Registrations/Transfers of Pupils to Public Primary Schools

Age of Enrolment

* Children are enrolled in the first grade of Primary School if, before the 1st of September of the year they will be attending, **they have reached the age of 6 years old.**
* According to the [Compulsory Education Law](http://www.moec.gov.cy/dde/nomothesia/dimotiki_mesi/nomoi_1993_2019_anepisimi_enopoiisi.pdf), attendance at Primary school is compulsory for all children who live in Cyprus. Parents who fail to conform to this law are prosecuted. A child who has reached the age of enrolment in the first grade and, according to the parents, has particular learning challenges, cannot be exempted from enrolling at a Primary School. Nevertheless, once registered, he/she can apply to suspend his/her studies in Primary School by completing [the form DDE 34](http://archeia.moec.gov.cy/mc/177/entypo_yppan_dde34.docx). If this request is approved, the pupil can continue his/her studies in Pre-Primary education for one more school year and then enrol in a Primary School.

**Enrolment Period**

* Enrolment of Primary school pupils of all grades (1-6) **takes place inJanuary**. Parents can be informed about the specific dates from their children already attending Primary Education schools and the media.
* No school shall approve new classes, other than those resulting from registrations which took place in January. Consequently, parents who have not registered their children in January must register them at the nearest school of their area, which has available places.
* After the registration period expires, school head teachers are not allowed to enrol more pupils. For registrations or transfers after the registration period, parents need to contact the relevant [District Education Office](http://www.moec.gov.cy/dde/contact.html).

**Eligibility**

* **All children** who live in Cyprus, regardless of nationality, are eligible for enrolment, irrespective of whether their parents are legal residents or not.

**Educational districts**

* According to the [Educational Districts Law](http://www.moec.gov.cy/dde/nomothesia/ekpaideftikes_perifereies/kanonismoi_ekpaideftikes_perifereies_1991.pdf), pupils **should register at the school belonging to their educational district.**In the case of schools in cities/municipalities/large communities or regional schools, pupils living in different streets or regions, respectively, may enrol at a school of another educational district, provided that they obtain a transfer approval from the relevant District Education Office and that they have already registered at the school of their educational district.
* **All pupils register at the Primary School of their educational district.**The revised list of educational districts is posted on the [Internet](http://www.moec.gov.cy/dde/ekpaideftikes-perifereies.html) around the end of December and before the registration period in January begins.
* Pupils who enrol for the first time at a Primary school, need to first register at the school that belongs to their educational district, even if they intend to apply for transfer to another school. No application for transfer will be examined, if the pupil is not already registered at the school of his/her educational district.
* It is clarified that pupils of the 1st grade who are interested in enrolling at a Primary school outside their educational district, attended by their older siblings (in grades 1-5), may register without having to follow the transfer procedure described above.

**Certificates required for the enrolment process**

* For students who will register for the first time, the following forms / certificates are necessary:

**1. Form**[DDE 11](http://archeia.moec.gov.cy/mc/177/entypo_yppan_dde11.docx)**- Application for Registration in Primary or Pre-Primary schools (Compulsory Pre-Primary Education and Pre-Primary class):** The [form DDE 11](http://archeia.moec.gov.cy/mc/177/entypo_yppan_dde11.docx) can be found on the [Department of Primary Education website](http://www.moec.gov.cy/dde/entipa.html) and must be completed by all parents who apply for the registration of their child for the first time in the specific Primary school.

**2. Birth Certificate/Passport:** For children who have been born in Cyprus and enrol for the first time, an official Birth Certificate is required. For children who have been born abroad, the official birth certificate issued by the relevant authority of the country they were born in is required. A passport shall also be accepted as an official document. In case the parents do not have any official documents, pupils can be registered after all necessary information required to complete the Matriculation Book is provided. Photocopies of the above documents are accepted only if they have been certified by a competent officer. It is also recommended to translate these documents in Greek or English.  
  
**3. 3. Utility bills as proof of residential address:** Along with the aforementioned official documents, parents should also submit **two utility bills (a garbage tax bill and a recent electricity bill)** which indicate the pupil’s residential address. If the parents rent a house and it is not possible to provide a garbage tax bill, they should submit**the lease document in addition to the electricity bill.** Also, if the parents moved recently and do not have a garbage tax bill, they should submit **the building permit and a recent electricity bill.**  
 It is clarified that both pupils of Compulsory Pre-Primary Education (over the age of 4 years and 8 months) and first-grade pupils who have older siblings attending the same school (in grades 1-5), shall be accepted without confirmation of address.

**4. A copy of the Vaccination Card or the relevant page of the Health Booklet showing the vaccination status of the child and indicating his/her name.**

* Note that when the child starts attending the first grade of Primary school in September, it is necessary to submit **an official Pre-Primary leaving certificate issued by a Pre-Primary school approved by the Ministry of Education, Sport and Youth.** A list of approved community and private Pre-Primary schools is available on [the website of the Ministry of Education, Sport and Youth](http://www.moec.gov.cy/schools_info.html). If upon application for registration (in January) it is found that a child is not attending an approved Pre-Primary school:  
   a) parents are immediately informed and asked to register the child in a Pre-Primary school approved by the Ministry of Education, Sport and Youth; and

b) the pupil is temporarily registered for grade 1, until the parents submit a certificate of attendance from an approved Pre-Primary school.

* All the aforementioned documents/certificates need to be submitted by parents to the school upon registration. The documents are kept at the school's register until the child graduates or transfers to another school.

**Transfers for the next school year**

* **Applications for transfer** to a school that is not within the pupil’s educational district are **submitted by the parents to the relevant school of their educational district, during the registration period in January.**The  [Form DDE 33](http://archeia.moec.gov.cy/mc/177/entypo_yppan_dde33.docx) "Application for Transfer to a Primary or Pre-Primary school (Compulsory Pre-Primary Education and Pre-Primary class) in Another Area" can be obtained by the District Education Offices or from the[website of the Ministry of Education, Sport and Youth](http://www.moec.gov.cy/dde/entipa.html).
* New applications for registrations/transfers **for reasons of a change in address, which are submitted during the registration period in January, may be carried out by the Management of the School to which the child intends** to transfer.
* It is noted, however, that transfers for other reasons or for reasons of a change in address that cause housing or other problems to the School, are accepted only after the approval of the relevant District Education and Culture Office. An application form ([Form DDE 33](http://archeia.moec.gov.cy/mc/177/entypo_yppan_dde33.docx)) should be submitted to the relevant District Education and Culture Office.
* All the above applies only during the registration period in January. For registrations or transfers after the registration period, parents need to contact the relevant **District Education Office**.
* Schools and parents are informed about the results of transfer applications by the end of January.
* Prior to the confirmation of the registrations, in April, the schools and parents who have submitted a late application for registration/transfer or submitted appeals towards earlier decisions, are informed about the results of each applicable process.

**Suspension - Extension of Attendance**

* Parents who wish their children to suspend **their studies, that is to extend their attendance at Pre-Primary**school, or to **extend their attendance at Primary school** and suspend attendance at the Lower Secondary School (Gymnasium) must complete forms [DDE 34](http://archeia.moec.gov.cy/mc/177/entypo_yppan_dde34.docx)or DDE [35](http://archeia.moec.gov.cy/mc/177/entypo_yppan_dde35.docx), respectively. The forms are posted on the [website of the Department of Primary Education](http://www.moec.gov.cy/dde/entipa.html). The forms, once completed by the parents, must be sent to the Pre-Primary or Primary school, as appropriate. The forms must include the reasons for requiring suspension or extension of attendance. Subsequently, the Pre-Primary or Primary school, after adding their suggestions to the form will forward it to the appropriate District Education Office. A procedure for evaluation of the child is later decided according to each particular case.
* The forms for **extension of attendance** [(Form DDE 35](http://archeia.moec.gov.cy/mc/177/entypo_yppan_dde35.docx)) must be submitted to Primary schools **during the registration period in January**.
* The forms for suspension of attendance [(Form DDE 34](http://archeia.moec.gov.cy/mc/177/entypo_yppan_dde34.docx)) must be submitted to Pre-Primary schools **between the 6th and 10th of March**.
* District offices inform primary schools and parents about the results of their applications for extension of attendance by the end of January, while information about the results of their applications for suspension of attendance is provided in April, before the confirmation of enrolment.

**Vaccinations for students before starting Primary School**

* On starting Primary school, by the age of 5-6 years, it is recommended for the children to have received the following vaccinations:

1. Diphtheria, Tetanus, Pertussis (DTP or DTaP)

2. Poliomyelitis (Polio)

3. Measles, Mumps, Rubella (MMR)

4. Hepatitis B (Hep B)

5. Meningococcal C conjugate (Men C)/Other vaccination against Meningococcus C.

6. Haemophilus influenzae type b (Hib) \*

7. Pneumococcal conjugate (PCV) \*

\*The Hib and PCV vaccines are recommended to be given by the age of 5 years (beginning vaccination at the age of 2 months).

* During the registration of their children, parents must submit a copy of the relevant page of their children’s’ health booklet or vaccination card showing the vaccination status of the child and indicating his/her name.

**Confirmation of registration**

* Confirmation of registration in Public Primary schools takes place **in April**. The specific dates are announced by the media.**All parents must confirm the registration of their child/children to ensure their place in that school**.