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Royal Government of Bhutan
Ministry of Education
Department of School Education

ཤེས་རིག

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Advisory Note for Student Admissions

In keeping with the decentralization policy of the Royal Government of Bhutan, the Department of School Education is decentralizing all forms of student admissions to the school/Thromdey/Dzongkhag from 2017 academic year.

Hence, in order to set better clarity and ensure a smooth, fair and transparent admission systems, the following Advisory Note for Student Admissions must be complied by the concerned school/Thromdey/Dzongkhag.

1. Objectives of the Advisory Note for Student Admissions

- Ensure that children remain under the direct care of their parents.
- Reduce pressures on boarding to ensure a safe, comfortable and healthy learning/residential environment.
- Minimize rural to urban population drift.
- Discourage students from staying with their relatives as dependents.
- Control students from going astray and delinquent.
- Reduce depression of children as a result of separation of children from their parents and growing tendencies for anti-social activities.
- Maintain the standard carrying capacity in the hostels and the class ratio for quality residential and learning life.

2. Pre-primary Student Admissions:

- 2.1** Every child who has attained the age of six (international calculation) at the start of the academic session shall be entitled for admission into Pre-primary class. However, after all the eligible children have been admitted, if there is still space (maintaining the class/boarding capacities), schools have discretion to admit children of five and half years old or older at the start of the academic session
- 2.2** Either both or one of the parents shall be a Bhutanese citizen. The parent(s) shall produce **Citizenship Identity Card** or a **Letter of Certification** other than the route permits from MoHCA.
- 2.3** A non-Bhutanese Child (of legal non-Bhutanese residents who have been authorized to bring their families along) seeking admission into a school in Bhutan shall produce the work permit of parent(s), relevant documents from the Department of Immigration and a letter from the employer.
- 2.4** Pre-primary admissions shall be completed before the closure of schools for winter vacation to give enough time for school/Thromdey/Dzongkhag authorities to plan for a safe, comfortable and effective/efficient academic year.
- 2.5** The school shall constitute an Admission Committee, which shall consist of the Principal, 2-3 staff members and 2-3 SMB members. The participation of SMB members will be particularly important for admissions in PP

3. General criteria for Student Admissions

3.1 Admissions at any class levels for the native inhabitants of the immediate locality.

3.1.1 Documents to be produced:

- Citizenship Identity Card of the parents.
- Letter of Authentication from a competent Local Government Authority.
- Transfer Certificate
- Examination results sheets/Mark sheets
- Character Certificate
- Health Book
- Any other Merit certificates.

Note: The file/ records/any other supporting documents of the students shall be sent by the Principal of former school to the Principal of the new school

3.2 Admission of students who are the direct children of the residing parents in that locality.

3.2.1 Documents to be produced:

- Citizenship Identity Card of the parents.
- Transfer Order of the parents for civil servants/ corporate employees and business staff.
- Letter of Authentication from the Head of the Employing Agency if the parent is an employee of a private sector firm or any other organization.
- Transfer Certificate
- Examination results sheets/Mark sheets
- Character Certificate
- Health Book
- Any other Merit certificates.

3.2.2 Admission of students on transfer of parents shall be considered at any time of the year upon producing transfer orders as proof. However, the movement of the students at a later stage of the academic session/towards the close of the examination season shall be discouraged.

Note: The file/ records/any other supporting documents of the students shall be sent by the Principal of former school to the Principal of the new school.

3.3 Admission of students on Medical Grounds:

3.3.1 Documents to be produced

- Citizenship Identity Card of the parents.
- Letter of Recommendation/Authentication from a competent Medical Authority.
- Supporting Letter of Authentication by the Principal of the parent/former school.
- Transfer Certificate
- Examination results sheets/Mark sheets
- Character Certificate

- Health Book
- Any other Merit certificates.

3.4 Admission of Adopted Students

3.4.1 Documents to be produced

- Produce court certificate as proof of adoption.
- Citizenship Identity Card of the parents.
- Supporting Letter of Authentication by the Principal of the parent/former school.
- Transfer Order of the parents for civil servants/ corporate employees and business staff.
- Letter of Authentication from the Head of the Employing Agency if the parent is an employee of a private sector firm or any other organization.
- Transfer Certificate
- Examination results sheets/Mark sheets
- Character Certificate
- Health Book
- Any other Merit certificates.

3.5 Admission of dependent students

3.5.1 Documents to be produced

- Citizenship Identity Card of the Guardians.
- Produce court certificate as proof of legal guardian.
- Letter of Recommendation/Authentication from a competent Medical Authority if transferred on medical grounds.
- Supporting Letter of Authentication by the Principal of the parent/former school.
- Transfer Order of the guardian for civil servants/ corporate employees and business staff.
- Letter of Authentication from the Head of the Employing Agency if the guardian is an employee of a private sector firm or any other organization.
- Divorced order from the authentic officials if parents divorced and looked after by relatives
- Death certificate if parents expired and looked after by relatives.
- Trade License of the guardians/relatives of their own, if they are doing business
- Transfer Certificate
- Examination results sheets/Mark sheets
- Character Certificate
- Health Book
- Any other Merit certificates.

4. Admission of classes X and XII Repeaters:

(Circular: MoE/PPD/Pledges/2013/2111 dated November 2013)

The students failing in grades X and XII in government schools are given an opportunity to continue their education by allowing students who *‘who have failed in classes X and XII to repeat once in the same government school’* from the 2014 academic session subject to fulfillment of the following criteria:

- Must repeat in the same government school, (except on genuine ground with proper documents such as medical cases, divorced cases, parents transfer cases, death cases).
- Must have secured a minimum of 90% attendance in the last academic session, unless due to medical ground
- Must not have any adverse records in the school
- Should not have repeated in the previous grade (IX/XI)
- Regular students of government schools who sat for the previous board examinations will be eligible.
- This policy does not cover the students who are registered as private/ supplementary candidates
- All such admissions will be done by the school admission committee who will ensure that the above criteria are strictly complied with.

5. Admission for boarding:

- 5.1 Boarding is meant for students who cannot attend school without being a boarder due to non-availability of schools or appropriate classes in their place of residence. However, school will not admit students whose parents reside within an hour walking distance from school as boarders.
- 5.2 Depending on the availability of boarding seats, the school should facilitate admission of economically and socially challenged students as boarders with verification from the concerned authorities.
- 5.3 School should not allow admission of children as boarders whose parents reside in urban areas unless deemed necessary.
- 5.4 The boarding seats should be fixed based on the hostel capacity.
- 5.5 School will not admit students who have schools near their place of residences as boarders even if there are seats available.
- 5.6 The students whose residences are within one hour walk or a radius of 5 km from the school shall study as day scholars at all levels of classes.

Note: However, admission of students in Central School as dayscholars must follow the necessary guidelines given in *Nurturing Green Schools for Green Bhutan – A Guide to School Management (2011)*.

6. General guidelines:

- 6.1 All admissions will be done by an Admission Committee
- 6.2 On completion of terminal classes from their parent school (VI, VIII, and X) students shall be placed in higher schools within their Dzongkhag.
- 6.3 Bhutanese students seeking admission from schools outside Bhutan shall be admitted only after scrutiny and assessment of their standards by schools.

Excerpts: 30th EPGI/2012