

GUYANA

MINISTRY OF EDUCATION

**CRITERIA FOR THE
PLACEMENT OF
PUPILS/STUDENTS IN
NURSERY, PRIMARY AND
SECONDARY SCHOOLS**

DRAFT 2009

Criteria for the Placement of Students in Nursery, Primary and Secondary Schools

Education policy provides for free access to formal education at the Nursery, Primary and Secondary levels. Indeed the national policy provides for compulsory education from ages five years and nine months to fifteen years.

The data shows that access to education is not a problem and that there is a high level of coverage at the Nursery and Primary Schools with significant increases in Secondary Institutions.

The challenge to the education system is to accomplish the goal of equity in education that is to accomplish the goal of equity in education, that is, to provide all students with a comparable quality of education. This is a goal that can only be achieved in the long run and will require significant improvements in school infrastructure and management, learning resources, qualified teachers and efficient and effective educational services.

The present situation has given rise to the concept of “top school” at the Nursery, Primary and Secondary levels in the Regions and especially in the Georgetown Education District. This has resulted, over the years, in the intense competition for places at these “top schools”, with parents requesting placement at these schools in the Georgetown Educational District from different areas within Georgetown, the East Bank and East Coast Demerara as well as Region #3.

Although criteria and procedures for placement exist, these are compromised through the provision of falsified documents, and incorrect information by parents and guardians. In addition, Head Teachers and their staff and Ministry of Education officials are subjected to “pressures” to assist in the placement of students at these “top schools” and the situation at the commencement of the year becomes somewhat chaotic.

It is in this context that it becomes necessary to establish new criteria, and procedures for the placement of students at the various levels of the Education System.

Placement at Nursery and Primary Schools

Eligibility:

Nursery School

The child's third birth anniversary must be on or before the 31st March in the year in which the child is to be admitted.

Primary School

The child's fifth birthday anniversary must be on or before the 31st March in the year in which the child is to be admitted.

Documents Required:

1. Birth Certificate
2. Address and identification of parents/guardians (to be verified by submission of one or more of the following – utility bills, bank statement, receipts, identification card, passports) and child's immunization card.

Conditions for Placement

- Placement will be made to the school nearest to the child's residence.
- Admission will depend on the availability of places.

Application Procedures:

- Placement forms can be collected at the school nearest to the residence, or at the Placement Unit, Ministry of Education or Departments of Education in Regions.
- Forms must be filled out and returned to the school from which the form was collected. In the case of the Georgetown Education District, the form must be brought to the interviews. Interviews for the Primary Level will be conducted at the Nursery Schools.
- Admission letters will be issued to the schools in the Regions on return of the applications.

Procedures for Placement in the Georgetown Education District

In the Georgetown Education District, interviews will be conducted and verification visits made before admission letters are issued by the Placement Unit Ministry of Education.

The applicant will be informed of the date on which to return for the placement letter, at the place of interview.

A listing of the areas to be serviced by the school will be posted up at the school, and at the Placement Unit, Ministry of Education and Departments of Education in the Regions.

In specific cases, officers of the Placement Unit and/or the Department of Education will undertake a verification of residence exercise by paying visits to the applicants' residence.

All cases of appeals against the decisions of the Placement Unit, in connection with placement in the Georgetown Education District, must be made on the prescribed form to the Principal Education Officer, Georgetown Education District whose decision will be final.

In all other Education Districts appeals must be made on the prescribed form to the relevant Assistant Chief Education Officers.

Application for transfer from area of residence:

Request for transfer must be made on the prescribed form which can be uplifted at the Placement Unit, Ministry of Education or Departments of Education in the Regions.

Before an application for a transfer is received and considered, all applicants must first apply for placement in the school nearest to the residence in the Region in which they reside and must obtain admission.

Selection of schools for Random placement in the Georgetown Education District will be based on a system of Random **Selection** from a pre-determined and published list of Nursery and Primary Schools. (See attached list of Schools)

Selection of a school through the pre-determined and published list will be final, but if parents are not satisfied with the selected school, they can opt to return to the school nearest or next nearest to the residence in which admission was gained.

Placement in Secondary

Criteria

Placement in a Secondary School is based on the

- ❖ Standardized scores obtained at the National Assessment (Grades 2, 4 and 6)
- ❖ Availability of places and
- ❖ Place of residence

Procedures

- ❖ Placement in Secondary Schools is done in the following order:

Placement in 6th Forms Schools

1. Queen's College
2. Bishops' High
3. St. Stanislaus College
4. St. Rose's High
5. St. Joseph High

- Placement in list A schools
- Placement in list B schools
- Placement in list C schools
- Placement in Secondary Departments of Primary Schools.

**Placement at Queen's College, Bishop's High,
St. Stanislaus College, St. Roses' High, St. Joseph High
(in rank order)**

Placement is done according to scores obtained. Candidates are placed in the above Schools depending on available places.

After places in above schools are all filled, placement in list A schools begins.

List A Schools

Placement is done according to:

- ❖ Marks obtained
- ❖ Available places
- ❖ Cut-off score
- ❖ Place of residence

Placement in List B Schools

Placement is done according to marks obtained, available places, cut off score and place of residence.

Placement in List C Schools

Placement is done according to marks obtained, available places, cut off score and place of residence.

Placement in Primary Tops

Placement is made according to marks obtained and place of residence.

PLACEMENT AT PRESIDENTS' COLLEGE

Placement at Presidents' College will be done according to marks obtained, available places, cut off score and place of residence.

Residents Places

A number of resident places will be indentified for students of Region # 1,7,8 and 9.

Available Residence places will be advertised for students of Region # 2,5,6,10 and Linden Soesdyke Highway. All applicants will be ranked for selection according to score.

Non Residential Students from Cummings Lodge to Mahaica will be allocated to President's College.

APPLICATION FOR TRANSFERS BASED ON HIGHER MARKS

Applications will be accepted from:

Students who have obtained a higher score than the score for the school stated on the students slips.

OR

The computer has allocated a school in a class of schools lower than the score the students received.

Placement will then be made according to places available in the schools within the area code requested. Priority will be given to students with the highest scores.

NB

Applications for these transfers will be closed by the July 31, of the examination year.

Any requests for transfers by a Parent/Guardian will be entertained if and only if the student has the score of the category of schools within the area code requested.

**APPLICATION FOR TRANSFER TO A SCHOOL
WITH A LOWER CUT OFF SCORE**

Transfers to schools with a lower cut-off scores will only be allowed in accordance with availability of places.

Transfers will be entertained only for extreme necessitous cases, within the area code.

Placement of students who are Re-Migrants, Children of Diplomats and Student from Local Private Schools.

In addition to established criteria for admission to Secondary Schools a student falling in the category mentioned above, shall be given a **written test** in Mathematics and English to be conducted by NCERD in order to determine the school to which he/she shall be placed. (Examinations are held in August and December each year).

The child's report booklet from the school attended must be presented to the Placement Unit, Ministry of Education.

The application procedure must be observed.

Learners for Nursery and Primary Schools will be placed in schools nearest to residence.

Registration of students who are Re-Migrants, Children of Diplomats and Students from Local Private Schools will be done at the Placement Unit, Ministry of Education. (See Registration form attached)

Transfers

Applicants for placement pending the writing of the test will be placed at the List B or C Secondary School nearest to residence.

Monitoring for compliance with the placement rules at Nursery, Primary and Secondary Schools:

Within the second month of the new school year, officers from the Ministry will visit schools in Region # 2,3,4,5,6 and 10 to check on admission list/registers to ensure strict compliance with the laid down criteria and procedure. Any breach will result in prompt disciplinary action against the culpable officers and the removal and placement of the student (s) into the requisite school.

List of Nursery Schools for Random Selection.

No.	Name of School	Grade	Address
1.	East Street	B	305 East Street G/T
2.	Headstart	A	30 Third Street, A/T
3.	Precious Jewel's	B	Woolford Avenue
4.	South Road	A	South Road, Bourda
5.	Starters	A	236 Camp Street
6.	Stella Maris	A	Woolford Avenue
7.	St. Gabriel's	A	144 Oronoue & Crown

List of Primary Schools for Random Selection

No.	Name of School	Grade	Address
1.	Comenius	A	49 Anira St.
2.	North Georgetown	A	Woolford Avenue
3.	Stella Maris	A	Woolford Avenue
4.	St. Agnes	A	245 Church Street
5.	St. Ambrose	B	47 Third & Light St.
6.	St. Anglea's	A	247 Thomas Street
7.	St. Gabriel's	A	Crown & Oronoque
8.	St. Margaret's	A	236 Camp Street
9.	Winfer Gardens	A	305 East Street