



GOVERNMENT OF BERMUDA

MINISTRY OF EDUCATION

DEPARTMENT OF EDUCATION

Title: Policy and Procedures for Registration into Preschool, Primary School, Middle School and Senior School
Issuing Authority: Ministry of Education
Effective Date: December 8th, 2014
Repeals and replaces: First Admission into Primary School Policy and Procedures, dated January 2012

1.0 Purpose

1.1 The purpose of this policy and procedures document is to publish the requirements and process for enrolment into public schools.

2.0 Policy Statements

2.1 Enrolment decisions are made according to criteria for age, school level (e.g. preschool, primary, middle and senior school), educational needs, the availability of spaces as per the maximum permissible enrolment, and Bermudian residency.

2.2 No child shall be barred enrolment into a public school on the grounds of race, place of origin or religion.

3.0 Notification of Registration Period and Registration Deadlines

3.1 A notice indicating the following shall be published in the Official Gazette:

- i. The term in which a child of compulsory school age shall start primary school;
- ii. The days when an application for enrolment into a public school shall be made;
- iii. The deadline for the receipt of an application for enrolment; applications received after the deadline will be deemed late;
- iv. The deadline for the receipt of appeals against enrolment decisions; and
- v. General procedures for enrolment into public schools and other related matters.

4.0 Criteria and Decision-Making Procedures for Enrolment into Preschool, Primary School, Middle School and Senior School

4.1 A child shall be admitted into a public school based on the following criteria and enrolment procedures:

4.1.1 Preschool

- i. A child entering preschool must be the prescribed age: a child must turn 4 by December 31st of the calendar year in which registration takes place;

- ii. A child must live in the same parish as the preschool to which the application is made, with the following exceptions: Lyceum, Devonshire, Prospect, Warwick and Southampton Preschools (see paragraph 11.1 for more information);
- iii. Preference will be given to the younger child amongst those who will reach the age of 4 years by the end of the calendar year, unless otherwise directed by the Commissioner of Education;
- iv. There must be sufficient space to accommodate the child as per the permissible maximum enrolment.

4.1.2 Primary school

- i. A child entering primary school must be the prescribed age: a child must turn 5 by December 31st of the calendar year in which registration takes place;
- ii. A child under the prescribed age will not be enrolled in primary school;
- iii. A child must live within the designated zone boundary (paragraph 11.2 outlines the zone boundaries);
- iv. Preference for enrolment into a particular school is given to the child who lives closest to the school within the designated zone boundary; therefore proof of address may be required (a copy of a lease or utility bill is acceptable);
- v. However, first preference may be given to the application of a child who at the time of registration has a sibling enrolled in (and who will attend) the first choice primary school during the upcoming school year;
- vi. Where a school is located close to the end of a zone boundary, priority may be given to a child who resides between the school and the zone boundary over children who may live closer, but towards the middle of the zone;
- vii. There must be sufficient space to accommodate the child as per the permissible maximum enrolment;
- viii. Where a child is not admitted to parents' first or second choice school, the Department of Education will liaise with a child's parents prior to placing a child in another school.

4.1.3 Middle School

a) Students Currently Registered in the Bermuda Public School System

- i. A student must be in his or her final year of primary school;
- ii. Enrolment into a particular middle school is determined by the primary school attended at the time of registration; therefore a student must be enrolled in the middle school designated by the primary school attended unless s/he has moved prior to registration (paragraph 11.3 outlines the designated middle schools);
- iii. However, where a student has moved prior to registration, s/he may be enrolled in the middle school closest to his or her residence.

b) Students Registering into the Bermuda Public School System

- i. A student must be in his or her final year of primary school or be the prescribed age;
- ii. A student must be enrolled in the middle school closest to his or her residence.

4.1.4 Senior school

a) Students Currently Registered in the Bermuda Public School System

- i. A student must be in his or her final year of middle school;
- ii. Parents may apply for their child to attend either senior school;
- iii. There must be sufficient space to accommodate the student as per the permissible maximum enrolment.

b) Students Registering into the Bermuda Public School System

- i. A student must be in his or her final year of middle school or be the prescribed age;
- ii. Parents may apply for their child to attend either senior school;
- iii. There must be sufficient space to accommodate the student as per the permissible maximum enrolment.

4.2 Where the number of enrolment applications for a particular senior school exceeds the maximum permissible enrolment, the successful applicants shall be randomly selected.

5.0 Special Education Needs

5.1 Students Currently Registered in the Bermuda Public School System

5.1.1 Where a child requires special education programming and services not available at the school or schools designated as per section 11 of this policy and procedures document, the parents of that child will be required to enroll their child at a school with the appropriate special education programming and services.

5.2 Students Registering into the Bermuda Public School System

5.2.1 Parents of a child with mobility, vision, hearing, medical, social-emotional, developmental or any other special education needs, who is not currently enrolled in the Bermuda Public School System must contact the Assistant Director of Student Services at 278-3327 prior to submitting a registration form. The Assistant Director of Student Services will provide assistance and guidance to assist parents to request the school with the appropriate special education programming and services.

5.2.1 Where a child requires special education programming and services not available at the school or schools designated as per section 11 of this policy and procedures document, the parents of that child will be required to enroll their child at a school with the appropriate special education programming and services.

6.0 Late applications

6.1 Any applications received after the published registration deadline shall be considered after all on-time applications have been processed.

7.0 Waitlist

7.1 Where an application for enrolment is denied because of insufficient space at a school to accommodate a child, that child shall be placed on a waiting list by the preschool administrator or principal of the school.

7.2 If spaces become available at a school, enrolment decisions for children on a waitlist shall be made in accordance with the prescribed criteria by school-level, and not on a first-come, first-serve basis.

8.0 Appeals Procedure

8.1 Where a child has been denied enrolment into a particular school, the parents of that child may appeal to an independent appeals committee.

- i. Parents who wish to make an appeal must do so in writing using an appeal form available on the Department of Education's website, www.moed.bm, and addressed to the chairperson of the appeals committee c/o the Department of Education, specifying the decision appealed against, the grounds of the appeal, and include all of the relevant particulars;
- ii. The appeal must be made by the deadline designated in the published registration notice; appeals submitted after the deadline will only be considered by the appeals committee where there is good cause;
- iii. The decision being appealed will stand until a decision is made by the appeals committee.

9.0 Procedures for Making an Application for Enrolment into a School

9.1 The following application procedures will apply where a student is currently registered in the Bermuda Public School System.

9.1.1 Parents will:

- i. By way of their child receive a pre-printed registration form that includes existing registration information (e.g. address, contact information, etc.);
- ii. Complete the pre-printed registration form as per instructions, making any needed corrections to the details (e.g. address or phone number change);
- iii. Return the pre-printed registration form to their child's current school (via their child or directly to the school) during the designated registration days and no later than the application deadline.

9.1.2 Preschool administrators and principals will:

- i. Provide students currently registered in the Bermuda Public School System with pre-printed registration forms on the first business day of the week of registration or another day designated by the Commissioner of Education;
- ii. Review all submitted pre-printed registration forms to determine if they are completed correctly and that the registration criteria has been met (e.g. prescribed age, zone boundary, etc.);

- iii. Seek to have incomplete or incorrect pre-printed registration forms completed and/or corrected;
- iv. Ensure that the date of receipt is recorded on each completed pre-printed registration form;
- v. Provide correctly completed pre-printed registration forms to the Department of Education.

9.1.3 The Department of Education will:

- i. Receive the completed pre-printed registration forms from preschool administrators and principals;
- ii. Review all received pre-printed registration forms to determine if they are completed correctly;
- iii. Identify any pre-printed registration forms that are incomplete and/or where registration criteria have not been met (e.g. designated age, zone boundary, etc.) and notify the preschool administrator or principal accordingly;
- iv. Forward the correctly completed pre-printed registration forms to the principal of the requested school.

9.2 The following application procedures will apply where a student is registering into the Bermuda Public School System.

9.2.1 Parents will:

- i. Obtain a registration form from the Department of Education's website at www.moed.bm or via the Department of Education;
- ii. Complete the registration form as per the instructions on the form;
- iii. Ensure that a copy of their child's passport or birth certificate is provided along with the completed registration form;
- iv. If the child is non-Bermudian, provide a copy of a re-entry permit or letter from the Department of Immigration confirming that the child is a bona fide resident of Bermuda;
- v. If the application is for preschool, submit the completed registration form to the requested preschool between 9:00 a.m. and 3:00 p.m. during the designated registration days and no later than the application deadline;
- vi. Submit completed primary, middle and senior school registration forms during the designated registration days and no later than the application deadline to: the Department of Education 14 Waller's Point Road, St. David's DD 03 between 8:45 a.m. and 4:45 p.m.; via email at registration@moed.bm; or via fax at 278-3348. Alternatively, parents can submit completed registration forms to the closest public school; the preschool administrator or principal of that school will ensure that the date of receipt is recorded on the completed registration form and that it is forwarded to the Department of Education.

9.2.2 Preschool administrators will:

- i. Accept preschool registration forms between 9:00 a.m. and 3:00 p.m. during the designated registration days;
- ii. Review all submitted registration forms to determine if they are completed correctly and that the registration criteria have been met (e.g. prescribed age, catchment area, etc.);
- iii. Only accept complete and correct registration forms;
- iv. Ensure that the date of receipt is recorded on each completed registration form;
- v. Provide correctly completed registration forms to the Department of Education.

9.2.3 The Department of Education will:

- i. Receive completed registration forms from preschool administrators and principals;
- ii. Review all received registration forms to determine if they have been completed correctly;
- iii. Identify any completed registration forms if the registration criteria have not been met (e.g. designated age, zone boundary, etc.) and notify the preschool administrator or principal accordingly;
- iv. Forward the registration forms to the preschool administrator or principal of the requested school.

10.0 School Enrolment Notification Procedures

10.1 The following school enrolment notification procedures shall apply:

10.1.1 Parents will:

- i. Be notified by letter from the preschool administrator or principal of whether an offer of acceptance for their child has been made by the requested school on the day designated by the Commissioner of Education;
- ii. Where a child has not been offered a place at the requested school, be informed of the reasons;
- iii. Where a child has not been offered a place at the requested school, be offered another school placement and the reasons for the other school placement will be provided;
- iv. Accept or decline the offer of placement by the date designated in the offer letter from the school that has offered a place to the child.

10.1.2 Preschool administrators and principals will:

- i. Notify parents by letter whether or not an offer of acceptance for their child has been made on the day designated by the Commissioner of Education;
- ii. Where a child has been offered a place at another school, notify parents by letter of the offer of placement to another school (this will be done by the principal of the other school);
- iii. Record and forward the names and details of all children who have applied for enrolment to their school to the Department of Education;

- iv. Notify the Department of Education of all children whose parents have accepted offers of placement.

11.0 Designated Schools

11.1 Preschools

The designated preschool for enrolment for a child is determined by the parish in which the child resides; however the following exceptions apply:

- i. Lyceum Preschool will accept applications from residents of Smith's Parish and Hamilton Parish.
- ii. Devonshire Preschool will accept applications from residents of Smith's Parish and Devonshire Parish.
- iii. Prospect Preschool will accept applications from residents of Devonshire Parish and Pembroke Parish.
- iv. Warwick Preschool will accept applications from residents of Southampton Parish who live to the east of the access roads to the Fairmont Southampton Hotel.
- v. Southampton Preschool will accept applications from residents of Sandys Parish who live to the east of Scaur Hill.

11.2 Primary Schools

Designated primary schools for enrolment for a child are determined by the zone in which the child resides.

Zone	Boundary	Primary Schools
Eastern Zone	Eastward of the line south-north up along Tee Street, along Middle Road and over Barker's Hill.	<ul style="list-style-type: none"> • East End Primary School • St. George's Preparatory School • St. David's Primary School • Francis Patton Primary School • Harrington Sound Primary School • Elliot Primary School
Central Zone	Between the boundary of the eastern zone and the line on Cobb's Hill Road, Paget from Harbour Road to South Road, Paget.	<ul style="list-style-type: none"> • Prospect Primary School • Victor Scott Primary School • Northlands Primary School • West Pembroke Primary School • Gilbert Institute • Paget Primary School
Western Zone	Westward of the western boundary of the central zone.	<ul style="list-style-type: none"> • Purvis Primary School • Heron Bay Primary School • Port Royal Primary School • Dalton E. Tucker Primary School • West End Primary School • Somerset Primary School

11.3 Middle School

The designated middle school for a child is determined by the primary school attended unless a child has moved prior to registration.

Middle School	Feeder Primary School
Clearwater Middle School	<ul style="list-style-type: none">• East End Primary School• St. George's Preparatory School• St. David's Primary School• Francis Patton Primary School
Whitney Institute Middle School	<ul style="list-style-type: none">• Harrington Sound Primary School• Elliot Primary School• Prospect Primary School
Dellwood Middle School	<ul style="list-style-type: none">• Victor Scott Primary School• Northlands Primary School• West Pembroke Primary School
T.N. Tatem Middle School	<ul style="list-style-type: none">• Gilbert Institute• Paget Primary School• Purvis Primary School• Heron Bay Primary School
Sandys Secondary Middle School	<ul style="list-style-type: none">• Port Royal Primary School• Dalton E. Tucker Primary School• West End Primary School• Somerset Primary School

11.3.1 Where a child currently registered in the Bermuda Public School System has moved prior to registration, parents may enroll their child at the middle school closest to the child's residence.

11.3.2 Where a child is not currently registered in the Bermuda Public School System, parents must enroll their child at the middle school closest to the child's residence.

11.4 Senior School

Parents may make an application for their child to be enrolled in either senior school:

- CedarBridge Academy
- The Berkeley Institute.

11.4.2 Where the number of enrollment applications for a particular senior school exceeds the maximum permissible enrolment, the successful applicants shall be randomly selected.

12.0 Contact Persons for Questions Regarding the Policy and Procedures for Registration

12.1 Parents who have questions may contact the following:

If your child is currently registered in the Bermuda Public School System:	The preschool administrator or principal.
If your child is not currently registered in the Bermuda Public School System:	The preschool administrator or principal.
Parents of children who have or may have special education needs:	The Assistant Director of Student Services of the Department of Education at 278-3327.
The appeals process:	Ministry of Education Policy Analyst at 278-3311.
Further questions regarding the policy:	Ministry of Education Policy Analyst at 278-3311.

13.0 Frequently Asked Registration Questions

- 1. How do I determine the best school for my child?** Parents are encouraged to visit prospective schools to gather information to assist in the decision-making process; however the school must be a designated school.
- 2. I would like my child to go to school A, but it falls outside of the list of designated schools. What can I do to get my child into school A?**
You can only apply to enroll your child in a school as per the designated list of schools.
- 3. I would like my child to attend primary school A, but live closer to primary school B? What are my child's chances of getting into primary school A?**
Your child's chances of being enrolled in primary school A depend on the number of applications that meet the criteria to primary school A. Preference may be given to siblings, and other children may live closer to the school than your child.
- 4. For primary school, I know that sometimes parents don't get their first or second choice school. How can that happen?**
Their first choice school was likely filled by siblings, as well as other children who live closer to the school. Their second choice school was likely filled by siblings, and first and second choice applicants who live closer to the school.

5. What happens if my child does not get into either of the two primary schools that I have selected?

You will be offered the opportunity to enroll your child in a school in your zone that has space.

6. Is there preference in enrolment for siblings?

At the primary level only, preference may be given to the application of a child who at the time of registration has a sibling enrolled in (and who will attend) the first choice primary school during the upcoming school year.

7. Can my child get preference to attend school A because everyone in my family attended that school?

No. There are no provisions that allow entry into schools based on legacy.

8. I will be moving addresses after the registration period. Can I register my child in a school based on what my new address will be?

No, you must register using the address where you reside at the time of registration. Once you move you can apply for a transfer to a school using your new address.

9. What can I do if my child does not get into the school that I would like him or her to attend?

If your child meets the outlined criteria for enrolment for a particular school, your child will be placed on a waitlist. You can also appeal the decision using an appeals form.

10. My child requires a special education programme. Do I need to do anything in particular to register my child?

You should contact the Assistant Director of Student Services to discuss your child's needs and to obtain additional information.

13.0 Review Date

13.1 This policy and procedures document will be reviewed by June 15th, 2015.