**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:
3. Endorsed parent’s certificate of baptism and confirmation from The Diocese of Singapore,
4. Endorsed Form A, and
5. Other documents required by MOE.
6. There will be **no** in-person registration at schools.
7. The list of contacts for the schools as follow:

**St Andrew's Junior School**  
Email address: [sajs@moe.edu.sg](mailto: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](mailto:sthildasps@schools.gov.sg)  
Attn: Ms Yolande Koh / Mdm Suhaila

Tel: 6435 0211

**St Margaret's School (Primary)**  
Email address: [stmargaretps@moe.edu.sg](mailto: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** | * St Andrew’s Junior School * St Hilda’s Primary School * St Margaret’s School (Primary)   Only one choice allowed |

|  |  |
| --- | --- |
| **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 |

**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 Baptised AND Confirmed Members 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:**

|  |  |  |
| --- | --- | --- |
| Stop | Parent fulfills criteria |  |
| Stop | Seeking Education Board’s Endorsement for  criterion \_\_\_\_\_.  *Send email to* [*education@anglican.org.sg*](mailto:education@anglican.org.sg)*. Provide justification below.* |
|  |  | Signature of Vicar / Designate / PIC / Dean & Date |
| JUSTIFICATION:  <type here> | | |

**ENDORSEMENT BY EDUCATION BOARD:**

|  |  |  |
| --- | --- | --- |
| Stop | Supported |  |
|  |  | 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? | **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?** |  |  |
| 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 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? | **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? | **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? | **Fulfils** |  |

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:

1. Membership in Anglican Church is 12 months or more (Check DMP for Confirmation date);
2. 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?** |  | **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 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.