

Information Sheet for Parents
2017 Student Transfer Exercise for Primary Schools

Introduction

1. 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 2017 STEPS registration at schools will be conducted on 20, 21 and 22 November 2017. The STEPS-Internet System (STEPS-IS) serves as a channel to facilitate the registration of children. STEPS-IS registration for parents will start from 10 am on 17 November 2017 to 11.59 pm 21 November 2017. The outcome of the STEPS application will be released on 12 December 2017.

2. 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 available vacancies in the nearer school in the first instance.

Eligibility to participate in STEPS

3. 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 2017;
 - c. The parents/guardians have changed their residential address within the last two years i.e. since 1 January 2016 to 31 December 2017 (both dates inclusive).

STEPS Process

4. The STEPS is a service to assist parents/guardians in school transfers due to changes in residential 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 (17 November 2017 to 15 December 2017). Alternatively, parents can approach their child's current primary school and submit their STEPS application.

5. The parents/guardians will be required to make 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.

6. The STEPS process is as follows:
- a. Each student will be considered for transfer to a school which has available vacancies and is nearer to his/her new home address.
 - b. Where the school can accommodate the number of applicants assigned, the transfer will be effected.
 - c. If there are no schools with available vacancies within 3 km of the students' residential address, these students will be posted back to their current school.
 - d. A student will not be posted to a school that is further from his/her home compared to his/her current school.

7. A student seeking a transfer to Primary 5 or Primary 6 in 2018 will be posted to a school with vacancies and is nearer to his/her new residential address. 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.

8. The smooth operation of STEPS depends on parents/guardians furnishing correct information in the application especially that of the residential 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).

Application to participate in 2017 STEPS

9. Schools will be inviting applications for 2017 STEPS on 20, 21 and 22 November 2017. Parents/guardians should approach their child's current school and submit their applications through the school between 8 am and 5 pm each day.

10. The STEPS-Internet System (STEPS-IS) serves as a convenient channel to facilitate the registration of children. STEPS internet registration for parents will start from 10 am on 17 November 2017 to 11.59 pm on 21 November 2017. Parents may access STEPS-IS from any internet enabled Personal Computer at <http://www.moe.gov.sg/education/admissions/steps> using both the parents' SingPasses.

11. 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.

12. The parents/guardians will also need to make an undertaking stating that they have changed their residential addresses between 1 January 2016 and 31 December 2017 (both dates inclusive). The address to be used for the registration of children in the STEPS registration should be the parents' official residential address as reflected on their NRICs.

13. The outcome of applications will be released on 12 December 2017. Parents/guardians would receive a letter from MOE to inform them of their child's posted school on 12 December 2017. 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. The posting results will be available on STEPS-IS from 12 to 18 December 2017.

14. All students who are successful in the exercise will be required to report to their current school on 13 December 2017 with their report books. They should then report to their posted school by 15 December 2017 to complete the transfer formalities.

15. We would like to take this opportunity to encourage parents to visit the MOE website (www.moe.gov.sg/admissions/steps) for more information on STEPS.