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கல்வி அமைச்சு  
Ministry of Education

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திகதி } 25.04.2023  
Date }

Circular No: 17/2023

Secretaries to the Provincial Ministries of Education  
Provincial Directors of Education  
Zonal Directors of Education  
Divisional Deputy/Assistant Directors of Education  
Principals of all schools

**Admission of Students from Grade 2 to Grade 11 of the Schools**

The instructions of this Circular come into effects henceforward beyond the instructions of the previously issued Circular Nos.2008/37 dated 19/09/2008, 03/2018 dated 16/02/2018 and 33/2019 dated 26.06.2019 on the admission of students from Grade 2 to Grade 11 of the Schools.

**2.0 No. of Students in a Class and No. of Parallel Classes in a Grade**

2.1 No. of students in one class from Grade 2 to Grade 11; in accordance to the Cabinet Decision No. CP/22/1960/607/079 dated 03.01.2023, should be as follows;

- (a) Number of students that should be in one class from Grade 2 to Grade 5 is 40.
- (a) Number of students that should be in one class from Grade 6 to Grade 11 is 45.

If the number of students in a class has already exceeded the number stated in above (a) and (b), the students should not be newly admitted to those classes.

**2.2 Number of parallel classes that should be maintained in a Grade is as follows;**

- (a) An equal number of parallel classes should be maintained for each Grade from Grade 1 to Grade 5, and except for the below situation (b), an equal number of parallel classes should be maintained for each Grade from Grade 6 to Grade 11.
- (b) Only in the schools named as a Sports School, a class can be started in Grade 8 on behalf of the students qualified for sport activities in accordance with the relevant circular. If a class is added by any means, the number of parallel classes created with that class should be continued up to Grade 11.
- (c) Number of classes/ parallel classes should not be changed without a decision from the Structural Committee of the Ministry of Education; in case of a National School, and from the Provincial Structural Committee; in case of a Provincial School.
- (d) When the parallel classes are maintained for a certain Grade, a minimum number of parallel classes should be maintained so that the number of students that should be in a class is fulfilled.

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### **3.0 Admission of Students to the classes from Grade 2 to Grade 11 except Grade 6**

#### **3.1 Categories considered for the admission of students.**

3.1.1. Only if the vacancies exist in a class / classes of a school, the students belonging to the following categories should be selected for the available vacancies on the priority order of the marks. (When the total number of students in a Grade is divided by the number of classes of the respective Grade and only if the value taken thereby does not exceed the number of students that should be in a class, such situation is considered as vacancies)

- (a) The children of the representatives selected to the parliament who have to reside out of the personal residence (The residence in the feeder area of the school should be proved).
- (b) The children of the officers of public institutes/corporations/state banks who have been transferred to a service station with more than 50 Km distance from their previous service station on official requirements and have come to reside in an area near the school with their family members (with the student also) after assuming duties of the new service station.

The application can be made therefor only within a period of 03 years from the date of assuming duties of the new service station.

❖ The new service station and new place of residence should be within the feeder area of the school.

- (c) The children of parents who stayed overseas and have come to reside in the feeder area of the school within 03 years immediately preceding to the closing date of application.
  - I. The children who lived with their parents (mother/father) or legal guardian who stayed abroad for employment or scholarship or study purposes on the requirements of the government for a period of not less than one year and returned to the country with them.
  - II. The children who returned with their parents/ mother/ father/ legal guardian subsequent to the stay overseas for a period of not less than one year on personal requirements.

**Proceedings should be made in accordance with the relevant circulars with reference to the students who go abroad with the approval of the leave to spend out of the country**

- (d) The children of the parents who have come to reside in the feeder area of the school with their family members with more than 50 Km distance from their previous residence (It is required to prove that the residence has been changed with reasons)



- (e) The children of the officers serving in an institute of private sector who have been transferred to a service station with more than 50 Km distance from their previous service station on official requirements and have resided in the area of their new service station with the family members (with the students also) after assuming the duties.

The applications can be made therefor only within a period of 03 years from the date of assuming duties at the new service station.

- The new service station and new place of residence should be within the feeder area of the school.
- (f) The children of the applicants whose names are in the Grade 1 waiting lists and applying for Grade 2 (Subsequent to the re-verification of the residence at the address presented at the time of applying for Grade One) and the students from Grade 7 to Grade 10; who exceeded limit of district cut-off marks of the Grade 5 scholarship examination in each year and are residing within the feeder area of the school.
- (g) Children of other public officers who do not belong to the above categories and have completed minimum service period of 03 years in the present service station and are permanently residing in the feeder area of the school

❖ **The feeder area means the administrative district in which the school is located.** When a school is situated in a boundary of a certain administrative district, the nearest Divisional Secretary's Division of the other administrative district in the boundary can also be considered.

### **3.2 Publishing the vacancies being created in a class.**

- (a) The number of vacancies in each Grade as at the end of January, April, July and October should be calculated by the Principals of the schools. If it is a National School, the details of the number of parallel classes and the vacancies should be given to the Director of Education (National Schools), and if it is a Provincial School, the said details should be given to the Provincial Director of Education. The details of vacancies in National Schools will be published on the website of the Ministry of Education, and the details of vacancies in Provincial Schools will be published on the websites of the respective Provincial Department of Education. In addition, each school should publish their vacancies on their notice boards or on the websites of the schools before calling the applications.

### **3.3 Application Procedure**

- (a) The applicants being eligible under the 3.1 above should submit the application; prepared in accordance with the format in Schedule No.01 of this Circular, to the Principal of the relevant schools by registered post. If you apply for several schools or one school under several categories, separate applications should be submitted to each school.

- (b) The language medium applied for should be clearly mentioned in the relevant application.

### **3.4 Selection and Marking Procedure**

3.4.1 The schools that have received the applications less than the number of vacancies.

- (a) If the number of applications received before the closing date of application is less than the number of vacancies, a temporary list of students selected for the school should be prepared subsequent to verifying the particulars through an interview.
- (b) The students should be admitted to the schools after obtaining the approval of the relevant Zonal Director of Education on the recommendations of the Principal of the said schools.

In case of a National School, a copy of the name list of students approved by the Zonal Director of Education should be sent to the Director of Education (National Schools), and if it is a Provincial School, the same should be sent to the Provincial Director of Education.

3.4.2 The schools that have received the applications more than the number of vacancies.

Only if the applications received by the school are more than the vacancies existing in the school, the Principal should call two folds of applicants than the vacancies for the interview. Number of applicants called for the interview should be selected according to the marks awarded temporarily by the school as per the marking procedure of this circular.

3.4.3 The interview board for the interview of above 3.4.1(a) and 3.4.2 should be composed as follows.

The composition of the Interview Board to select the students for the classes from Grade 2 to Grade 11:

- I. The Principal of the relevant school (Chairperson)
- II. Senior Deputy/ Assistant Principal of the relevant school (Secretary)
- III. Section Head / Senior Teacher of the school (Member)

In respect of conducting interviews from Grade 2 to Grade 04, the member of the above III should be the Head of Primary Section. The approval of the Zonal Director of Education should be obtained for the interview board nominated by the principal. A copy of the approved name list should be sent to the Director of National Schools in the case of a National School and to the Provincial Director of Education in the case of a Provincial School.

3.4.4 The timeframe related to the process of selecting the students to the schools should be as follows.



- (a) After publishing the vacancies existing as at the end date of January, April, July and October, the applications should be called by the principal and at least a period of two weeks should be allocated for the closing date of application.

Details of calling applications should be published through websites of Ministry of Education / Provincial Departments of Education / Schools and the School Notice Boards.

- (b) The interviews to select the students should be conducted at four times a year during the last weeks of February, May, August and November.
- (c) If the number of applications received for the categories mentioned in 3.1 of the Circular is less than the existing vacancies, other applications should also be considered to fill the accepted number of vacancies when the students are selected for the vacancies existing in each Grade of the Schools

3.4.5. Only the particulars specified below from 3.4.5.1 to 3.4.5.2 should be considered for the other categories except the category (a) under 3.1 of this circular in selecting the students for the classes from Grade 2 to Grade 4

3.4.5.1 Proximity to the school from the place of residence

Herein, the shortest route of public transport to the school from the place of residence should be considered.

Within 10 Km	-	25 Marks
More than 10 Km up to 15 Km	-	20 Marks
More than 15 Km up to 20 Km	-	15 Marks
More than 20 Km	-	05 Marks

**(Maximum 25 Marks)**

3.4.5.2 The above marks are common for all the categories except (a) under 3.1 of this Circular and the marks should be given as follows only for the section of the category applied by the applicant in addition to those marks.

- (a) In selecting the children of the public representatives selected to the Parliament, decisions can be taken by considering the requirement, vacancies and the proximity to the school from the place of residence.

(b) Nature of transfers of the officers of public institutes/corporations/state banks who have been transferred on official requirements.

On the requirement of the service	-	25 Marks
Annual Transfers	-	15 Marks
Other	-	10 Marks

**(Maximum 25 Marks)**

(c) Nature of being abroad by mother/father/legal guardian who returned to Sri Lanka after being abroad and residing in the feeder area of the school

For the requirement of Sri Lankan Missions/ Government of Sri Lanka - 25 Marks

For an employ - 20 Marks

For a Scholarship - 15 Marks

**(Maximum 25 Marks)**

(d) Distance from the new place of residence to the previous place of residence of the applicants whose place of permanent residence has changed  
(In this case, the shortest route of public transport between two places of residence should be considered)

150Km or more - 25 Marks

Less than 150 Km up to 100 Km - 20 Marks

Less than 100 Km up to 50 Km - 15 Marks

**(Maximum 25 Marks)**

(e) Nature of the transfer of the officers in private sector who got transferred on official requirements.

On requirements of the service - 25 Marks

Annual transfers - 15 Marks

Other - 10 Marks

**(Maximum 25 Marks)**

(f) Place of name indicated in the relevant list of the applicants belonging to the Grade One waiting list (Only for the Grade 2)

Within first 25% - 25 Marks

Within first 26% - 50% - 20 Marks

Within first 51% - 75% - 15 Marks

Within the last 25% - 10 Marks

**(Maximum 25 Marks)**

g) The public officer who do not belong to the categories from 3.1 (a) to (f) of this Circular.

i. Maximum 10 marks as 01 mark per year of permanent service in the public service

ii. Serving in an institute that directly affects the school education.  
If serving in the same school applied for;

Academic Staff - 15 Marks

Non- Academic Staff - 10 Marks

If serving in another school or  
institute of the education field } 10 Marks

**(Maximum 25 Marks)**



3.4.6 In the admission of students from Grade 7 to Grade 10, following particulars from (a) to (e) should be considered in addition to the particulars of the above 3.4.5.1 and 3.4.5.2 for all the categories except for (a) under 3.1 of this circular.

(a) Students' Progress in Education

Marks obtained in Grade 5 Scholarship Examination

District cut-off mark or more - 15 Marks  
More than 100 Marks - 12 Marks  
70-100 marks - 08 Marks

**(Maximum 15 Marks)**

(b) Student's present progress in education:

If the average of total marks of last term test is 70% or above - 10 Marks  
If the average of total marks of last term test is between 50% -70 % - 08 Marks  
If the average of total marks of last term test is between 40% -50 % - 05 Marks  
If the average of total marks of last term test is below 40% - 02 Marks

**(Maximum 10 Marks)**

(a) Sports/Inventions/ Aesthetics/ Co-curricular/ Extra-curricular Activities within the period of immediately preceding 05 years

Only a maximum of 04 wins within a period of immediately preceding 05 years will be considered.

International Achievements/ Participation - 20 Marks  
(05 marks per international achievement/ 4.5 marks per international level participations)

All Island/National Level Achievements - 16 Marks  
(04 marks per first place / 03 marks per second place / 2.5 marks per third place from All Island/ National Level Achievement)

Provincial Level Achievements - 12 Marks  
(03 marks per first place / 2.5 marks per second place / 01 mark per third place from Provincial Level Achievements)

Zonal Level Achievements - 08 Marks  
(02 marks per first place / 1.5 marks per second place / 01 mark per third place from Zonal Level Achievements)

Divisional Level Achievements - 04 Marks  
(1.5 marks per first place / 01 mark per second place / 0.5 mark per third place from Divisional Level Achievements)

School Level Achievements - 03 Marks

(01 mark per first place / 0.5 mark per second place / 0.25 mark per third place from School Level Achievements)

**(Maximum 20 Marks)**

\* In awarding these marks, marks for each event of competition should be given only for its maximum level.

If the above competitions have been organized by a private institute or an organization, such institute/organization should have been approved by the Ministry of Education or Provincial Department of Education.

**(b) Leadership Skills**

Positions held in various societies and associations of the school - 02 Marks

Prefect/Sport leader - 03 Marks

**(Maximum 05 Marks)**

The category of stay abroad should be appropriately considered and determined by the Interview Board.

In addition to the particulars in 3.4.5.1 and 3.4.6 above, the following particulars should be applied only for the students from Grade 7 to Grade 10 who have exceeded the district cut-off marks from the Grade 5 Scholarship Examination in each year and are residing in the feeder area of the school under 3.1 (f) of this circular.

If reached or exceeded the school cut-off mark of the relevant year - 25 Marks

If the marks obtained is less than the school cut-off mark of the relevant year - 10 Marks

**(Maximum 25 Marks)**

**3.5 Special particulars that should be considered in the selection**

- (a) The selection should be done as the maximum number of students that should be in all the parallel classes (including the bi-lingual classes also) of the relevant Grade is not exceeded. The vacancies should be separately calculated for bi-lingual classes.
- (b) The permission is not given to change the language medium of study once the students are selected to the schools.
- (c) All the details presented to the interview should be verified through documents and all the related qualifications should have been completed as at the closing date of application. If the particulars/ documents provided by an applicant are found to be false, such application should be rejected and the relevant student should not be selected to the school. If the selection has been done, that student should not be admitted to the school.



(d) A list of names of the students qualified to be selected according to the vacancies existing in the school and the names of their present schools, grade and the marks obtained at the interview should be prepared and signed by all the members of the interview board. And, the said document should be submitted for the approval of the Director of Education (National Schools) at the Ministry of Education if it is a National School and for the approval of the Provincial Director of Education if it is a Provincial School.

**3.6 Admission of students to Grade 5 should never be done in the schools that determined the minimum cut-off mark within the immediately preceding 03 years and admits the scholarship holders to Grade 6.**

3.7 The admission of students for Grade 11 of the schools should not be done only except for essential reason. If such an admission is done for any reason, the approval of the Provincial Director of Education; if it is a provincial school, and the approval of the Director of Education (National Schools); if it is a National School, should be obtained with reasons.

3.8 If the school has not received an adequate number of applications under the categories specified in the above 3.1, the applicants should be called for the interviews for the other applications received by the school.

3.9 In case of an applicant not received any school applied for, an application should be submitted to the Zonal Director of Education in order to get another school, and a school should be given by the Zonal Director of Education in such circumstances.

#### **4.0 Admission of Students to Grade Six**

4.1 It is emphasized that all the provisions are made only by the Director of Education in the School Activities Branch of this Ministry regarding the admission of Grade 5 scholarship holders to Grade 6 of the schools in addition to the students being admitted from their own and feeder schools.

4.2 A minimum mark for each school is determined according to the marks obtained from Grade 5 Scholarship Examination, order of applying for the schools for the students and the number of vacancies existing in the schools. All the students selected for the schools according to such minimum mark should be admitted to the relevant schools. The vacancies only for Sinhala and Tamil mediums are separately calculated.

4.3 If such students encounter with any impossibilities or difficulties to go to the selected school after or before the admission, the parents of those students can submit an appeal for a suitable school to the Director of Education in the School Activities Branch of the Ministry of Education within a period of one month from the date of calling for admission to the respective school. (The expected language medium of study should be specified in the appeal)

4.4 In response to such appeals, the schools can be provided to the students only if the vacancies exist in the school under the relevant medium and only if the marks obtained by the student are greater than or equal to the minimum mark determined for the school.

However, if there are no students who have obtained marks greater than or equal to the minimum mark of the school, the marks lower to that limit are also considered on priority basis.

- 4.5. The principals should be responsible to send a detailed report to the Director of Education (School Activities) within two weeks about the students who were admitted, not admitted and who can further be admitted from the Grade 5 scholarship holders who were referred to the school after the admission of scholarship holders referred to their school.
- 4.6 If there are nominated feeder schools for the schools to which the Grade 5 scholarship holders are admitted, and if the vacancies further exist in Grade 6 after admitting the students of those schools, the students of the main list of scholarship holders and the students selected by appeals, the Principal should call applications to fill such vacancies. The applications submitted to the school should be arranged according to the order of marks obtained by each student in the Grade 5 Scholarship Examination conducted by the Department of Examinations in the relevant year and the number of vacancies should be clearly indicated as well as the approval of the Director of Education in School Activities Branch of this Ministry should be taken in respect of the students who can be selected to the school. The approval of the Provincial Director of Education is adequate for the Provincial Schools.
- 4.7 The document submitted for the approval should be prepared as per the below format and in order of the marks.

Name of the School :  
No. of Vacancies :

Serial No.	Index No.	Name and Address	Marks (in priority basis)

I certify that all the applications received by the school have been included to this document as per the priority order of the marks.

.....  
Signature of Principal

- 4.8 (a) If there is no a Primary Section and if there are no Feeder Schools, 15% of vacancies of Grade 6 should be filled from the children of the past pupils, siblings of the students who are presently studying in the school and the children of the academic staff serving in the institutes directly related to the school education in the Education Zone in which the school is situated as a patronage prioritizing each three categories. The percentages entitled under each category should be as follows.

Serial No	Category	Percentage
01	Past pupils	7.5%
02	Siblings	5%
03	children of the academic staff serving in the institutes directly related to the school education in the Education Zone	2.5%

- (b) If the school applied for is a school having a cut-off mark of the Grade 5 Scholarship Examination, the students applying for the aforesaid patronages should have been



qualified obtaining the minimum limit of marks or higher than that in the district to which the school of the students who sat for Grade 5 Scholarship Examination belongs.

- (c) However, at the event that the students having/exceeded the minimum district cut-off marks have not applied/appealed, the students not obtained the minimum district cut-off marks and applied under the relevant categories should be considered within the appropriate patronage limit based on their marks according to the number of vacancies existing in the school.

4.9 In order to admit the students; having the qualifications to have the 15% patronage, to the schools, the Principal of the relevant school should call the applications by registered post within a period of one month upon the issuance of school cut-off marks from the Grade 5 Scholarship Examination. The Principal should arrange such applications received by the school by verifying the qualifications separately for the categories in the order of marks and send in duplicate to the Director of Education (School Activities) of this Ministry. Accordingly, the list of students who should be selected within the accepted limit will be sent to the school by the Director of Education (School Activities). The quota of 2.5% for active past pupils under the category of past pupils should be selected by the schools as per the Instruction Letter No. ED/01/12/15/02/04 dated 28.12.2018 and other instruction letters.

4.10 When the public servants get transfers to the area where the school is situated, the schools should be given to the children of those officers for the admission to the Grade 6 based on the marks of the Grade 5 Scholarship Examination and according to the vacancies.

- (a) In other circumstances, such children can be admitted to the schools that did not determine the minimum cut-off marks and are having the vacancies.

- (b) At an event a person who has returned to this country after serving abroad applies for the admission to Grade 6, following particulars should be taken into consideration.

- i. Whether the concerned student had studied in a school in this country before going abroad. If studied, the opportunities should be given for the admission to the same school or a similar school (wherein a cut-off mark is not determined) if the vacancies exist.

- ii. If such children have not gained education in a school of this country, the Principal of the school wherein the minimum cut-off mark has not been determined should confirm that the knowledge of the said child is similar to the knowledge level of Grade 6 of this country and the admission to those schools should be allowed if only the vacancies exist.

- (c) All students who pass the Grade 5 in the schools that has classes only up to Grade 5 should be given the related secondary schools by the Provincial Director of Education / Zonal Director of Education.

## **5.0 General Particulars**

- (a) The students should not be admitted to a national school from a national school without an acceptable reason (Except Grade 5 Scholarship Holders). At a circumstance the Secretary to the Ministry of Education concludes that it causes an injustice to a student of certain school, the Secretary to the Ministry of Education has the power to take an appropriate decision in that regard.
- (b) In respect of admitting the children of the families displaced due to a natural or other disaster, if the documents such as birth certificates and school leaving certificates are not available, the actions should be taken to admit those students to the relevant Grade subsequent to verification from the Grama Niladhari or the Officer in Charge of the relevant camp as to those families were subjected to such a natural or other disaster. At the circumstances where the birth certificates cannot be presented, an affidavit can be obtained to prove the date of birth. However, the birth certificate should be presented later.
- (c) When the applications are made to change the schools due to the reasons such as the acquisitions of land/lands with the house they reside in under the government approved projects, the actions should be taken to allow the admission after having the documentary proofs.
- (d) The children in school age who were not properly admitted to schools and the children who gained the literacy skills by their participation to literacy classes under the non-formal education program can be admitted to the suitable classes by considering their age and competency. Though they have not gone a school or the literacy classes, the actions can be taken to admit such children according to the vacancies after testing skills of the child by a panel including the principal. If those children do not have a Birth Certificate, an Affidavit can be accepted instead. A Birth Certificate should be obtained afterwards.
- (e) The relief granted for the students with special educational needs should be given as per the circular provisions issued in that connection by the Ministry of Education.
- (f) In filling the vacancies of the schools vested under the State, the student ratio by the religion at the time of vesting should be taken into consideration. When the applicants are lower than the quantity allocated for a certain religion, those vacancies should be proportionately shared among other religions.

**6.0** At the event of admission of students as determined by court decisions and other legal measures, and if the school where a student is currently studying is required to be changed due to some special reason not covered by this circular, the Secretary to the Ministry of Education shall take decisions; as the case may be, in order to ensure the continuity of education of the student.

### **7.0 Prohibition of obtaining money and other aids for the admission of students.**

In the admission of students to the government schools and the private schools not charging fees, except the facilities & service charges, the membership fees for school development societies and approved charges, collection of any other fees or material aids is completely prohibited. Such influence should not be made even after the admission of student. Making such an influence is completely illegal and disciplinary actions have to be taken against such actions. Heads of the school or any organization connected to the school should not make such an influence. The organization herein means past pupil associations, school development societies and all societies and associations connected to the school.



In terms of any issues raised on this circular, the decision of the Secretary to the Ministry of Education will be the final decision.



**M.N. Ranasinghe**  
Secretary  
Ministry of Education

Copies:

1. Chief Secretaries to the Provincial Councils
2. Chairman, National Education Commission
3. Auditor General
4. Director General, National Institute of Education
5. Commissioner General of Examinations
6. Commissioner General of Educational Publications
7. All Staff Officers, Ministry of Education
8. All Branch Heads, Ministry of Education

**Specimen Application for the admission of Students from Grade 2 to Grade 11 (Except Grade 6) of the Schools**

The qualifications presented should have been completed as at the closing date of application and this application should be sent by registered post to the principal of the school applied for together with the copies of documents required to verify the said particulars.

Application for admission of students to Grade ..... of ..... school for the year 20.....

- Category applied for (Abroad /Transfers / Change of Residence /.....):

**01. Particulars of the Student**

- 1.1 Full Name: .....  
(Underline the Surname)
- 1.2 Name with initials (In Sinhala /Tamil): .....  
(Write only one last name. Eg- ඩබ්ලිව්.ඒ.සී.ඩී.විජේරත්න)
- 1.3 Name with initials (In English): .....  
(Write only one last name. Eg- W.A.C.D. Wijerathne)
- 1.4 Sex: .....
- 1.5 Religion: .....
- 1.6 Medium of Study (Sinhala/Tamil); .....
- 1.7 Date of Birth: Year..... Month ..... Date .....
- 1.8 Age as at 31 January 20..... : Years ..... Months ..... Days .....
- 1.9 School and Grade of present study: .....

**02. Particulars of the Applicant (Mother/Father/Legal Guardian)**

- 2.1 Full Name: .....
- 2.2 Name with initials: .....
- 2.3 National Identity Card No: .....
- 2.4 Whether a Sri Lankan: .....
- 2.5 Religion: .....
- 2.6 Permanent Address: .....
- 2.7 Telephone Number: .....
- 2.8 District of present residence: .....
- 2.9 Divisional Secretary's Division of present residence: .....
- 2.10 Grama Niladhari Division of present residence .....No. ....
- 2.11 Address of present residence .....
- 2.12 If the residence has been changed, address of previous residence: .....



**03. Other Schools applied for**

SN	Name of School	Type of School (National / Provincial)
01		
02		
03		
04		

**04. Please complete only the sections relevant to the category of your application**

Description	Marks (Office Use Only)
<p><b>4.1 The children of the public representatives selected to the parliament</b></p> <p>4.1.1 Distance from the place of residence to the school..... (In Kilometers as per the shortest route of public transport)</p> <p>4.1.2 The reason to change the present school of the student .....</p>	
<p><b>4.2 Category of children of the officers in public institutes /corporations/state banks who have been transferred to a service station with more than 50 Km distance from their previous service station on official requirements and have resided in the area of their new service station with the family members.</b></p> <p>4.2.1. Date of assuming duties at the new service station after last transfer: .....</p> <p>4.2.2. Name and address of new service station related to the transfer:..... .....</p> <p>4.2.3. Name and address of previous service station related to the transfer:..... .....</p> <p>4.2.4. Continuous service period of previous service station: From ..... To .....</p> <p>4.2.5. Period spent from the transfer to the date of application ..... Days .....Months.....Years</p> <p>4.2.6. Distance between the previous service station and new service station: ..... (In Kilometers as per the shortest route of public transport)</p> <p>4.2.7. Reason for transfer (On service requirement /annual transfers / other reasons): ..... ..... .....</p>	

<p><b>4.3. Category of children of those who stayed overseas and have come to reside in the feeder area of the school.</b></p> <p>4.3.1 Date of returning to Sri Lanka from the stay overseas: .....</p> <p>4.3.2 Period of continuous stay overseas with the child From ..... To .....</p> <p>4.3.3 Reason for being abroad: .....</p> <p>.....</p> <p>.....</p> <p>4.3.4. Distance from the place of residence to the school ..... (In Kilometers as per the shortest route of public transport)</p>	
<p><b>4.4. Category of children of the parents who have come to reside in the feeder area of the school with their family members with more than 50 Km distance from their previous residence for some reason.</b></p> <p>4.4.1 Reason to change the residence: .....</p> <p>4.4.2 Date of coming to the new place of residence after changing the previous residence: .....</p> <p>4.4.3 Address of previous residence: .....</p> <p>4.4.4 Address of new residence: .....</p> <p>4.4.5 Distance to the school from the new residence (As per the shortest route of public transport): ..... (In Kilometers as per the shortest route of public transport)</p> <p>4.4.6 Distance to the previous residence from the new residence: ..... (In Kilometers as per the shortest route of public transport)</p>	
<p><b>4.5 Category of children of the officers serving in an institute of private sector who have been transferred to a service station with more than 50 Km distance from their previous service station on official requirements and have resided in the area of their new service station with the family members.</b></p> <p>4.5.1. Date of assuming duties at the new service station after last transfer: .....</p> <p>4.5.2. Name and address of new service station related to the transfer:..... .....</p> <p>4.5.3. Name and address of previous service station related to the transfer:..... .....</p> <p>4.5.4. Continuous service period of previous service station: From ..... To .....</p> <p>4.5.5. Period spent from the transfer to the date of application ..... Days ..... Months..... Years</p> <p>4.5.6. Distance to school from the place of residence after the transfer: .....</p>	



<p>(In Kilometers as per the shortest route of public transport)</p> <p>4.5.7. Reason for transfer (On service requirement /annual transfers / other reasons):</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p><b>4.6 Category of children of the applicants in Grade 01 waiting lists (Only for Grade 02)</b></p> <p>4.6.1 Whether the name is in the final waiting list of Grade 01 of the school applied for :.....</p> <p>4.6.2 Category that belonged to the final waiting list: .....</p> <p>4.6.3 Place of the final waiting list: .....</p> <p>4.6.4 Distance to school from the place of residence: .....</p> <p>(In Kilometers as per the route of public transport)</p>	
<p><b>4.7 The students; who are residing in the feeder area of the school and have obtained or exceeded the limit of district cut-off marks of the Grade 05 scholarship examination (Relevant only from Grade 07 to Grade 10)</b></p> <p>4.7.1 Year of sitting for Grade 05 Scholarship Examination: .....</p> <p>4.7.2 District to which the school; where the student sat for the Grade 05 Scholarship Examination, belongs : .....</p> <p>4.7.3 Marks obtained from 05 Scholarship Examination : .....</p> <p>4.7.4 Distance to school from the place of residence: .....</p> <p>(In Kilometers as per the route of public transport)</p>	
<p><b>4.8 Children of other public officers who do not belong to the above categories and have completed a minimum service period of 03 years at the current service station and have the permanent residence in the feeder area of the school.</b></p> <p>4.8.1 Employment :.....</p> <p>Name and address of current service station: .....</p> <p>.....</p> <p>4.8.2 Period of service at the current service station: .....</p> <p>4.8.3 Period of permanent service in the public service:.....</p> <p>4.8.4 Distance to school from the place of residence: .....</p> <p>(In Kilometers as per the route of public transport)</p>	

The particulars in 4.9 and 4.10 below are applicable only to classes from Grade 7 to Grade 10 in addition to the sections relating to each category above

**4.9 Educational achievements of the students.**

(a) If the student appeared for the Grade 05 Scholarship Examination;  
 Relevant year: ..... Marks obtained: .....

(b) Present educational progress of the student

Total marks obtained at the last term test: .....

Average of total marks obtained at the last term test: .....

**4.10 Sports / Aesthetics /New Inventions /Co-curricular Activities within preceding 03 years**

▪ Achievements in Sports						
Sports Competition	Single/team	Year held	Relevant institute	Achievements		For Office Use Only
				School/Division/ Zonal/Provincial /National/International	1/2/3 (International Participations)	
• Achievements in Aesthetics						
Aesthetics Competition	Single/team	Year held	Relevant institute	Achievements		For Office Use Only
				School/Division/ Zonal/Provincial /National/International	1/2/3 (International Participations)	
▪ Achievements for Innovations						
Innovation	Year held	Relevant institute		Achievements		For Office Use Only
				School/Division/ Zonal/Provincial /National/International	1/2/3 (International Participations)	



▪ Co-curricular Activities			
Co-curricular Activity	Year	Achievements (School/Division/Zonal/Provincial/National/International)	For Office Use Only
▪ Leadership Skills			
Relevant Association / Society / Prefect / Sport Leader	Position	Year	For Office Use Only

**Declaration**

I state that the above particulars are true and agree to present the satisfactory evidences for the permanent residence and other particulars I mentioned herein. I am aware that my application will be cancelled if any particular submitted by me is found to be false/ forged. If the said particulars are found to be false/ forged after the admission of the child to the school, I agree to resign my child from the school and admit to another school named by the Provincial / Zonal Director of Education.

Date: .....

.....  
Signature of Mother/Father/ Legal Guardian