

**MINISTRY OF EDUCATION, SPORT, ARTS AND CULTURE**

**APPLICATION FOR AUTHORITY TO ESTABLISH AND CONSTRUCT A  
PROPOSED PRIMARY SCHOOL**

(This application should be submitted 18 months in advance of proposed date of opening).

PART A should be completed by the Responsible Authority and four copies of the form submitted, together with the sketch map showing the location of the school site in relation to the main access road and the neighbouring schools in the area and their distance from the proposed school. (Please delete the inapplicable).

**PART A**

TO: DISTRICT EDUCATION OFFICER

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In terms of the Education Act, 1987 and the Education (Registered Schools) Regulations, 1980, application is here by made for the Authority to construct the under mentioned proposed primary school.

1. Name of the school.....
2. Proposed date of opening the school.....
3. Location of proposed school.....
4. Name of Responsible Authority.....
5. Postal address of Responsible Authority

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.....

6. Proposed initial enrolment by grade and sex:

	<b>G1</b>	<b>G2</b>	<b>G3</b>	<b>G4</b>	<b>G5</b>	<b>G6</b>	<b>G7</b>	<b>Sp.Class</b>	<b>TOTAL</b>
<b>BOYS</b>									
<b>GIRLS</b>									
<b>TOTAL</b>									

7. The specifications for classrooms set out in Part I of the First Schedule to the Education (Registered Schools) Regulations, 1980 will be met and provision will be for the maintenance of the school. Provision will also be made in succeeding years for the additional facilities required for approved expansion.
8. Sanitation and water supply will be provided and maintained to the satisfaction of the Ministry of Health in accordance with the provision of Part II of the First Schedule to the Education (Registered Schools) Regulations 1980.

I am aware that the school may not be constructed until approval to do so has been given by the Ministry of Education, Sport, Arts and Culture.

DATE.....

(SIGNATURE OF RESPONSIBLE AUTHORITY)

OFFICIAL STAMP

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NAME OF SIGNATORY (printed):

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POSITION HELD:

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**PART B**

TO: PROVINCIAL EDUCATION DIRECTOR (ATTENTION: E.O. PLANNING)

This application (4 copies), together with the relevant sketch map, is forwarded and recommended/ not recommended.

Date.....

DISTRICT EDUCATION OFFICER

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(Insert name of District)

Signature: ..... (Stamp)

**PART C**

TO: THE SECRETARY FOR PRIMARY AND SECONDARY EDUCATION

(E.O.PLANNING H.O)

This application for approval to construct (4 copies-plus sketch map) is recommended.

Date..... Signature: .....

EDUCATION OFFICER- PLANNING

For: PROVINCIAL EDUCATION DIRECTOR

(NOTE: IF APPLICATION CANNOT BE RECOMMENDED IT SHOULD BE RETURNED TO THE APPLICANT TOGETHER WITH AN EXPLANATORY LETTER)

**PART D**

TO: REGISTRATION OFFICER (EDUCATION ADMINISTRATION)

Construction of the proposed school is approved / not approved.

DATE.....

EDUCATION OFFICER (PLANNING)

For: THE PERMANENT SECRETARY FOR PRIMARY AND SECONDARY EDUCATION

**N.B. Once the construction has been completed the forms E.D I, ED 30 and ED30 (A) should be submitted through the District and Provincial offices for registration prior to the proposed date of opening of the school. All forms submitted should be completely clear and in full once permission has been granted to construct the school, 3 copies of application form(s) will be sent back to the provincial office for distribution to the District Office and Responsible Authority**