



MINISTRY OF EDUCATION AND TRAINING

STUDENT TRANSFER POLICY

(August 2025)

Ministry of Education and Training – Student Transfer Policy (August 2025) Confidential: This document is the property of the Ministry of Education and Training. Unauthorized use or disclosure is prohibited. Contact: Legal Officer – Supiesi Halafihi | Email: supihalafihi20@gmail.com | Phone: 8413964

2. Purpose

To provide clear guidelines and procedures for the transfer of students between government schools and/or between government and non-government schools ensuring decisions are made in the best interest of the student, while maintaining fairness, transparency, and compliance with the Ministries Education Act CAP 13.01 Revised Edition 2020.

3. Organizational Scope

This policy applies to all students enrolled in government primary and secondary schools under the Ministry of Education and Training.

4. Definitions

For the purposes of this Policy, unless the context otherwise requires:

1. Approval Authority: means the person or office within the Ministry or school that is authorized to approve a student transfer, which may include the School Principal, Deputy Director for Secondary and Primary and the Chief Executive Officer.
2. Education Management Information System (EMIS): means the official digital platform of the Ministry of Education and Training for recording, monitoring, and managing student enrolment and transfer data.
3. In-Zone School: means a school that a student is entitled to attend based on the residential zoning or catchment area determined by the Ministry.
4. Out-of-Zone Transfer: means a transfer to a school outside of the designated zone or catchment area for the student's place of residence, which requires the prior approval of the Ministry. (this was recommended by SMT to include but may only be used for Primary)
5. Receiving School: the school to which a student is transferred.
6. Sending School: the school from which a student is transferring.

7. Special Circumstances :circumstances which justify a transfer outside the normal process, including but not limited to the relocation of the student’s family, medical needs, safety concerns, or other reasons approved by the Ministry.
8. Transfer : the movement of a student from one registered school to another, whether within the government or from outside government and same education level or between education levels, in accordance with the process set out in this Policy
9. Transfer Form : the official form issued by the Ministry of Education and Training to be completed and lodged when applying for a student transfer.

5. Policy Guidelines

1. Best Interest of the Student is the Priority

This means all transfer decisions should focus on what will most benefit the student’s education, safety, well-being, and personal development.

2. Transfers Must Not Disrupt the Learning Environment

While transfers are important for the student requesting it, the process should also ensure it does not cause significant disruption to the classes or school operations in either the sending or receiving school.

3. Equal Access and Non-Discrimination in Decision-Making

All students should have the same opportunity to request and be considered for transfer without discrimination based on gender, disability, ethnicity, religion, or socio-economic background.

4. Compliance with Enrolment Capacity Limits of Schools

Transfers should only be approved if the receiving school has space and resources to accommodate the student without exceeding its official capacity.

5. Policy Content

5.1 Eligibility for Transfer

Students may request a transfer if:

- a) The family has relocated to a new residential area.
- b) There are special educational, health, or welfare needs.
- c) Safety, wellbeing, or other exceptional circumstances require it.

5.2 Transfer Process

Secondary Level Transfers

Step 1: Application : Guardians must complete a standard transfer application form.

Timeframes:

- a) Overseas Students: Must sit a transfer test.
- b) Form 3: Application considered after the national examination from Form 2.
- c) Junior Level (Forms 4 & 5): Transfer requests are accepted 2nd week of January; students must also sit a transfer exam.
- d) Senior Level (Forms 6 & 7): 2nd week of January, second Friday.
- e) Exceptional Cases: Applications from Ongo Niua Islands will be considered on a case-by-case basis.

Step 2: Decision

- a) Decisions are based on exam results and the eligibility list.

Primary Level Transfers

- a) Students may request transfers within or outside their zone.
- b) Approval will depend on availability, eligibility, and Ministry guidelines.

PROCESS

1. Application Submission

Parent/guardian completes a *Student Transfers Request Form* with supporting documents.

2. Approval from Current School

Principal confirms student's attendance, behaviour record and academic standing.

3. Review by Receiving School

Principal checks enrolment capacity and confirms acceptance.

4. Final Ministry Approval

Official transfer approval by Ministry

5. Notification

Both school and parents receive written confirmation of the transfer

5.3 Required Documents/Supporting Documents

- a) Completed transfer form.

- b) Proof of new address (if relocation).
- c) Medical reports (if applicable).
- d) Student academic records and attendance reports.

5.4 Special Cases

- a) Disciplinary Transfers: Require Ministry approval and documented evidence of attempts to address behavior prior to transfer.
- b) Transfers from Private to Government Schools or vice versa: Subject to placement availability and compliance with Ministry enrolment requirements.

6. Monitoring and Enforcement

6.1 Responsibilities

- a) Parents/Guardians – Submit accurate and complete transfer requests.
- b) Current School Principal – Provide academic and behavioral records; endorse or explain objections.
- c) Receiving School Principal – Assess capacity and suitability; confirm acceptance or provide reasons for refusal.
- d) Ministry – Review applications, ensure compliance, and issue approvals.
- e) Legal Unit- Oversee compliance, advise on appeals, conduct and provide policy reviews.

6.2 Compliance and Appeal

- a) All transfer decisions must comply with this policy and all applicable Ministry regulations and law.
- b) If a transfer request is refused, the decision must be provided in writing, clearly stating the reasons for refusal.

- c) Parents or legal guardians may then lodge a written appeal against a transfer decision within **14 calendar days** of receiving the decision.
- d) Appeals will be reviewed by the Ministry’s Education Board, whose decision will be final.

7. Review

This policy shall be reviewed every three (3) years by the Ministry’s Policy Unit, in consultation with the Schools Divisions and school Principals. However, the Minister for Education and Training may direct that the policy be reviewed annually if circumstances require. Feedback from school leaders in outer islands will be specifically sought during each review process.

8. Approval

This policy supersedes all previous versions of the Student Transfer Policy.

Approved by:		
	Minister for Education and Training: Hon. Mo’ale ‘Otunuku	Date
Recommended by:		
	Chief Executive Officer ‘Isikeli Oko	Date

This policy was originally approved on:	
This version was approved on:	
This version takes effect from:	
This policy will be reviewed by:	

9. Reference

- Education Act 2013 (Revised Edition 2020)

10. Policy Sponsor

Chief Executive Officer for Education and Training

11. Contact Person

The following person(s) may be approached on a routine basis in relation to this policy:

Supiesi Halafihi : Legal Officer Email: supihalafihi20@gmail.com Phone:

12. Annex – Transfer Form



MINISTRY OF EDUCATION AND TRAINING

STUDENT TRANSFER REQUEST FORM

Confidential – For Official Use Only

Section A: Student Information	
Field	Entry
Full Name	_____
Date of Birth	_____
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Current Grade/Form	_____
Current School (Sending School)	_____

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EMIS Student ID (if applicable) _____	
Section B: Parent/Guardian Information	
Field	Entry
Parent/Guardian Name	_____
Relationship to Student	_____
Contact Number	_____
Email Address	_____
Residential Address	_____
Section C: Transfer Details	
Field	Entry
Receiving School (requested)	_____
Reason for Transfer	<input type="checkbox"/> Relocation <input type="checkbox"/> Medical Needs <input type="checkbox"/> Safety/Wellbeing <input type="checkbox"/> Special Educational Needs <input type="checkbox"/> Other: _____
Requested Date of Transfer	_____
Section D: Supporting Documents (attach copies)	
<input type="checkbox"/> Completed Transfer Form <input type="checkbox"/> Proof of new address <input type="checkbox"/> Medical report (if applicable) <input type="checkbox"/> Academic records and attendance reports	
Section E: School Endorsements	
Sending School Principal	
a) Attendance record attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
b) Academic record attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
c) Behaviour record attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
d) Comments: _____	Signature: _____
Date: _____	

Receiving School Principal	
a) Capacity available: <input type="checkbox"/> Yes <input type="checkbox"/> No	
b) Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No	
c) Comments: _____	Signature: _____
_____	Date: _____

Section F: Ministry Approval

Reviewed by: _____

Position: _____

Decision: Approved Not Approved

Comments: _____

Signature: _____

Date: _____

Section G: Notification

Parent/Guardian notified in writing Sending School notified Receiving School notified

