



REPUBLIC OF BOTSWANA

GOVERNMENT SCHOOLS

APPLICATION FOR CHANGE IN THE ESTABLISHMENT OF A SCHOOL

For Local Education Authority

1. District / Town / City: -----

Date Received: -----

Name of receiving Officer: -----

Signature: -----

Date Dispatched: -----

Name of Dispatching Officer: -----

Signature: -----

Official stamp

For Ministry of Education and Skills Development

2. Date Received: -----

Name of Receiving Officer: -----

Signature: -----

Date Dispatched: -----

Name of Dispatching Officer: -----

Signature: -----

Official stamp

NB. This form together with any plans should be prepared in quadruplicate. One copy should be retained by the applicant and three copies sent to the Local Education Authority (L.E.A). L.E.A after completing their part should send two copies to Permanent Secretary, Ministry of Education & Skills Development.

The following notes will guide in completing the form

NOTES

1. Give the name and address of the Local Education Authority making the application.
2. Refer to the registration number that appears on the school registration certificate.
3. According to Section 18(5) of the Education Law 1966, a change in the establishment of a school means:-
 - a) The provision of any class, standard or form, whether or not such is parallel to any existing class, standard or form in the school.
 - b) The provision of any nature and form of education in the school, being a nature or form of education different from the nature or form of education falling within the classification in which the school is for the time being registered under section 14(*Proof of curriculum to be used*)
 - c) The adoption by the manager of the school, by any means, in relation to the school, of a different nomenclature from that in which the school is for the time being registered as aforesaid(*proof of change of name: certificate of in-corporation if it's a company*)
 - d) Any change in the ownership of the school(*proof of ownership*)
 - e) Any change in the manager of the school.(*provide references for the manager*)
 - f) The transfer of the school to a new site(*proof of land ownership, approved plans for the new site*)
 - g) The alteration of any qualification for admission to the school
4. If any change in any way affects the layout of the school buildings, an approved plan of the school buildings indicating the changes should be attached.

To: Permanent Secretary
Ministry of Education &
Skills Development
Private Bag 005
Gaborone

Owner details (**Note 1**):-----

Date: -----

Application by a Local Education Authority for a change in the Establishment of a School. (Regulation 6 in Education Regulations 1967 "Registration of Schools")

1. Name and address of the school: -----

Telephone: ----- Fax: -----
Email address: ----- Location: -----
2. Registration Number(**Note 2**): -----
3. Change in the Establishment of the school requested (**Note 3**): -----

4. List of supporting documents attached:

Official Use

Name: -----

Signed for Local Education Authority

Official stamp: -----

District / Town /City Council
