Online Phase 2C \ 2CS
For Singapore Citizen \ Permanent Resident Children
Seeking Admission to Primary One in 20XX

Step-By-Step Guide

Step 1: Online form page

Please login with your SingPass here.
Step 2: Instructions for application

Parents are **advised to read the instructions** before submitting their P1 application.

**Instructions**

The 20XX Primary One (P1) Registration Exercise is for children born between dd mmm yyyy and dd mmm yyyy (both dates inclusive).

You should register your child in the 20XX P1 Registration Exercise, based on their eligibility, if he/she is:
- A Singapore Citizen (SC) or Permanent Resident (PR);
- Born between dd mmm yyyy and dd mmm yyyy (both dates inclusive);

Parents should note that a child can only be registered in one school at any point in time. Multiple applications will **not** be accepted.

You will need relevant documents containing the following information for the online registration, such as:
- Child’s full name
- Child’s birth certificate number
- Child’s date of birth
- Address for registration
- Email address
- Contact details

You may need to upload soft copy of the back of both parents’ NRIC and/or court order setting out the custody arrangement for your child during registration.

If you have submitted your online application and wish to make an amendment during the same phase, you may submit a new application form within the same phase. In these situations, MOE will take your latest online application submitted during the stipulated registration period of the same registration phase.

Parents should discuss and agree on the choice of primary school to register their child. Should the other parent contest this arrangement in the future, the registering parent will have to resolve the issue with him/her.

The registered school may contact you should additional clarification and/or documents are required.

MOE reserves the right to transfer the child to another school with vacancies, if parents are unable to provide the relevant supporting documents for the information provided in this registration after the child’s reporting and admission to allocated school.

This form may take you an estimated time of 15 minutes to complete.
PART 1: PHASE AND SCHOOL

1. Registration Phase

Phase 2X registration via online form is from hh:mm on dd mmm yyyy to hh:mm on dd mmm yyyy.

Ensure that you are applying for this phase and click on the button to proceed. Otherwise, exit the page.

Ph2X Ver2.0

SUBMIT
Step 3: Select the school of choice.

PART 1: PHASE AND SCHOOL

1. Registration Phase

Phase 2X registration via online form is from hh:mm on dd mmm yyyy to hh:mm on dd mmm yyyy.

Phase 2X

2. School you would like to register your child at:

Parent can only register their child in one school at any one time.
You may browse SchoolFinder at https://beta.moe.gov.sg/schoolfinder/ to choose a suitable school for your child.

Please select ONE school of choice.
Step 4: Enter the Child’s information.

PART 2: REGISTERING CHILD’S INFORMATION

3. Child’s Name
   Enter child’s name as in birth certificate

4. Child’s Date of Birth

5. Child’s Gender
   - Female
   - Male

6. Child’s Citizenship
   - Singapore Citizen
   - Permanent Resident

7. Child’s Singapore Birth Certificate (BC) / Singapore Citizenship Certificate / Entry or Re-entry Permit Number
   Enter NRIC or FIN

8. Would you like to register a second child into the same school? The child MUST meet the following criteria:
   a) Sibling of the first registering child; and
   b) Currently not studying in a primary school.

   Children with the same citizenship and are registered as siblings, will be balloted as one group, if applicable.

   X NO   ✔ YES
Step 5: If you have a second child to be registered and meets the criteria, select <<YES>> and enter the second child’s information.

If you have a third child to be registered, please repeat Step 5 for the third child.
Step 6: If you have a fourth child to be registered, please select <<YES>> and the school will contact you for more information.

If you select "YES", the note in the green box will be displayed. Please continue to complete and submit the form.
Step 7: Parent’s information

PART 3: PARENT’S INFORMATION

21. Name

Parent’s Name

22. Parent’s Marital Status

Click on button to select your marital status.
You may be required to upload additional document(s) such as your child’s custody documents, where applicable.

23. Please acknowledge the following:

a) Parents may be required to produce their Singapore NRIC / entry or re-entry permits and their child’s birth certificate / entry or re-entry permit upon request by the school.

b) For divorced / separated / unwed parents, you are also required to sign a Letter of Undertaking and produce if applicable i) the relevant court order setting out the custody arrangement pertaining to the child and signed Letter of Consent from your current or former spouse; ii) Marriage Record Search from the Registry of Marriages or Registry of Muslim Marriages indicating parents were not married.

c) For widowed parents, please produce the death certificate of the other parent upon request by the school.

d) Parents should jointly agree on the choice of primary school to register your child. Please refer to https://beta.moe.gov.sg/primary/p1-registration/how-to-register/#joint-custody for more information.

☐ I agree and would like to proceed

Click on button to proceed.
Step 8: Parent’s address information

- If you are using the parent’s NRIC address for registration, please refer to Diagram A.
- If you are using the Declaration of Alternative Child-care Arrangement (DACA), please refer to Diagram B.
- If you are using a Yet-to-be-completed or Resale property address, please refer to Diagram C.

Diagram A: Parent’s address – Use of parent’s NRIC address for registration

The registered address from MyInfo, as shown, is the same as my NRIC = “YES”
The registered address from MyInfo, as shown, is not the same as my NRIC = "NO"

If the address in Q26 – registered address is not the address on your NRIC, click on the <<NO>> button. You will be required to upload both Parents’ NRIC (Back) in PDF or JPG format.
PART 4: ADDRESS USED FOR REGISTRATION

Please select “Address Type” used for registration and provide details of the address. You may check the home-school distance category from OneMap at www.onemap.sg.

24. Address Type Used for Registration
Please select Address Type.

- Registering parent’s NRIC address
- Declaration of Alternative Child-care Arrangement (DACA)
- Registering parent’s Yet-to-be Completed / Resale Property

25. Note on use of DACA address:
   a) Parent must have submitted DACA online and received the approval email from MOE prior to the child’s registration.
   b) When balloting is required:
      (i) If the DACA address is within 2km of the school, the child will be balloted together with those of the same citizenship living between 1km to 2km of the school
      (ii) If the DACA address falls outside 2km of the school, the child will be balloted together with those of the same citizenship living outside 2km of the school

26. Street Address (based on the selected address type above)
Example: 11A, Temasek Street 11

27. Level-Unit Number (optional)
Example: #02-77

28. Postal Code
Example: 090004

Click on button to proceed. Parents must have completed and received the approval email from MOE before selecting to use the DACA address.
Diagram C: Parent's address information – Use of Yet-to-be completed / Resale address

PART 4: ADDRESS USED FOR REGISTRATION

Please select "Address Type" used for registration and provide details of the address. You may check the home-school distance category from OneMap at www.minedu.gov.sg.

24. Address Type Used for Registration
Please select Address Type.

☐ Registering parent’s NRIC address
☐ Declaration of Alternative Child-care Arrangement
☐ Registering parent’s Yet-to-be Completed / Resale Property

25. Note on use of address of parent’s yet-to-be completed / resale property:
Parents are required to sign a letter of undertaking at the school which your child is successful in securing a place, at the end of the P1 registration exercise.

a) For a yet-to-be-completed property, the property’s Delivery Possession Date or Vacant Possession Date must be within 2 years of your child’s entry into P1.

b) For a resale property, parents must move into the property by 2 January of your child’s P1 admission year.

☐ I have read and agreed with the above requirement.

26. After submitting this application, you must email one of the following documents, together with your child’s full name, to the registering school. If not, your registration will not be complete.

Our school contacts are available at https://beta.moe.gov.sg/schoolfinder/
Please select the property type and the document that you will be submitting.

☐ Use of Private Yet-to-be-completed property: Sales and Purchase Agreement with Vacant Possession Date (VPD) within 2 years of child’s entry into P1

☐ Use of HDB Yet-to-be-completed / New HDB flat: Printout of flat status from MyHDBPage with Delivery Possession Date (DPD) within 2 years of child’s entry into P1

☐ Use of Private Resale Property: Exercised Option-to-Purchase (OTP) documents and buyer’s stamp duty certificate

☐ Use of HDB Resale: Printout of Resale Flat Status from HDB Resale Portal

27. Street Address [based on the selected address type above]
Example: 11A, Temasek Street 11

28. Level-Unit Number [optional]
Example: #02-77

29. Postal Code
Example: 090004
Step 9: Parent's contact information

PART 5: PARENT’S CONTACT DETAILS

Registration outcome will be sent via Short Messaging System (SMS) to the provided local mobile number.

30. Mobile number

+65 98765432

31. Alternative Contact Number (optional)

32. Email

Please ensure that you have entered a valid email. Upon submission of the application form, an acknowledgement will be sent to this email. The registered school may contact you at this email should any clarification/additional documents be required.

me@example.com

Please provide a valid email and ensure it is correct. MOE will send acknowledgment notification upon successful submission and contact parent via this email, if required.
PART 6: IMPORTANT INFORMATION

a) Announcement of Outcome of Registration
All parents will be informed of the outcome of their registration by SMS. Parents need not return to the school to collect the results. Should parents not receive the outcome of their registration on dd mmm yyyy they can contact the school directly in the afternoon to check on the results.

b) Announcement on Balloting
The Ministry will announce the schools which require balloting for this phase through the Internet at https://go.gov.sg/p1reg by dd mmm yyyy. The Ministry will centrally conduct computerised balloting for schools (if required).

c) 30 Months Stay Requirement
A child who gains priority admission into a school through his / her distance category is required to reside at the address used for registration for at least 30 months from the commencement of the Primary One Registration Exercise on dd mmm yyyy. If this condition is not met, MOE reserves the right to transfer the child to another school with vacancies, as the priority admission to the first school was based on the declared address used for registration.

d) False Information
A child who has been allocated a place in a school based on false information given by the registrant during the Primary One Registration Exercise will be transferred to another school that still has vacancies.

e) Immunisation Requirement
Vaccinations against measles and diphtheria are mandated by law for all children in Singapore, under the Infectious Diseases Act. A child who is found to have incomplete dose(s) of these vaccinations will be given the relevant dose(s) of these vaccinations by the Health Promotion Board’s School Health Services (SHS). This service is provided by SHS based on the recommended schedule in the National Childhood Immunisation Schedule (NCIS), unless the child’s parent or guardian opts out. Should you wish to make your own arrangements to have your child vaccinated, you may opt out of this service at https://childconsent.hpb.gov.sg. If you do not opt out, please be informed that your child will be vaccinated by the SHS based on the NCIS. For more information, you may visit www.nir.hpb.gov.sg.
PART 7: DECLARATION

33. To be completed by Parent
I declare that all the information provided by me in this P1 registration is true and correct. I understand that providing any false information is a criminal offence punishable under Section 182 of the Penal Code, Chapter 224 of the Statutes of Singapore and the punishment for such an offence is imprisonment for up to one year or a fine of up to $5000 or both imprisonment and fine.

By submitting this form, I hereby give my consent to the Government of Singapore to collect, use, and / or disclose any personal data, which I have provided in the application form, or which can be obtained by the Government of Singapore may deem necessary, for the purpose of my child's P1 registration.

In making this application, I understand that should the other parents / legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him / her.

I accept that the provision of any false information in this registration and / or upon my child's reporting to school will result in my child being removed from the allocated school and enrolled in such other school as may be determined by the Ministry of Education.

☐ I have read and agree with the above declaration.

34. Name

Parent's Name

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Read Declaration and click on the check box to proceed.

Click <Submit> to complete your online registration.
You have successfully submitted your application form.

You will receive an acknowledgment e-mail shortly.
For more information, you may visit our website via the link below.

MOE P1 Registration Exercise

How would you rate your overall experience today?

Help us improve by sharing with us how we did

Any other feedback?

SUBMIT FEEDBACK
Step 13: Scroll down the acknowledgement page to leave a feedback (if any).

You have successfully submitted your application form.

You will receive an acknowledgement email shortly.
For more information, you may visit our website via the link below.

MOE P3 Registration Exercise

How would you rate your overall experience today?
Help us improve by sharing with us how we did

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Any other feedback?

SUBMIT FEEDBACK

Upon feedback submitted, parent will receive the screen as below:

You have successfully submitted your application form.

You will receive an acknowledgement email shortly.
For more information, you may visit our website via the link below.

MOE P3 Registration Exercise
Step 14: Check your email “Inbox” and “Junk” folder for the receipt of acknowledgement email.

The documents (if any) that you have submitted in the application are attached in the email.

The submission is attached in the email for your reference (response.pdf).

Dear Parent,

1. You have successfully submitted the 2023 P1 Registration Phase 2A Application form for your child. Your application will be processed.

2. The school may contact you only if additional clarifications and/or documents are required for your application.

3. Parents will be informed of the outcome of the registration via SMS. If you do not receive the outcome on your phone, you may contact the school in the afternoon to check the results.

4. Parents should note that a child can only be registered in one school at any point in time. Multiple applications will not be accepted. If you have submitted your online application and/ or/ and documents during the same phase, you may submit a new application form within the same phase. In these situations, MOE will take your latest online application submitted during the stipulated registration period of the same registration phase.

5. For more information on the P1 Registration Exercise, you may refer to our website at https://p1.gov.sing.

Thank you.

Ministry of Education

The End