



Ref. No.TT/TED-15/2023/ 182

November 8, 2023

Notification on Admission and Transfer of Students for Academic Year 2024 - Thimphu Thromde

Pursuant to the directives of the Ministry of Education and Skills Development (MoESD) vide letter No. DSE/SLCD/Admin (1.1)/2023/438 dated November 3, 2023 and subsequent Letter No. DSE/SLCD/(2.1)/2023/1460 dated November 11, 2023, Thimphu Thromde would like to further notify the parents seeking new Pre-Primary (PP) admission, admissions on transfer of students in classes PP-XII (except class XI) for 2024 academic year in **Thimphu Thromde Government Schools** to kindly note the following points:

A. New Pre-Primary (PP) Admission for Academic Year 2024

1. New Pre-Primary (PP) admission for academic year 2024 in all government schools under Thimphu Thromde will be carried out as per the notification and admission guidelines issued by the MoESD.
2. Government Schools in Thimphu Thromde will carry out **new Pre-Primary (PP) admission for 2024 academic year Fully Online** through **EMIS Portal in accordance with the** schedule given below:

Sl No	Activities	From Date	To Date
New PP Admission			
1	Admission application	November 6, 2023	November 30, 2023
2	Thromde Education Division in collaboration with EMIS Unit and SLCD, DSE, MoESD to ascertain total number of applicants for PP Admission in Thimphu Thromde	December 1, 2023	December 1, 2023



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220 Gongdzin Lam SE, Norzin
Thimphu -11001: Bhutan



3	Thromde Education Division to notify the government schools on minimum age for PP Admission determined by the intake capacity based on the number of sections worked out as per TRE for 2024	December 2, 2023	December 2, 2023
4	Schools to complete accepting or rejecting application	December 3, 2023	December 7, 2023
5	Students to complete accepting or rejecting school	December 8, 2023	December 17, 2023
6	Schools to admit students and allocate class and section	Within one week after school reopens in 2024	
Note: The minimum age requirement for admission to PP is 5 years as of February 5, 2024. The actual admission of new PP students will depend on the number of available seats in Thimphu Thromde Government Schools for the 2024 academic year.			

3. Documents to be uploaded for new PP Admission converting into ONE File:
- A copy of Child's Birth Certificate issued by the competent Health Authority,
 - A copy of Parent(s) CID Card,
 - A copy of Employee Statement from the Employer or Working Agency/Business License/Parent's Transfer Order.

B. Admission for Classes PP-XII (except Class XI) on Transfer from Other Schools

- All Admissions and Transfer of Students for Classes PP-XII (except Class XI)** for academic year 2024 in Thimphu Thromde Government Schools will be carried out **Fully Online** through **EMIS Portal**. Parents seeking admissions can register and apply online for admission and transfer of students to schools of choice in Thimphu Thromde in line with existing admission policy of the MoESD through the EMIS Portal (*Fully Online*) as per following schedule.



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Thimphu Thromde
220 Gongdzin Lam SE, Norzin
Thimphu -11001: Bhutan



Sl No	Activities	FROM DATE	TO DATE
Class PP-XII (except class XI)			
1	Admission application	December 1, 2023	December 31, 2023
2	Schools to complete accepting or rejecting application	January 1, 2024	January 15, 2024
3	Students to complete accepting or rejecting school	January 16, 2024	January 31, 2024
4	Schools to admit students and allocate class and section	February 1, 2024	February 10, 2024
Note: The actual admission of students in all levels will depend on the number of available seats in Thimphu Thromde Government Schools for the 2024 academic year.			

2. Documents to be uploaded for Admission on transfer of students PP-XII (except class XI) converting into ONE File:
 - a) A copy of Parent(s) CID Card,
 - b) A copy of Employee Statement from the Employer or Working Agency/Business License/Parent's Transfer Order.

C. Admission on Placement for Classes VII and IX in Government Schools in Thimphu Thromde

1. The placement of students for Classes VII and IX will be carried out **Partially Online** through **EMIS Portal** immediately after the declaration of Common Examination Results of Classes VI and VIII by the schools concerned as per the approved catchments and feeder schools for both government and private schools of Thimphu Thromde.



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2. Thromde Education Division (TED) will notify any changes in catchment areas and feeder school systems for classes VII and IX placements to all schools within THREE working days from the declaration of Common Examination Results by BCSEA.

D. Links

1. **Fully Online Admission** (For parents and students): <https://portal.education.gov.bt>
2. **Partially Online Admission** (For schools): Login in with Principal's credentials in systems.education.gov.bt
3. For assistance with the EMIS Portal for admissions or any technical support, kindly reach out to Mr. Tshering Dorji, EMIS Unit at MoESD at 77635090 or via email at tsheringdorji@moe.gov.bt

Note:

- a) Admissions for all classes/levels except Class XI are decentralized to schools in accordance with the education policy and admission guidelines of the MoESD. We kindly request all parents and students residing in Thimphu Thromde to utilize the EMIS Portal and get in touch with the relevant schools for admission services.
- b) The children who complete **Five Years of Age on 5th February, 2024** are eligible for admission in Pre-Primary (PP) for academic year 2024, subject to the availability of seats in the schools concerned. If the number of registered applicants exceeds the actual intake capacity of the school(s), the admission shall be granted to older children as notified by the Ministry of Education vide letter No. DSE/SPCD/ADM(1.1)/2020/1837 dated November 19, 2020.
- c) The general criteria for admissions and transfer of students, as well as the required documents, are provided in the **Advisory Note for Student Admissions issued by the Ministry of Education** vide letter No. DSE/SPCD/ADM (01)/2017/84 dated January 25, 2017. Any additional documents required for admissions, upon confirmation of admission, are to be submitted to schools at the beginning of 2024 academic year.
- d) School Admission Committees must carry out all admissions and transfer of students considering the distance and location of parents and children's place of residence as per the approved catchments and feeder school systems of Thimphu Thromde, **depending on the availability of seats.**



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- e) Thimphu Thromde Education Division will oversee and monitor the entire admissions and transfer of students in line with the admission policy of the Ministry of Education and Skills Development to ensure a seamless admission process in Thimphu Thromde.
- f) Private schools in Thimphu Thromde will carry out all **admissions** for academic year 2024 as per the directives of the MoESD and in line with the existing admission policy, either **Fully Online** or **Partially Online** through **EMIS Portal**.
- g) Following documents are available for ready reference on Thimphu Thromde website (www.thimphucity.bt):
 - i. Ministry of Education and Skills Development's Notification on Admission and Transfer of Students vide letter No. DSE/SLCD/Admin (1.1)/2023/438 dated November 3, 2023 and subsequent letter No. DSE/SLCD/(2.1)/2023/1460 dated November 11, 2023;
 - ii. Ministry of Education and Skills Development's Guidelines for Student Admission and Transfer through EMIS Portal 2023.
 - iii. The *Advisory Note for Student Admissions issued by the Ministry of Education* vide letter No. DSE/SPCD/ADM (01)/2017/84 dated January 25, 2017.

Thromde Education Division
Thimphu Thromde