

**INFORMATION SHEET
2015 STUDENT TRANSFER EXERCISE FOR PRIMARY SCHOOLS**

1. INTRODUCTION

a. The Student Transfer Exercise for Primary Schools (STEPS) serves to facilitate the transfer of students who have relocated to another address, to schools nearer to their new residences. The 2015 STEPS registration at schools will be conducted from 20, 23 and 24 November 2015. Alternatively, parents have the option to register their child for STEPS via the internet system (STEPS-IS) from 19 to 23 November 2015. The outcome of the STEPS application will be released on 11 December 2015.

b. Under the STEPS process, all students will be considered for available vacancies in a school. Provision will not be given to the parents/guardians to select a particular school for the transfer, as the student will automatically be considered for vacancies in the nearer school in the first instance.

2. ELIGIBILITY TO PARTICIPATE IN STEPS

To be eligible to participate in STEPS, the child must satisfy the following criteria:

a. The child is a Singapore Citizen or Singapore Permanent Resident;

b. The child is currently attending Primary 1 to Primary 5 in 2015;

c. The parents/guardians have changed their residential address between 1 January 2014 and 19 November 2015 (both dates inclusive).

3. STEPS Process

a. The STEPS is a service to assist parents/guardians in school transfers due to changes in address. Participation in STEPS is optional where parents/guardians may wish to participate in the exercise, should their child satisfy the eligibility criteria. If parents/guardians prefer to directly approach the school they would like to transfer their child to, they could do so, but outside the period when STEPS is being conducted (19 November 2015 to 16 December 2015). Alternatively, parents can approach their child's current school and submit their STEPS application.

b. The parents/guardians will be required to sign an undertaking to give up their child's place in the current school and to accept the school of transfer identified under the STEPS process.

c. The STEPS process is as follows:

i. Each student will be considered for transfer to a school which has vacancies and is nearer to his/her new home address.

ii. Where the school can accommodate the number of applicants assigned, the transfer will be effected.

iii. If there are no schools with available vacancies within 3 km of the students' new address, these students will be posted back to their current school.

iv. A student will not be posted to a school that is further from his/her home compared to his/her current school.

d. A student seeking a transfer to Primary 5 or Primary 6 in 2016 will be posted to a school with vacancies and is nearer to his/her new home address, regardless of subject combination to be offered by the student. On successful posting to a school, the parents/guardians can discuss with the school to decide on an appropriate subject combination. Schools generally offer similar subject combinations. Should parents/guardians wish for a school to offer a definitive subject combination, they may wish to apply for a transfer to their preferred school outside of the STEPS period.

e. The smooth operation of STEPS depends on parents/guardians furnishing correct information in the application especially that of the home address. To this end, parents/guardians are required to declare that the information provided by them in the application is correct and true. Any transfer of school resulting from false or incorrect information furnished in the application will be nullified and in such an event, the child affected may be posted to any school as directed by the Ministry of Education (MOE).

4. APPLICATION TO PARTICIPATE IN 2015 STEPS

a. Schools will be inviting applications for 2015 STEPS on 20, 23 and 24 November 2015. Parents/guardians should approach their child's current school and submit their applications through the school between 8 am and 5 pm each day.

b. Alternatively, parents have another option created for public's convenience, to register their child for STEPS via the internet. The STEPS-IS makes it more convenient for parents to submit the child/children's registration from any internet enabled Personal Computer. They can log on to the Internet at <http://www.moe.gov.sg/education/admissions/steps> using both the parents' Singpasses. STEPS-IS is accessible from 19 to 23 November 2015 from 10 am on the first day and 11:59 pm on the last day.

c. The parents/guardians will be required to make an undertaking to give up the child's place in the current school and to accept the school of transfer identified under the STEPS process.

d. The parents/guardians will also need to make an undertaking stating that they have changed their residential addresses between 1 January 2014 and 19 November 2015 (both dates inclusive).

e. The outcome of applications will be released on 11 December 2015. Parents/guardians would receive a letter to inform them of their child's posted school on 11 December 2015. They may also check the results with their child's current school or log on to the Internet at <http://www.moe.gov.sg/education/admissions/steps> using the student's BC No. and the Acknowledgement Number on the Acknowledgement Slip.

f. All students who are successful in the exercise will be required to report to their current school on 14 December 2015 with their report books. They should then report to their posted school by 16 December 2015 to complete the transfer formalities.

g. Parents who have further queries may contact MOE's Customer Service Centre (CSC) at DID 6872 2220 or email MOE_PPS@MOE.GOV.SG.