



### **Vision of the Ministry of Education**

The Vision of the Ministry of Education is that education should be the main and most effective contributor to the development of a citizenry able to modernize Guyana; to support the citizenry in becoming more productive and tolerant; and to live in mutual respect.



### **Guidelines for the Placement of Students in Nursery, Primary and Secondary Schools in the Georgetown Education District**

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## Introduction

The Government of Guyana provides access to free education at the Nursery, Primary and Secondary Levels. The National Policy provides for compulsory education from ages five years and six months to fifteen years.

The data shows that access to education is not a problem and that there is a high level of coverage in the Nursery and Primary Schools with significant increases in Secondary Institutions.

The challenge to the education system is to accomplish the goal of equity in education, that is, to provide all students with a comparable quality of education. This is a goal that can be achieved in the long term with improvements in school infrastructure and management, learning resources, effective teachers and efficient and effective educational services.

The present situation has given rise to the concept of “top schools” at the Nursery, Primary and Secondary levels in the Regions and especially the Georgetown Education District. This has resulted, over the years, in the intense competition for places at these “top schools”, with parents requesting placement at these schools in the Georgetown Education District from different areas within Georgetown, the East Bank and East Coast Demerara as well as Region #3.

Although guidelines and procedures for placement exist, these are compromised through the provision of falsified documents, and incorrect information by parents and guardians.

It is in this context that it becomes necessary to review guidelines and procedures for the placement of students at the various levels of the Education System.

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## Appendix 4 Continued

### DEPARTMENT OF EDUCATION – GEORGETOWN APPEALS FOR ADMISSION TO NURSERY SCHOOL

#### TO BE COMPLETED BY PARENT OR GUARDIAN

1. Full Name of Pupil: .....
2. Home Address: .....
3. Name of Parent / Guardian: .....
4. National Identification Number: .....
5. Telephone No. Home:.....  
Work: .....
- Cell: .....
6. Place of Work: .....
7. School Placed: .....
8. School Now Requested : .....
9. Reason (s)for Appeal: .....
- .....
- .....
10. Kindly attached documents to support appeal:

Signature of Parent / Guardian: ..... Date: .....

Information Verified by: ..... Date: .....

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#### FOR OFFICIAL USE ONLY

Approved: ..... School Awarded: .....

Not Approved: .....

.....  
Principal Education Officer

.....  
Date

#### NB:

1. Forms to be returned to the Schools where they were uplifted.
  2. Responses to appeals will be uplifted where appeals were uplifted.
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**DEPARTMENT OF EDUCATION – GEORGETOWN  
APPEALS FOR ADMISSION TO PRIMARY  
SCHOOL**

## TO BE COMPLETED BY PARENT OR GUARDIAN

1. Full Name of Pupil: .....
  2. Home Address: .....
  3. Name of Parent / Guardian: .....
  4. National Identification Number: .....
  5. Telephone No. Home: .....
  - Work: .....
  - Cell: .....
  6. Place of Work: .....
  7. Nursery School Attended: .....
  8. School Placed: .....
  9. School Now Requested: .....
  10. Reason (s) for Appeal: .....
  - .....
  - .....
  - .....
  11. Kindly attach documents to support appeal:
- Signature of Parent / Guardian: ..... Date: .....
- Information Verified by: ..... Date: .....

**FOR OFFICIAL USE ONLY**

Approved: ..... School Awarded: .....

Not Approved: .....

Principal Education Officer

Date

**NB:**

1. Forms to be returned to the office of the Schools where they were uplifted.
2. Responses to appeals will be uplifted at schools where appeals were submitted.

**Schedule of Activities - Placement Unit  
Admission to Nursery & Primary Schools**

<b>Admission to Nursery &amp; Primary Schools for the New Academic Year</b>	
<b>Dates</b>	<b>Activities</b>
2 <sup>nd</sup> -20 <sup>th</sup> Oct 2017	Distribution of Application Forms to Nursery Schools, Day Care Centres and Play Groups
21 <sup>st</sup> Oct-10 <sup>th</sup> Nov 2017	Submission of completed Application Forms to schools by Parents
10 <sup>th</sup> Nov 2017-31 <sup>st</sup> Jan 2018	Processing of Application forms for admission to Nursery & Primary Schools
1 <sup>st</sup> -16 Feb 2018	Distribution of Allocation letters/slips to Parents
19 <sup>th</sup> -28 <sup>th</sup> Feb 2018	Submission of Appeals by Parents to the Schools
26 <sup>th</sup> Feb -9 <sup>th</sup> Mar 2018	Processing of Appeals
15 <sup>th</sup> - 23 <sup>rd</sup> Mar 2018	Distribution of Response to Appeals (Schools)
<b>Parallel Transfers - National Grade Six Assessment</b>	
22 <sup>nd</sup> - 29 <sup>th</sup> June 2018	Distribution of Application Forms at Primary Schools Submission of completed Applications to Primary Schools
25 <sup>th</sup> - 29 <sup>th</sup> June 2018	Submission of completed Applications by Schools to the Department of Education
25 <sup>th</sup> - 29 <sup>th</sup> June 2018	Processing & Distributing response to Requests for Transfers

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**Schedule of Activities - Placement Unit  
Continued**

<b>Private to Public, Re-migrants &amp; Upgrade</b>	
Nov 23 <sup>rd</sup> 2017	Private to Public/Re-migrants Placement Assessment (Mathematics & English) Venue: Queen's College Auditorium Time: 9:00h
18 <sup>th</sup> - 22 <sup>nd</sup> Dec 2017	Distribution of results for Private to Public/Re- migrants Assessment
26 <sup>th</sup> July 2018	Placement Assessment-Private to Public/Re- migrants & Upgrade (Mathematics & English) Venue: Queen's College Auditorium Time: 9:00h
13 <sup>th</sup> - 17 <sup>th</sup> August 2018	Distribution of results for Placement Assessment – Private to Public/Re-migrants & Upgrade

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Appendix 3 Continued

**CONDITIONS**

**ELIGIBILITY FOR PLACEMENT**

1. This Placement Form is to be used for admission to Secondary Schools in Georgetown Only.
2. Forms can be uplifted from any Secondary school.
3. Completed form must be returned to the school that it was uplifted from.
4. Placement will only be granted if there is available place at school requested, in the area code.
5. The Department reserves the right to reject applications for Placement of students outside of Georgetown.
6. Responses will be issued at the respective schools.

**DEPARTMENT OF EDUCATION-GEORGETOWN**

**APPLICATION FOR PLACEMENT FROM PRIVATE TO PUBLIC/REMIGRANT**

**Please read all conditions on page two before you complete the form**

TO BE COMPLETED BY PARENTS OR GUARDIAN

The following documents must accompany the application:

- i) Proof of Address
- ii) Birth Certificate/Deed Poll/Passport
- iii) ID Card
- iv) Record from Previous School
- v) Original and photocopied documents must be tendered. Original documents tendered will be returned immediately.

1. Full Name of Student:.....

2. Home Address:.....

3. Telephone Number:    a. (Work).....  
                                   b. (Home).....  
                                   c. (Cell).....

4. Last School Attended:.....

5. Signature of Parent/Guardian:..... Date.....

6. ID#:.....

7. Information verified by Placement Officer.....

**FOR OFFICIAL USE**

Other Information.....  
.....  
.....

School Awarded:.....

Approved    Yes                       No

.....

Placement Officer

**Placement at Nursery and Primary Schools**

**Eligibility:**

**Nursery School**

The child's third birth anniversary must be on or before the June 30 in the year in which the child is be admitted.

**Primary School**

The child's fifth birth anniversary must be on or before the June 30 in the year in which the child is to be admitted.

**Documents Required:**

1. Birth Certificate /Deed Poll /Affidavit.
2. Identification of parents/guardians (to be verified by submission of -Identification card, Passport, Drivers' license).
3. Address of parents/guardians (to be verified by the submission of -Utility bills, Bank statement, Hire Purchase cards, TIN Certificate).
4. Child's immunization card.
5. Job Letters for both parents living in Region # 3 or # 4 who work in Georgetown.

**Procedure:**

1. Placement will be made to the school nearest to the child's residence.
2. Placement will be determined on the order of submission of applications.
3. Admission will depend on the availability of places.

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**Application Procedure:**

Placement forms can be uplifted at any Nursery school.

Forms must be completed and returned to the school from which the forms were uplifted.

Admission letters will be issued by the schools through which applications were submitted.

Applicants will be informed of the date on which to return for the placement letters.

In specific cases, officers of the Placement Unit and/or the Department of Education will undertake a verification exercise.

All cases of appeals must be made on the prescribed form.

Forms will be available at Nursery schools.

**RESPONSE** to Appeal is **FINAL**

**Application for transfer from area of residence**

Requests for transfer must be made at the Placement Unit, Department of Education 68 Brickdam.

Open transfers are issued for transfers out of Georgetown.

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Appendix 2 Continued

Section C

**OFFICE USE ONLY**

Remarks:.....  
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School Awarded:.....

Signature of Officer:.....

Date:.....



**DEPARTMENT OF EDUCATION – GEORGETOWN  
APPLICATION FOR ADMISSION TO PRIMARY SCHOOLS FOR THE ACADEMIC  
YEAR .....**

**PLEASE READ ALL CRITERIA BEFORE YOU COMPLETE THE FORM**

**Section A**

1. This application form is to be used for admission to **Primary Schools** in Georgetown **Only**.
2. The child must be 5 years 6 months at the end of December, 20..... (Born on or **Before** 30<sup>th</sup> June, 20.....).
3. Child is required to attend the school in/her catchment area.
4. The following documents must accompany application:
  - a. **Proof of Address**
  - b. **Birth Certificate/Deed Poll/Passport**
  - c. **Immunization(Clinic) Card**
  - d. **ID Card Number**
5. **Original** and **Photocopied** documents must be tendered. **Original** documents tendered will be returned immediately.
6. Parents Living in **Region 3 and 4** are required to submit job letters for **both** parents.

<b>Section B</b>	<b><u>Do not write here. For Office use Only.</u></b>
1. Name of Child:- ..... Last Name                      First Name                      Middle Name	<b>Birth Certificate</b>
2. (a) Date of Birth ..... Year                      Month                      Day	<b>Passport</b> <input type="checkbox"/>
(b) Age of Child at 31 <sup>st</sup> December, 20.....:.....years.....months	<b>Deed Poll</b> <input type="checkbox"/>
3. Gender: Boy <input type="checkbox"/> Girl <input type="checkbox"/>	<b>Other (specify.....)</b> .....
4. (a) Home Address of <u>Child</u> ..... ..... Between.....and.....Streets	Telephone Bill <input type="checkbox"/> Light Bill <input type="checkbox"/> Driver's Licence (full) <input type="checkbox"/> N.I.S Voucher <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Hire Purchase Card <input type="checkbox"/> Tin Certificate <input type="checkbox"/> Bank Statement <input type="checkbox"/>
(b) School closest to child's home.....	<b>No Rent receipt will be accepted.</b>
5. Immunization of Child	Evidence: Yes <input type="checkbox"/> No <input type="checkbox"/>
6. (a) Parent/Guardian Name:-..... ID #.....	
(b) Tel. No:.....	
7. Nursery School Attended:.....	

**Completed forms must be returned to schools where they were uplifted.  
Parents will be informed of the school awarded by June, 20.....**

**Please Note:** The Department of Education Georgetown reserves the right to rescind placement if information provided proves inaccurate.

**Signature of Applicant:..... Date:.....**  
Parent/Guardian

**Information Verified By:..... Date:.....**

**Placement in the Secondary Schools**

**Criteria**

Placement is based on the standardized scores obtained at the National Grade Six Assessment and depending on the category of school, on the following:

- ◆ The cut-off score
- ◆ Place of residence (Area Code)
- ◆ Availability of places

**Application for Transfer based on Higher Marks**

Applications will be accepted from:

Students who have obtained the score for a school with a higher cut-off score than is stated on the students results slip.

OR

The computer has allocated a school lower than the score received by the students.

Placement will then be made in accordance with spaces available in the schools requested. **Priority will be given to higher score.**

**N.B.** Applications for these transfers must be submitted by the end of July of the examination year.

**No requests for transfers by a parent/Guardian will be entertained if the student does not have the score for the school of choice.**

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## Application for Transfer to a School with a lower Cut Off Score

Transfers to a school with a lower cut-off score will only be allowed in accordance with availability of places.

Transfers will be entertained only for extreme necessitous cases

### Placement of students who are Re-migrants, Children of Diplomats and Students from Local Private Schools

In addition to established guidelines for admission to Secondary Schools a student falling into any of the categories mentioned above, shall be given a written test in Mathematics and English in order to determine the school to which he/she shall be placed.

This test which is referred to as the Placement Assessment is conducted in July and December. Students who missed the opportunity to write the Placement Assessment will be offered accommodation at a List B school.

The child's report booklet from the school attended overseas and travel documents must be presented to the Placement unit, Department of Education at the time of registration for the Placement Assessment.

The application procedure must be observed.

**N.B.** Pupils for Nursery and Primary Schools will be placed in schools nearest to residence.

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## Appendix 1 Continued

Section C

### OFFICE USE ONLY

Remarks:.....

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School Awarded:.....

Signature of Officer:.....

Date:.....

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**DEPARTMENT OF EDUCATION – GEORGETOWN**  
**APPLICATION FOR ADMISSION TO NURSERY SCHOOLS FOR THE ACADEMIC**  
**YEAR .....**

**PLEASE READ ALL CRITERIA BEFORE YOU COMPLETE THE FORM**

**Section A**

1. This application form is to be used for admission to **Nursery Schools** in Georgetown **Only**.
2. The child must be 3years 6 months at the end of December, 20... (Born on or **Before** 30<sup>th</sup> June, 20...).
3. Child is required to attend the school in/her catchment area.
4. The following documents must accompany application:
  - a. **Proof of Address**
  - b. **Birth Certificate/Deed Poll/Passport**
  - c. **Immunization(Clinic) Card**
  - d. **ID Card Number**
5. **Original** and **Photocopied** documents must be tendered. **Original** documents tendered will be returned immediately.
6. Parents Living in **Region 3 and 4** are required to submit job letters for **both** parents.

Section B	<b>Do not write here. For Office use Only.</b>
1. Name of Child:- ..... Last Name      First Name      Middle Name ..... 2. (a) Date of Birth ..... Year      Month      Day ..... (b) Age of Child at 31 <sup>st</sup> December, 20...:.....years ..... months	<b>Birth Certificate</b> <b>Passport</b> <input type="checkbox"/> <b>Deed Poll</b> <input type="checkbox"/> <b>Other (specify.....)</b> ..... .....
3. Gender:    Boy <input type="checkbox"/> Girl <input type="checkbox"/>	
4. (a) Home Address of Child: ..... ..... Between .....and.....Street ..... (b) School closest to child's home .....	Telephone Bill <input type="checkbox"/> Light Bill <input type="checkbox"/> Driver's Licence (full) <input type="checkbox"/> N.I.S Voucher <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Hire Purchase Card <input type="checkbox"/> Tin Certificate <input type="checkbox"/> Bank Statement <input type="checkbox"/> <b>No Rent receipt will be accepted.</b>
5. Immunization of Child	Evidence: Yes <input type="checkbox"/> No <input type="checkbox"/>
6. (a) Parent/Guardian Name:-..... ID #..... (b) Tel. No:.....	
7. Kindly indicate if an application has been made for a sibling to attend Primary School. Name of Child:- ..... Nursery School Attended:.....	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Completed forms must be returned to schools where they were uplifted.**  
**Parents will be informed of the school awarded by June, 20...**

**Please Note:** The Department of Education Georgetown reserves the right to rescind placement if information provided proves inaccurate.

**Signature of Applicant:**..... **Date:**.....  
 Parent/Guardian

**Information Verified By:**..... **Date:**.....

## Monitoring for compliance with the placement rules at Nursery, Primary and Secondary Schools:

Schools will be visited within the first month of the new school year by officers from the Department of Education to check on admission lists/registers to ensure strict compliance with the laid down guidelines and procedures.