



# THE DIOCESE OF SINGAPORE

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25 May 2022

## COVER LETTER TO VICAR/PIC/DEAN'S ENDORSEMENT FOR AN APPLICATION TO REGISTER FOR PRIMARY ONE IN AN ANGLICAN SCHOOL UNDER PHASE 2B

Dear Parent/s,

I am Revd. Dr. Joshua Sudharman, Chairman of the Education Board of the Diocese of Singapore. I represent the Bishop of Singapore in matters pertaining to our Anglican schools.

Please allow me to explain the purpose of the captioned form and the criteria that schools will apply in determining if your application to register your child in an Anglican school under Phase 2B will be accepted.

The form is to establish that at least one parent is a bona fide member of an Anglican parish and demonstrates active commitment to the church community. This criterion of demonstrable commitment is necessary as Phase 2B of the P1 registration process consists of 3 sub-groups, as spelt out in the MOE website:

- a. *For a child whose parent is a parent volunteer at the school, starting before 1 July 2021 and completing at least 40 hours of service by 30 June 2022.*
- b. *For a child whose parent is a member endorsed by the church or clan directly connected to the school.*
- c. *For a child whose parent is endorsed as an active community leader.*

Categories (a) and (c) both require demonstrable commitment, and therefore so must category (b).

The form requires Vicars/Priests-in-Charge(PICs)/Deans to answer 4 questions pertaining to the parents' membership, attendance, service and care group involvement, and to answer 'Yes' for each parent with a church stamp.

The objective criteria we are using for endorsement (which we have modified from previous years due to the disruptions caused by Covid-19) are that either the father should receive a stamp for the first question and one additional stamp, or the mother should receive a stamp for the first question and one additional stamp.

If these criteria are met, and the Vicar/PIC/Dean endorses the application with his signature, the form will be accepted by the school without requiring any further comments by the Vicar/PIC/Dean.

However we do realize that some may narrowly miss out on the minimum of 2 stamps because of circumstances beyond their control. In such a situation, the church is prepared

to make some concessions. Nevertheless we cannot do away with all objectivity and fairness while making these concessions.

So in cases where a parent is only able to get the stamp for the first question, and there are factors beyond the parent's control why getting a 2<sup>nd</sup> stamp was not possible, the Vicar/PIC/Dean may have the discretion to write an explanatory note in the box provided in lieu of the 2<sup>nd</sup> stamp to meet the criteria, and endorse the application with his signature. Such a form will still be accepted by the school, i.e. a form endorsed by the Vicar/PIC/Dean containing a stamp for the first question, AND an explanation from the Vicar/PIC/Dean in lieu of a 2<sup>nd</sup> stamp for that same parent. (See Appendix for outcomes of various permutations.)

In cases where a parent has not been able to get a stamp for the first question, the application will not be accepted by the schools as it falls too far short of the criteria. Vicars/PICs/Deans have been advised not to endorse such applications, and even if some Vicars/PICs/Deans do (out of kindness) endorse such a form, the schools have been instructed not to accept them.

We know this may come as a disappointment to those whose applications are not accepted, but we need to do our best to hold in tension the need for objectivity and fairness in the process on one hand, and the need for grace on the other.

Above all, we pray that God Almighty, for whom nothing is too difficult, will bless and prosper the education of your children, whichever schools they are in.

Yours sincerely,



Revd. Dr. Joshua Sudharman  
Chairman, Education Board  
Diocese of Singapore

*Note:*

- *Parents please note that you are to email supporting documents to the relevant school e.g. Baptism-Confirmation Cert, etc. to the following email addresses on Phase 2B registration dates (19 July 2022, 9:00am - 20 July 2022, 4:30pm).*
- *Your email subject header should be "P1 Registration – Phase 2B – Name of Child".*

*The list of contacts for the schools is as follows:*

*School of interest: St Andrew's Junior School*  
*SAJS's Email address: [sajs@moe.edu.sg](mailto:sajs@moe.edu.sg)*  
*Attn: Mr. Lim Jin Yong / Mr. Yeoh Liong Phin*

*School of interest: St Hilda's Primary School*  
*SHPS' Email address: [shps@schools.gov.sg](mailto:shps@schools.gov.sg)*  
*Attn: Ms. Yolande Koh / Mdm Suhaila*

*School of interest: St Margaret's Primary School*  
*SMPS's Email address: [stmargaretps@moe.edu.sg](mailto:stmargaretps@moe.edu.sg)*  
*Attn: Miss Loh Wei Tiang / Ms. Hoon Peak See*





## DIOCESE OF SINGAPORE

### VICAR / PIC / DEAN'S ENDORSEMENT FOR AN APPLICATION TO REGISTER FOR PRIMARY ONE IN AN ANGLICAN SCHOOL UNDER PHASE 2B

THIS IS THE ONLY FORM THAT WILL BE RECOGNIZED BY OUR DIOCESAN SCHOOLS. PLEASE NOTE THAT THIS FORM AND REGISTRATION UNDER PHASE 2B DO NOT CONSTITUTE A GUARANTEE OF A PLACE IN OUR SCHOOLS.

**Note to Parish Admin/Staff for P1 Registration:**

- Please conduct a visual verification of the information provided in this form by checking against original documents. E.g. birth certificate no. and names should tally and are as shown in NRIC, Birth Certificate and Passport, etc.
- Please make a copy for retention by church office.

Full Name of Child	
Birth Certificate no.	___ X X X X ___
School Applied For	<input type="checkbox"/> St. Andrew's Junior School <input type="checkbox"/> St. Hilda's Primary School <input type="checkbox"/> St. Margaret's Primary School

Full Name of Father	
Current Parish Membership	
Areas of Active Contribution to Church Life & Ministry	

Full Name of Mother	
Current Parish Membership	
Areas of Active Contribution to Church Life & Ministry	

- Visual verification of names and birth certificate number done by :

\_\_\_\_\_  
Parish staff (Name)                      Parish staff (Signature)                      Date

**TO BE COMPLETED BY THE VICAR / PRIEST-IN-CHARGE (PIC) / DEAN :**

	Please mark boxes below with a <b>CHURCH STAMP</b> if the answer is...	
	YES for the FATHER	YES for the MOTHER
1. Had Covid-19 not disrupted Baptism and Confirmation services in your parish, would the child's parents have been <u>Baptised AND Confirmed Members</u> of your church for at least the last 12 months?		
2. Have the child's parents been attending your Parish's worship services (including online services) at least twice a month (on average) over the last 12 months?		
3. Have the child's parents been actively contributing to the life and witness of your church through serving and giving over the last 12 months?		
4. Have the child's parents been attending one of your Parish care/cell groups (including online) at least once a month (on average) over the last 12 months?  State Name & Contact no. of Cell Group Leader (if any) :		

**Remarks from the Vicar / Priest-in-Charge (PIC) / Dean in lieu of shortfall of stamp for Q 2, 3 or 4:**

**DECLARATION OF ENDORSEMENT BY VICAR / PIC / DEAN:**

I, \_\_\_\_\_ Vicar / PIC / Dean\* of \_\_\_\_\_  
name of Vicar / PIC / Dean (name of Parish / Deanery)  
 support the application of \_\_\_\_\_ to register for Primary One  
(name of child)  
 in an Anglican School under Phase 2B.

\_\_\_\_\_  
 (Signature of Vicar / PIC / Dean & Date)

\* Please delete accordingly



### Examples :

SCENARIO 1	Please mark boxes below with a CHURCH STAMP if the answer is...	
	YES for the FATHER	YES for the MOTHER
1. Had Covid-19 not disrupted Baptism and Confirmation services in your parish, would the child's parents have been Baptised AND Confirmed Members of your church for at least the last 12 months?	(Church's Stamp)	
2. Have the child's parents been attending your Parish's worship services (including online services) at least twice a month (on average) over the last 12 months?		
3. Have the child's parents been actively contributing to the life and witness of your church through serving and giving over the last 12 months?		
4. Have the child's parents been attending one of your Parish care/cell groups (including online) at least once a month (on average) over the last 12 months?	(Church's Stamp)	
State Name & Contact no. of Cell Group Leader (if any) :	(name) (contact no.)	

### Scenario 1 : OK

SCENARIO 2	Please mark boxes below with a CHURCH STAMP if the answer is...	
	YES for the FATHER	YES for the MOTHER
1. Had Covid-19 not disrupted Baptism and Confirmation services in your parish, would the child's parents have been Baptised AND Confirmed Members of your church for at least the last 12 months?		
2. Have the child's parents been attending your Parish's worship services (including online services) at least twice a month (on average) over the last 12 months?		(Church's Stamp)
3. Have the child's parents been actively contributing to the life and witness of your church through serving and giving over the last 12 months?		(Church's Stamp)
4. Have the child's parents been attending one of your Parish care/cell groups (including online) at least once a month (on average) over the last 12 months?		
State Name & Contact no. of Cell Group Leader (if any) :		

### Scenario 2 : Not OK because stamp for question 1 is compulsory.

SCENARIO 3	Please mark boxes below with a CHURCH STAMP if the answer is...	
	YES for the FATHER	YES for the MOTHER
1. Had Covid-19 not disrupted Baptism and Confirmation services in your parish, would the child's parents have been Baptised AND Confirmed Members of your church for at least the last 12 months?	(Church's Stamp)	
2. Have the child's parents been attending your Parish's worship services (including online services) at least twice a month (on average) over the last 12 months?		
3. Have the child's parents been actively contributing to the life and witness of your church through serving and giving over the last 12 months?		
4. Have the child's parents been attending one of your Parish care/cell groups (including online) at least once a month (on average) over the last 12 months?  State Name & Contact no. of Cell Group Leader (if any) :		

With Vicar's Explanatory Note in "Remarks from the Vicar".

### Scenario 3 : OK

Note : OK because Vicar's comments can be taken in lieu of required stamp for question 2, 3 or 4 for father.

SCENARIO 4	Please mark boxes below with a CHURCH STAMP if the answer is...	
	YES for the FATHER	YES for the MOTHER
1. Had Covid-19 not disrupted Baptism and Confirmation services in your parish, would the child's parents have been Baptised AND Confirmed Members of your church for at least the last 12 months?		
2. Have the child's parents been attending your Parish's worship services (including online services) at least twice a month (on average) over the last 12 months?		
3. Have the child's parents been actively contributing to the life and witness of your church through serving and giving over the last 12 months?		(Church's Stamp)
4. Have the child's parents been attending one of your Parish care/cell groups (including online) at least once a month (on average) over the last 12 months?  State Name & Contact no. of Cell Group Leader (if any) :		

With Vicar's Explanatory Note in "Remarks from the Vicar".

### Scenario 4 : Not OK

Note : Not OK because Vicar's explanatory note cannot substitute for stamp for question 1.