



GOVERNMENT OF BERMUDA

Ministry of Education

Department of Education

APPLICATION FOR TRANSFER OR ENROLMENT IN THE BERMUDA PUBLIC SCHOOL SYSTEM FOR THE 2011 – 2012 ACADEMIC YEAR STARTING SEPTEMBER 2011

SCHOOL REQUESTED: SECOND CHOICE:

YEAR LEVEL: CURRENT SCHOOL:

REASON FOR REQUESTED TRANSFER:

STUDENT INFORMATION

Child's Name: Last First Middle Other

Home Address: Number Street Parish Postal Code

Date of Birth: Day Month Year 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 Ministry of Labour, Home Affairs and Housing confirming that the child is a bona fide resident of Bermuda who will be resident after the opening of school for students in September.

Does the applicant require support in any of the following areas? (Tick all that apply)

Academic / Learning Behavioral Physical / Mobility Health Vision Hearing Other

Please provide details of all support needs:

PARENT / GUARDIAN INFORMATION

FIRST CONTACT NAME: Relationship to Student:

Address:

Place of Employment: Work Telephone:

Home Telephone: Cellular: Email:

SECOND CONTACT NAME: Relationship to Student:

Address:

Place of Employment: Work Telephone:

Home Telephone: Cellular: Email:

DECLARATION BY PARENT / LEGAL GUARDIAN

- a. I declare that this form has been completed correctly to the best of my knowledge.
b. I understand that this application will not be acted upon until the form is completed and submitted with ALL relevant documentation.
c. I understand that if any information is found to be false, the child may be placed in another school.
d. I am a bona fide resident of Bermuda and the child is a bona fide resident of Bermuda.
e. I understand that my child may have to be admitted to a school other than the one requested above in order to meet his/her health, mobility or other needs.
f. I understand the registration alone does not constitute admission.

Signature of Parent / Legal Guardian: Date:

FOR OFFICE USE ONLY

Date Received Received By BC/PP Immigration Report/Transcript
Comments



GOVERNMENT OF BERMUDA

Ministry of Education

**Department of Education**

**APPLICATION FOR TRANSFER OR ENROLMENT IN THE BERMUDA PUBLIC SCHOOL SYSTEM**

**INFORMATION FOR TRANSFER INTO THE BERMUDA PUBLIC SCHOOL SYSTEM**

1. Students transferring into any year level in the Bermuda Public School System from a local school outside of the public school system, from a tutorial site or from overseas should use this form.
2. Applicants must complete the reverse and submit the form, along with a copy of the child's birth certificate or passport, an official school transcript, school reports and other relevant documentation to the Attendance Coordinator at the Ministry of Education, Dundonald Place, Hamilton.
3. All applicants must be bona fide residents of Bermuda.
4. The home address for the child must be the same as that of the first contact. Parents may be asked to provide proof of their home address.
5. If the child is non-Bermudian, or is born outside of Bermuda to a Bermudian parent, documentation from the Ministry of Labour, Home Affairs and Housing confirming that the child is a bona fide resident of Bermuda who has the right to reside in Bermuda must be attached to the application.
6. The form must be 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 until all required documentation is provided.
7. Parents of children with academic/learning, behaviour, mobility, medical, vision, hearing or other support needs must contact the Ministry of Education, Student Services Department, prior to submitting an application form in order to receive assistance in selecting the school setting which is most appropriate to meeting the child's needs.

**CONDITIONS OF ENROLMENT**

**PRESCHOOL**

Ordinarily, preschool children must be resident in the same parish as the preschool to which application is made. However, the following exceptions apply:

- *Prospect Preschool* will accept applications from residents of both Devonshire and Pembroke Parish.
- *Warwick Preschool* will accept applications from those residents of Southampton Parish who live to the east of the access roads to the Fairmont Southampton Hotel,
- *Southampton Preschool* will accept applications from those residents of Sandys Parish who reside in the MA 06 postal code.

If a preschool student has moved from one parish to another, the parent may request the transfer of the child to a preschool in the new parish, provided that space exists. Should no space exist, the parent need not transfer the student.

**PRIMARY**

Primary school children must be resident in the same zone as the school to which application is made. Thus the parent of a primary school student may request the transfer of the child from one school in the zone of residence to another school in the same zone. The request for transfer may be honored provided that space exists at the appropriate year level. Should no space exist, the parent need not transfer the student.

**MIDDLE SCHOOL**

The parent of a middle school student may request the transfer of a student to another middle school if the student has changed residence, and if the middle school to which the transfer is requested is the closest middle school to the new place of residence.

**SENIOR SCHOOL**

The parent of a senior school student may request the transfer of the student from one senior school to the other. However, the admission of the student shall be based on the availability of space in the courses requested by the parent (after consideration has been given to students already at the school) and the limitation of the maximum enrolment. The application **MUST** be accompanied by a report card and or an official transcript.

**PLEASE NOTE**

Parents of children who cannot be accepted at the requested school may contact the Principal of the requested school and ask that their child's name be placed on the waiting list. As vacancies become available, Principals will admit children according to the criteria cited above.

**In the case of preschool, primary and middle schools, once a completed application form has been submitted to the Ministry of Education, the Attendance Coordinator will contact the requested school to determine the availability of space. The Attendance Coordinator will contact the parent within five (5) days of a completed application form to advise on the outcome of the application.**

**Parents applying to senior school should expect to be contacted directly by the senior school.**

***PLEASE NOTE THAT THE SUBMISSION OF AN APPLICATION FORM AND THE REQUIRED DOCUMENTATION DOES NOT CONSTITUTE ACCEPTANCE TO THE REQUESTED SCHOOL.***