



THE DIOCESE OF SINGAPORE

St Andrew's Village
1 Francis Thomas Drive #01-01
Singapore 359340
Tel: (65) 6288 8944

The Bishop of Singapore
The Most Revd Dr Titus Chung

Archdeacon of Singapore
The Venerable Daniel Wee

Assistant Bishop
The Rt Revd Low Jee King

7 March 2025

Dear Parent/s,

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

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 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.
- 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 parent 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

enc: Form 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 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 portal when it is activated (for more information refer to <https://www.moe.gov.sg/primary/p1-registration/how-to-register>). Supporting documents, not limited to, for attachment with online application are as follows:
 - (a) Endorsed parent's certificate of baptism and confirmation from The Diocese of Singapore,
 - (b) Endorsed Form A, and
 - (c) Other documents required by MOE.
3. There will be **no** in-person registration at schools.
4. The list of contacts for the schools as follow:

St Andrew's Junior School

Email address: sajs@moe.edu.sg

Attn: Mr Lim Jin Yong / Mdm Ng Yoke Choo / Mr Yeoh Liong Phin / Ms Nurlydia Liyana Binte Akbar Ali / Mdm Istifarah Binte Kamsani

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: Mr Kenneth Tan / Ms Nur Syafawati Binte Roslan / Ms Nur Hidayah Johar / Ms Marine Chew

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 School (Primary) <small>Only one choice allowed</small>

Full Name of Father	
NRIC (requested by MOE)	
Mobile Number	
Email	
Name of Church	
Areas of Active Contribution to Church Life & Ministry	
	Cell/Care Group Leader's Name:
	Cell/Care Group Leader's Contact Number:

Full Name of Mother	
NRIC (requested by MOE)	
Mobile Number	
Email	
Name of Church	
Areas of Active Contribution to Church Life & Ministry	
	Cell/Care Group Leader's Name:
	Cell/Care Group Leader's Contact Number:

Visual verification of names, IC and birth certificate number conducted by:

Parish staff (Name)	Parish staff (Signature)	Date
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SECTION 2 (To be completed by Vicar / Priest-In-Charge (PIC) / Dean)Criteria: Either parent 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 parent/s been <u>Baptised AND Confirmed Members</u> of the Anglican church for at least the last 12 months?		
2. Have the child's parent/s been attending your parish's worship services at least twice a month (on average) over the last 12 months?		
3. Have the child's parent/s 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 parent/s been attending one of your parish care/cell groups at least once a month (on average) over the last 12 months?		

DECLARATION OF SUPPORT BY VICAR / DESIGNATE / PIC / DEAN:

<input type="checkbox"/>	Parent fulfills criteria	
<input type="checkbox"/>	Seeking Education Board's Endorsement for criterion _____. <i>Send email to education@anglican.org.sg. Provide justification below.</i>	

Signature of Vicar / Designate / PIC / Dean & Date

JUSTIFICATION:

<type here>

ENDORSEMENT BY EDUCATION BOARD:

<input type="checkbox"/>	Supported	
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Revd David Lee, Education Board Chairman

PERMUTATIONS ALLOWED FOR ENDORSING FORM A

SCENARIO 1

	Father	Mother
According to the DMP, is the child's parent/s been Baptised and Confirmed Members of the Anglican Church of Singapore for at least the last 12 months?	Fulfil	
Have the child's parent/s been attending your parish's worship services at least twice a month (on average) over the last 12 months?	Fulfil	
Have the child's parent/s been actively contributing to the life and witness of your parish through serving and giving over the last 12 months?		
Have the child's parent/s been attending one of your parish care/cell groups at least once a month (on average) over the last 12 months?	Fulfil	

Scenario 1 is ok.

Parish can stamp and obtain the Vicar's signature.

SCENARIO 2

	Father	Mother
According to the DMP, is the child's parent/s been Baptised and Confirmed Members of the Anglican Church of Singapore for at least the last 12 months?	Fulfil	
Have the child's parent/s been attending your parish's worship services at least twice a month (on average) over the last 12 months?	Vicar's Explanation in page 3 of Form A	
Have the child's parent/s been actively contributing to the life and witness of your parish through serving and giving over the last 12 months?		
Have the child's parent/s been attending one of your parish care/cell groups at least once a month (on average) over the last 12 months?	Fulfil	

Scenario 2 is ok.

Vicar is able to establish that parent has a valid reason for being unable to fulfil any of Q2-4. Vicar to fill out section on "exceptional cases" and to obtain EB endorsement. Parish can stamp and Vicar can sign the application once EB provides the endorsement.

SCENARIO 3

	Father	Mother
According to the DMP, is the child's parent/s been Baptised and Confirmed Members of the Anglican Church of Singapore for at least the last 12 months?	Transfer - Fulfils	
Have the child's parent/s been attending your parish's worship services at least twice a month (on average) over the last 12 months?		
Have the child's parent/s been actively contributing to the life and witness of your parish through serving and giving over the last 12 months?	Fulfils	
Have the child's parent/s been attending one of your parish care/cell groups at least once a month (on average) over the last 12 months?	Fulfils	

Scenario 3 is ok.

This is a transfer case and endorsement can be made if:

- (a) Membership in Anglican Church is 12 months or more (Check DMP for Confirmation date);
- (b) Vicar from Parish 1 is able to provide validation of parent's active contribution in the life of the church to Vicar of Parish 2 (where application is made).

SCENARIO 4

	Father	Mother
According to the DMP, is the child's parent/s been Baptised and Confirmed Members of the Anglican Church of Singapore for at least the last 12 months?	Fulfils	
Have the child's parent/s been attending your parish's worship services at least twice a month (on average) over the last 12 months?		Fulfils
Have the child's parent/s been actively contributing to the life and witness of your parish through serving and giving over the last 12 months?		Fulfils
Have the child's parent/s been attending one of your parish care/cell groups at least once a month (on average) over the last 12 months?		Fulfils

Scenario 4 is NOT ok.

Either parent must fulfil the criteria of 3 stamps. No mix-match allowed.

Parish should not stamp and endorse the application. To send email to notify parent application is unsuccessful.

SCENARIO 5

	Father	Mother
According to the DMP, is the child's parent/s been Baptised and Confirmed Members of the Anglican Church of Singapore for at least the last 12 months?		
Have the child's parent/s been attending your parish's worship services at least twice a month (on average) over the last 12 months?		
Have the child's parent/s been actively contributing to the life and witness of your parish through serving and giving over the last 12 months?		Fulfil
Have the child's parent/s been attending one of your parish care/cell groups at least once a month (on average) over the last 12 months?		Fulfil

Scenario 5 is NOT ok.

Q1 is mandatory and either parent do not fulfil the mandatory and minimum number of criteria.

Parish cannot stamp and endorse the application. To send email to notify parent application is unsuccessful.