Registrations/Transfers of Pupils of Compulsory Early Childhood Education to Public Pre-Primary Schools

**Age of Admission**

* Children are enrolled in Early Childhood Education if, before the 1st of September of the year of attendance, **they reach the age of 4 years and 8 months**. It is noted that Early Childhood Education, based on the Compulsory Education Law, is mandatory for all children who reside in Cyprus and have reached the age of 4 years and 8 months before the 1st of September of the year of attendance, which is why parents who violate the Law are prosecuted.

**Enrolment Period**

* The enrolment of Pre-Primary Education pupils in Public Kindergartens **takes place in January**. 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 of pre-primary education age. 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, 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 (over the age of 4 years and 8 months) need to register at a Compulsory Pre-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 of Compulsory Pre-Primary Education age 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 shall be examined, if the pupil is not already registered at the school of his/her educational district.
* It is clarified that children of compulsory pre-primary education age, who are interested in enrolling at a Pre-Primary school which is adjacent to a Primary School 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 - 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 Pre-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. 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 4years 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.

* 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**

* **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) entitled "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, after providing evidence of the parents' move/ relocation.
* 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 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**.
* It is clarified that applications for registrations/transfers are submitted to the relevant District Education Offices only by parents of children of Compulsory Pre-Primary Education age (i.e over 4 years and 8 months old) and not by parents of younger children.
* 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.

**Confirmation of registration**

* Confirmation of registration in Public Pre-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**.