



GUANGYANG PRIMARY SCHOOL

A Vibrant School, A Learning Community Committed to Excellence

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Maximising the Potential of All Learners

founded 1918

Loyalty

Diligence

Courage

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Teamwork

GYPS/20/L027

2 March 2020

Dear Parents/ Guardian

Information on Primary School Transfer Service for Change of Address

1. The Primary School Transfer Service is aimed to centrally facilitate the transfer of primary school students who are Singapore Citizens (SC) or Singapore Permanent Residents (SPR) and have relocated to another address, to schools nearer to their new residence.
2. MOE had introduced this online service from August 2019 to replace the existing administrative hardcopy ad-hoc application form. This service also replaced the annual Student Transfer Exercise for Primary Schools (STEPS) conducted at the end of the year.
3. Please refer to the MOE's website, www.moe.gov.sg/admissions/schooltransfer or the attachment for more details regarding the online process, transfer requirements, key dates and stages.

Thank you.

Yours faithfully

Ser Lay Bee (Ms)
Administration Manager

Noted by:

Vimalenthiran Vijayasingam (Mr)
Principal



Ministry of Education
SINGAPORE

Information on Primary School Transfer Service for Change of Address

What is the Primary School Transfer Service

The aim of the Primary School Transfer Service is to centrally facilitate the transfer of primary school students who are Singapore Citizens or Permanent Residents and have relocated to another address, to schools nearer to their new residences. For your convenience, you can apply by submitting the online application for your child to the Ministry of Education. Learn about this online process and the key dates from our MOE website at www.moe.gov.sg/admissions/schooltransfer.

Under this online service process, all transfer applications will be considered for available vacancies in a primary school. Provisions will not be allowed to select a particular school for the transfer, as your child will automatically be considered for available vacancies in the nearer school in the first instance.

When are the key dates and stages

Overall School Transfer Period	Application Period	Application Outcome	Reporting Period
March 2020	2 – 13 March 2020	23 March 2020	24 – 27 March 2020
May to June 2020*	May – June 2020	June 2020	June 2020
August to September 2020*	August – September 2020	September 2020	September 2020
October to December 2020*	October – November 2020	December 2020	December 2020

*Indicated periods are tentative; please obtain the confirmed actual dates from our website nearer to the application periods.

Please be familiar with the above stages and timeline when relocating to your new residence to minimise the disruption to your child's studies and ease their integration into the new school. Application periods are planned to ensure that the transfer is completed in time for your child to start in the offered school at the new school term. If you have missed the application period for school transfer, you may wish to apply during the next application period or approach your child's current primary school for assistance.

How to apply

You can apply to transfer your child to a primary school near to your new residential address that you have relocated or will be relocating to.

You can apply for your child's primary school transfer through our online form at www.moe.gov.sg/admissions/schooltransfer.

Requirements to apply for primary school transfer:

- Your child is a Singapore Citizen (SC) or Permanent Resident (PR).
- Your child is currently in Primary 1 to 5 of the current academic year.

Your child will be offered a primary school near to your new residential address with available vacancies.

- We will require your child to report to the new school by the end of the reporting period to complete the school transfer.
- You are required to have your NRIC updated with your new residential address when reporting to the new school.



What are the key points to note

What you need to know **before** applying online:

- Your child will be offered a primary school near to your new residential address with available vacancies. You will not be able to indicate your choice of school for transfer.
- You will need your SingPass to log in. You are advised to set up your SingPass early if you have not done so. Find out how to register for a SingPass and 2-Factor Authentication (2FA) if you have not done so.
- It will take approximately 5 to 10 minutes to complete the online form.

The submission of this online service will depend on parents/guardians furnishing correct information in the application. Any school transfer request resulting from false or incorrect information furnished in the application will be nullified and in such an event, the child affected may be allocated to any school as directed by the Ministry of Education (MOE).

If your child already has a set of Primary 5 subject combination, your child will be offered the same combination in the new primary school offered.

Primary 6 students are discouraged from seeking school transfers given that it is a critical year for them to prepare for the national primary school leaving examinations. If there are special circumstances, you should directly approach your child's current school.

What to do when I receive school offer outcome

You will receive the primary school offer outcome of your child's application through an email issued by MOE.

Your child will remain in the current school if you decide not to accept the school offer or if you miss the reporting deadline.

You and your child must first report to the current primary school to initiate the transfer process, and then report to the offered primary school to complete the transfer process. This transfer process must be completed within the reporting period.

You will need to bring the following documents to the current school for verification:

- Your child's Birth Certificate / entry or re-entry permit
- Singapore NRICs / entry or re-entry permit of both parents

Any other reasons for school transfer

If you are seeking a primary school transfer due to reasons other than change of residential address, e.g. medical conditions, you should directly approach your child's current primary school for assistance. Transferring your child to another primary school is an important decision and can disrupt the quality of his/her educational experience. Any decision to transfer schools should be made in consultation with your child's current primary school. We encourage you to work with the school as they are best placed to advise on your child's learning needs.

If you are currently caring for the child (e.g. legal guardians, foster parents, grandparents, or guardians whom the parents have authorised) and are seeking a primary school transfer, you should directly approach the child's current primary school. Our schools are committed given their strong sense of ownership to help students pursue their education goals.