

St Hilda's Primary School

Email address: sthildasps@schools.gov.sg

Attn: Ms Yolande Koh / Mdm Suhaila

Tel: 6435 0211

St Margaret's School (Primary)

Email address: stmargaretps@moe.edu.sg

Attn: Miss Loh Wei Tiang / Mr Teng Yao Xiang Stanley

Tel: 6339 4247

**VICAR / PIC / DEAN'S ENDORSEMENT FOR AN APPLICATION TO REGISTER
FOR PRIMARY ONE IN AN ANGLICAN SCHOOL UNDER PHASE 2B**

SECTION 1: (To be filled by Parent)

Full Name of Child	
Birth Certificate No.	
School Applied For	<input type="checkbox"/> St Andrew's Junior School <input type="checkbox"/> St Hilda's Primary School <input type="checkbox"/> St Margaret's Primary School Only one choice allowed

Full Name of Father	
Name of Church	
Areas of Active Contribution to Church Life & Ministry	Cell/Care Group: (Indicate name and contact number of Cell Group Leader)

Full Name of Mother	
Name of Church	
Areas of Active Contribution to Church Life & Ministry	Cell/Care Group: (Indicate name and contact number of Cell Group Leader)

- Visual verification of names and birth certificate number conducted by:

_____ Parish staff (Name)

_____ Parish staff (Signature)

_____ Date

SECTION 2 (To be completed by Vicar / Priest-In-Charge (PIC) / Dean)

Criteria: Either parents must have **at least 3 stamps with Q1 being mandatory**.

Criteria	Please affix the relevant boxes with CHURCH STAMP if the answer is 'YES'	
	FATHER	MOTHER
1. According to the DMP, have the child's parents been <u>Baptised AND Confirmed Members</u> of the Anglican church for at least the last 12 months?		
2. Have the child's parents been attending your parish's worship services at least twice a month (on average) over the last 12 months?		
3. Have the child's parents been actively contributing to the life and witness of your parish through serving and giving over the last 12 months?		
4. Have the child's parents been attending one of your parish care/cell groups at least once a month (on average) over the last 12 months?		

Remarks from the Vicar / Priest-in-Charge (PIC) / Dean:

DECLARATION OF ENDORSEMENT BY VICAR / PIC / DEAN:

I, _____ Vicar / PIC / Dean* of _____
(name of Vicar / PIC / Dean) (name of Parish / Deanery)
 support the application of _____ to register for Primary One in an
(name of child)
 Anglican School under Phase 2B.

 (Signature of Vicar / PIC / Dean & Date)

* Please delete accordingly

PERMUTATIONS ALLOWED AND DISALLOWED

SCENARIO 1	Please affix the relevant boxes with CHURCH STAMP if the answer is 'YES'	
	YES for the FATHER	YES for the MOTHER
1. According to the DMP, have the child's parents been <u>Baptised AND Confirmed Members</u> of the Anglican church for at least the last 12 months?	MANDATORY (Church's Stamp)	
2. Have the child's parents been attending your parish's worship services at least twice a month (on average) over the last 12 months?	(Church's Stamp)	
3. Have the child's parents been actively contributing to the life and witness of your parish through serving and giving over the last 12 months?		
4. Have the child's parents been attending one of your parish care/cell groups at least once a month (on average) over the last 12 months?	(Church's Stamp)	

Scenario 1: OK

SCENARIO 2	Please affix the relevant boxes with CHURCH STAMP if the answer is 'YES'	
	YES for the FATHER	YES for the MOTHER
1. According to the DMP, have the child's parents been <u>Baptised AND Confirmed Members</u> of the Anglican church for at least the last 12 months?	MANDATORY (Church's Stamp)	
2. Have the child's parents been attending your parish's worship services at least twice a month (on average) over the last 12 months?		(Church's Stamp)
3. Have the child's parents been actively contributing to the life and witness of your parish through serving and giving over the last 12 months?		(Church's Stamp)
4. Have the child's parents been attending one of your parish care/cell groups at least once a month (on average) over the last 12 months?		(Church's Stamp)

With Vicar's Explanatory Note in "Remarks from the Vicar."

Scenario 2: Not OK

Note : Either parent must fulfill the criteria of 3 stamps. No mix-match allowed.

SCENARIO 3	Please affix the relevant boxes with CHURCH STAMP if the answer is 'YES'	
	YES for the FATHER	YES for the MOTHER
1. According to the DMP, have the child's parents been <u>Baptised AND Confirmed Members</u> of the Anglican church for at least the last 12 months?	MANDATORY (Church's Stamp) Transferred from XXX	
2. Have the child's parents been attending your parish's worship services at least twice a month (on average) over the last 12 months?		
3. Have the child's parents been actively contributing to the life and witness of your parish through serving and giving over the last 12 months?	(Church's Stamp)	
4. Have the child's parents been attending one of your parish care/cell groups at least once a month (on average) over the last 12 months?	(Church's Stamp)	

With Vicar's Explanatory Note in "Remarks from the Vicar."

Scenario 3: OK

Note: OK for transfer case. Vicars of present and previous parishes confirm two of the three criteria (Q2-4) were fulfilled by parent in the last 12 months.

SCENARIO 4	Please affix the relevant boxes with CHURCH STAMP if the answer is 'YES'	
	YES for the FATHER	YES for the MOTHER
1. According to the DMP, have the child's parents been <u>Baptised AND Confirmed Members</u> of the Anglican church for at least the last 12 months?		
2. Have the child's parents been attending your parish's worship services at least twice a month (on average) over the last 12 months?		
3. Have the child's parents been actively contributing to the life and witness of your parish through serving and giving over the last 12 months?		(Church's Stamp)
4. Have the child's parents been attending one of your parish care/cell groups at least once a month (on average) over the last 12 months?		(Church's Stamp)

With Vicar's Explanatory Note in "Remarks from the Vicar."

Scenario 4: Not OK

Note: Not OK because Q1 is mandatory.

BULLETIN NOTICE [SUGGESTED CONTENT]

Registration Exercise for Admission to Primary One (Phase 2B) in 2024 for Anglican Schools

MOE has announced the dates for Phase 2B of the Primary One registration:

From: 9am, Monday 24 July 2023

To: 4.30pm, Tuesday 25 July 2023

Parents will need to:

1. Submit Form A for the Vicar's or authorized person's endorsement by **(date)** with the following supporting documents:
 - a. Child/ward's Birth Certificate
 - b. Parent/s Baptism and Confirmation Certificate
2. With the endorsed Form A, submit it together with other necessary documents as indicated on the MOE website when Phase 2B is launched as indicated above. Submission is to be made through the FormSG using the SingPass.

For more information, please visit the following MOE [website](https://www.moe.gov.sg/primary/p1-registration/how-to-register?pt=2B) (https://www.moe.gov.sg/primary/p1-registration/how-to-register?pt=2B).