

7 November 2017

Dear Parents

## 2017 Student Transfer Exercise for Primary Schools (STEPS)

### 1. Introduction

- a. The Student Transfer Exercise for Primary Schools (STEPS) serves to facilitate the transfer of students who have relocated to another address, to schools nearer to their new residences. The 2017 STEPS registration at schools will be conducted on **20, 21 and 22 Nov 17**. The STEPS-Internet System (STEPS-IS) serves as a channel to facilitate the registration of children. STEPS-IS registration for parents will start from **10 am on 17 Nov 17 to 11.59 pm on 21 Nov 17**. The outcome of the STEPS application will be released on **12 Dec 17**.
- b. Under the STEPS process, all students will be considered for available vacancies in a school. Provision will not be given to the parents to select a particular school for the transfer, as the student will automatically be considered for available vacancies in the nearer school in the first instance.

### 2. Eligibility to participate in STEPS

To be eligible to participate in STEPS, the child must satisfy the following criteria:

- a. The child is a Singapore Citizen or Singapore Permanent Resident.
- b. The child is currently attending Primary 1 to Primary 5 in 2017.
- c. The parents have changed their residential address within the last two years, i.e. since 1 Jan 16 to 31 Dec 17 (both dates inclusive).

### 3. STEPS Process

- a. The STEPS is a service to assist parents in school transfers due to changes in residential address. Participation in STEPS is optional where parents may wish to participate in the exercise, should their child satisfy the eligibility criteria. If parents prefer to directly approach the school they would like to transfer their child to, they could do so, but outside the period when STEPS is being conducted (17 Nov 17 to 15 Dec 17). Alternatively, parents can approach their child's current primary school and submit their STEPS application.
- b. The parents will be required to make an undertaking to give up their child's place in the current school and to accept the school of transfer identified under the STEPS process.
- c. The STEPS process is as follows:
  - i. Each student will be considered for transfer to a school which has available vacancies and is nearer to his/her new home address.
  - ii. Where the school can accommodate the number of applicants assigned, the transfer will be effected.
  - iii. If there are no schools with available vacancies within 3 km of the students' residential address, these students will be posted back to their current school.
  - iv. A student will not be posted to a school that is further from his/her home compared to his/her current school.

- d. A student seeking a transfer to Primary 5 or Primary 6 in 2018 will be posted to a school with vacancies and is nearer to his/her new residential address. On successful posting to a school, the parents can discuss with the school to decide on an appropriate subject combination. Schools generally offer similar subject combinations. Should parents wish for a school to offer a definitive subject combination, they may wish to apply for a transfer to their preferred school outside of the STEPS period.
- e. The smooth operation of STEPS depends on parents furnishing correct information in the application especially that of the residential address. To this end, parents are required to declare that the information provided by them in the application is correct and true. Any transfer of school resulting from false or incorrect information furnished in the application will be nullified and in such an event, the child affected may be posted to any school as directed by the Ministry of Education (MOE).

#### 4. Application to participate in 2017 STEPS

- a. Schools will be inviting applications for 2017 STEPS on **20, 21 and 22 November 2017**. Parents should approach their child's current school and submit their applications through the school between **8 am and 5 pm** each day.
- b. The STEPS-Internet System (STEPS-IS) serves as a convenient channel to facilitate the registration of children. **STEPS internet registration for parents will start from 10 am on 17 Nov 17 to 11.59 pm on 21 Nov 17**. Parents may access STEPS-IS from any internet enabled Personal Computer at <http://www.moe.gov.sg/education/admissions/steps> using both the parents' SingPasses. The step by step guide for Internet users is provided in **Annex 1**.
- c. The parents will be required to make an undertaking to give up the child's place in the current school and to accept the school of transfer identified under the STEPS process.
- d. The parents will also need to make an undertaking stating that they have changed their residential addresses between 1 Jan 16 and 31 Dec 17 (both dates inclusive). The address to be used for the registration of children in the STEPS registration should be the parents' official residential address as reflected on their NRIC.
- e. The outcome of applications will be **released on Tue, 12 Dec 17**. Parents would receive a letter from MOE to inform them of their child's posted school. They may also check the results with their child's current school or log on to the Internet at <http://www.moe.gov.sg/education/admissions/steps> using their child's BC No. and the Acknowledgement Number on the Acknowledgement Slip. The posting results will be available on STEPS-IS from 12 to 18 Dec 17.
- f. **All students who are successful in the exercise will be required to report to their current school on Wed, 13 Dec 17 with their report books. They should then report to their posted school by Fri, 15 Dec 17 to complete the transfer formalities.**

We would like to take this opportunity to encourage parents to visit the MOE website ([www.moe.gov.sg/admissions/steps](http://www.moe.gov.sg/admissions/steps)) for more information on STEPS. Parents who have further queries may contact MOE's Customer Service Centre (CSC) at DID 6872 2220 or email them at MOE\_PPS@MOE.GOV.SG.

Yours sincerely  
Mdm Joan Hoo  
Administration Manager

#### **Springdale Primary School**

71 Anchorvale Link Singapore 544799  
63157600 (O) 63153351 (F)  
[www.springdalepri.moe.edu.sg](http://www.springdalepri.moe.edu.sg)  
[springdale\\_ps@moe.edu.sg](mailto:springdale_ps@moe.edu.sg)