

**MINISTRY OF PRIMARY AND SECONDARY EDUCATION**

**APPLICATION TO REGISTER A PRIMARY SCHOOL**

**Part A** should be completed by the Responsible Authority and two copies of the form submitted form submitted together with a site plan and floor plans of all buildings to be erected.

(Please delete the inapplicable)

PART A

**TO:** DISTRICT EDUCATION OFFICER

.....  
 .....

In terms of Education Act, 1979 and the Education (Registered Schools) Regulations, 1980, application is hereby made for the registration of the under mentioned primary school with effect from.....and for payment of the appropriate grants.

1. Name of school: .....
2. Previous Registration number (if any): .....
3. Location: .....
4. Address: .....

**5. (a) Proposed initial enrolment by grade and sex**

Grade	ECD (A)		ECD (B)		1		2		3		4		5		6		7		Special Class		Total Boys	Total Girls
	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G				
Sex																						
<b>Grand TOTAL</b>																						

**(b) Proposed number of classes at each level**

<b>Grade</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>No. of classes</b>							

**6. Practical subjects**

<b>BOYS</b>	<b>GIRLS</b>
a)	a)
b)	b)

7. It is confirmed that every teacher who is employed will be a proper person with appropriate qualifications to be a teacher at that school.
8. The specifications of the classroom set out in Part 1 of the First schedule to the Education ( Registered Schools) Regulations, 1980 will be met and provision will also be made for the maintenance of the school. Provision will be made in succeeding years for the additional facilities for the approved expansion.
9. Sanitation and water will be provided and maintained to the satisfaction of the Ministry of Health and Child Care in accordance with the provisions of Part II of the First Schedule to the Education (Registered Schools) Regulations 1980.
10. I am aware that the school may not function until approval for it to do so has been given and that this approval is subject to the submission of a completed Buildings and Furniture Certificate ( Form ED. 30 ) and of a satisfactory Sanitation and Water Supply Certificate ( Form ED 30A).

.....

Date: .....

Signed on behalf of the R/A

Name (Printed).....Position Held: .....

Address: .....

.....

**PART B**

**TO: THE PROVINCIAL EDUCATION DIRECTOR**

This application (two copies), together with the relevant site plan and floor plans, is forwarded and recommended/ not recommended.

The application is, therefore, recommended/ not recommended.

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

District Education Officer/Education Officer: .....

**PART C**

**TO: SECRETARY FOR EDUCATION**

**(Planning Officer)**

**This application for registration (one copy plus relevant site and floor plans) is appraised as follows:**

**The application is, therefore, recommended.**

Date: .....  
.....  
**Provincial Education Director**

**(Note: If the application cannot be recommended, it should be submitted to the applicant together with the explanatory letter)**

**PART D**

**TO: EDUCATION OFFICER (EDUCATION ADMINISTRATION)**

Registration approved in principle with effect from .....  
Including /not including the payments of grants, subject to Form ED. 30 and ED. 30 (A)  
being satisfactory.

Date: .....

**Planning Officer**

**N.B. ( Once the application has been approved in principle, the Provincial Education  
Director must be informed and asked to ensure that the outstanding forms are submitted  
prior to the proposed date of opening of the school).**

**PART E**

**TO: EXECUTIVE OFFICER (ADMINISTRATION)**

I confirm that Forms E.D.1, ED. 30 and ED. 30 (A) are satisfactory and that the school  
should be registered with effect from .....  
Including/ not including the payments of grants.

Date: .....

**Education Officer (Education Admin.)**