



GOVERNMENT OF BERMUDA

Ministry of Education

APPLICATION FOR REGISTRATION/TRANSFER INTO THE BERMUDA PUBLIC SCHOOL SYSTEM

APPLICATION FOR: [ ] PRESCHOOL [ ] PRIMARY [ ] MIDDLE [ ] SENIOR

SCHOOL REQUESTED: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

CURRENT/PREVIOUS PRESCHOOL/SCHOOL: \_\_\_\_\_

REQUESTED START DATE: \_\_\_\_\_

REASON FOR TRANSFER: \_\_\_\_\_

PERSONAL INFORMATION

Child's Name: Last First Middle Other

Home Address: Number Street Parish Postal Code

Date of Birth: Day Month Year Gender: [ ] Male [ ] Female

Status: [ ] Bermudian [ ] Non-Bermudian Nationality: \_\_\_\_\_

Proof: [ ] Birth Certificate [ ] Passport [ ] Immigration Documentation

If the child is non-Bermudian, or if the child is born outside of Bermuda to a Bermudian parent, attach documentation from the Department of Immigration confirming that the child is a bona fide resident of Bermuda.

Is English your child's first language? [ ] Yes [ ] No If no, state the first language \_\_\_\_\_

Does your child have any special (mobility, vision, hearing, medical, social-emotional, developmental) needs? [ ] Yes [ ] No

If so, please describe \_\_\_\_\_

Name of sibling(s) currently enrolled in the BPSS: \_\_\_\_\_

Assessment number of child's residence: \_\_\_\_\_

PARENT/GUARDIAN INFORMATION

FIRST CONTACT: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cellular: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Email Address: \_\_\_\_\_

SECOND CONTACT: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cellular: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Email Address: \_\_\_\_\_

DECLARATION BY PARENT / GUARDIAN

- a. I understand that I am responsible for ensuring that my child attends school on time on a daily basis.
b. I understand that I am responsible for transporting my child to and from school and that I am expected to ensure that he/she arrives and is collected on time.
c. This child is a bona fide resident of Bermuda.
d. I declare that this form has been completed correctly to the best of my knowledge.
e. I understand that if any information is found to be false, the child may be placed in another school.
f. I understand that my child may have to be admitted to a school which better suits his/her special needs, if any.
g. I understand that registration alone does not constitute admission into the Bermuda Public School System or the requested school.

Signature of Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



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CONDITIONS OF REGISTRATION

- 1. Enrolment of children shall occur without regard to race, religion, or national origin.
2. Non-Bermudian children must be bona fide residents of Bermuda.
3. The home address for the child must be the same as that of the first contact.
4. Parents of children with mobility, vision, hearing, medical, social-emotional, developmental or any other special needs must contact the Assistant Director of Student Services prior to submitting an application form
5. Parents of children not initially accepted at the preferred school may contact the Administrator of the preferred school and request that the child's name be placed on the wait-list.

PRESCHOOL

- 1. Children must be resident in the same parish as the preschool to which application is made. However the following exceptions apply:
- St. George's Preschool will accept applications from residents of St. George's Parish with postal code beginning with GE only.
- St. David's Preschool will accept applications from residents of St. George's Parish with postal code beginning with DD only
- Lyceum Preschool will accept applications from residents of Smith's and Hamilton Parish.
- Devonshire Preschool will accept applications from residents of Smith's and Devonshire Parish.
- Prospect Preschool will accept applications from residents of Devonshire and Pembroke Parish.
- Warwick Preschool will accept applications from residents of Southampton Parish who live to the east of the access roads to the Fairmont Southampton Hotel.
- Southampton Preschool will accept applications from residents of Sandys Parish who live to the east of Scaur Hill.

STUDENTS WITH SPECIAL NEEDS

Please provide the following documentation:

- Individualized Education Plan (IEP), 504 Plan, Gifted & Talented/Enrichment Plan, Individualized Health Plan (IHP), etc.)
• Most current psychoeducational assessment (within 3 years)
• Most current therapy assessments (ie. Speech, OT, PT with 3 years)
• Most recent progress report and/or report card.

PRIMARY SCHOOL

- 1. Children must be resident in the same zone as the primary school to which application is made.
2. A copy of a most recent report card must accompany the application.

Eastern Zone

- East End Primary
St. George's Preparatory
St. David's Primary
Francis Patton Primary
Harrington Sound Primary
Elliot Primary

Central Zone

- Prospect Primary
Victor Scott Primary
Northlands Primary
West Pembroke Primary
Gilbert Institute
Paget Primary

Western Zone

- Purvis Primary
Heron Bay Primary
Port Royal Primary
Dalton E. Tucker Primary
West End Primary
Somerset Primary

MIDDLE SCHOOL

- 1. Children transferring into the public school system shall be placed in a middle school closest to their residence.
2. A copy of a most recent report card must accompany the application.

SENIOR SCHOOL

- 1. Students eligible for enrolment in a senior school shall make application to either of the two senior schools.
2. If the senior school of choice is at maximum capacity parents will be notified and offered placement at the alternative senior school.
3. An official transcript must accompany the application.

PROCEDURES FOR REGISTRATION

- 1. Complete the application form on the reverse of this document and provide a copy of the child's birth certificate or passport.
2. If the child is non-Bermudian, attach documentation (including the child's re-entry permit) from the Department of Immigration confirming that the child is a bona fide resident of Bermuda.
3. Ensure that the form is complete. Unless all required information is provided at the time of application, the form will be deemed to be incomplete and will not be acted upon.
4. Applications are to be submitted to the Attendance and Registration Coordinator at:

The Ministry of Education

14 Waller's Point Road, St. David's DD 03

Email: registration@moed.bm

Fax: 278-3348

PLEASE NOTE THAT THE SUBMISSION OF AN APPLICATION FORM AND THE REQUIRED DOCUMENTATION DOES NOT CONSTITUTE ACCEPTANCE INTO THE PREFERRED SCHOOL.

14 Waller's Point Road • St. David's DD 03 • Mailing Address: P.O. Box HM 1185 • Hamilton HM BX
Telephone: (441) 278-3300 • Facsimile: (441) 278-3348

website: www.moed.bm