



REPUBLIC OF BOTSWANA

**REGISTRATION FORM
FOR PRIVATE SCHOOLS**

For Local Education Authority

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

Date Received: -----

Name of Receiving officer: -----

Signature: -----

Date Dispatched to MOESD: -----

Name of Dispatching Officer: -----

Signature: -----

Official stamp

For Ministry of Education and Skills Development

2. Date Received: -----

Name of Receiving Officer: -----

Signature: -----

Date Dispatched to AGS: -----

Name of Dispatching Officer: -----

Signature: -----

Official stamp

*Application by a Person Other than a Local Education Authority for Registration of a School as stated in the Education Act:
Regulation 3 (2) Education (Registration of Schools) Regulations 1967.*

APPLICATION FORM FOR PRIVATE SCHOOLS

IMPORTANT

No school may open until the Local Education Authority has been informed by the Ministry of Education and Skills Development that the school has been registered. The following sections of the Education Law (Cap 58:01) should be noted:
EDUCATION LAW: Cap 58:01 PART III Registration and Control of Schools

Registration Compulsory 15. (1) With effect from 1 January, 1968 no person shall own or manage a school or give regular instruction at a School unless that school is registered under section 14.
(2) Any person who contravenes any of the provisions of sub Section (1) shall be guilty of an offence and liable to a fine of P500.00

Instruction for completing this. Please read carefully

- a) Attach a copy of a sketch plan showing the location of the school in relation to main routes, or centre of town, city or village.
- b) Attach a detailed approved plan of proposed school buildings.
- c) Five copies of this form with attachments should be completed, four copies should be sent to the Local Education Authority, and one copy should be retained by the school owner. The Local Education Authority should retain one copy and send one copy to the Regional Education Office. Then two copies of the form should be sent to the Permanent Secretary Ministry of Education and Skills Development, Private Bag 005 Gaborone.

Type of School to be Registered (Tick that which is applicable)

- I. Primary
- II. Junior Secondary
- III. Senior Secondary
- IV. Unified School
- III) Other (specify) -----

Please note the following on Control and Management of Private Secondary Schools as stated in the Education Regulations -1978, Part II (Private Secondary School):

All private schools shall be under the control and management of a board of Governors.

- (1) The Board shall consist of the following members:
 - a) The owner, who shall be the manager, or in the absence of the owner a manager nominated by a meeting of the local community including parents for a period of not less than 2 years, and accepted by the Local Education Authority and approved by the Minister;
 - b) The District Commissioner or his representative;
 - c) The local Member of Parliament or his nominee;
 - d) One representative of the local authority nominated annually by that authority;
 - e) One member nominated by the Permanent Secretary; and
 - f) 4 to 7 members nominated by a meeting of the Local community including parents, accepted by the local education authority and approved by the Minister.
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COMPLETE THE APPLICABLE SECTION

SECTION ONE

PARTICULARS OF OWNER

- a) Name: -----
- b) Address: -----
- c) Telephone: -----
- d) E- mail address: -----
- e) Place and date of birth: -----

f) Present occupation: -----

g) Owners Referees;

Names, addresses and occupation of three persons of good standing who can testify to the good character of the owner:

- 1) -----

- 2) -----

- 3) -----

SECTION TWO

PARTICULARS OF THE SCHOOL

a) Name and address of school -----

b) If application has been made previously, state the date of application.

c) Location of school

- (i) District: -----
- (ii) Sub District / Local Authority: -----
- (iii) Village/City or Town: -----
- iv) Region(Education)-----
- (v) Ward / Location and Plot Number: -----

d) Name of nearest school of the same classification:

e) Distance in kilometers from this school

SECTION 3

INFRASTRUCTURE

a) Do you own buildings for the proposed school ?

i) Yes ii) No

If No, state status of use

i) Leased ii) Rented

b) Area of school plot in hectares: -----

c) Classrooms

No. of classrooms	Size of classroom <i>(give the length and breadth of each room)</i>	No. of pupils furniture <i>(Give the no .of sets in relation to the design and material)</i>	Type of walls <i>(State whether they are of bricks, clay or wood)</i>	Type of roof <i>(State whether slate, iron, tile, asbestos or thatch)</i>

d) Availability of special rooms, e.g. laboratories *(for secondary schools specify laboratories by subjects)*

TYPE OF ROOM	NUMBER

e) Is water available (please tick)

i) Yes No

ii) Type of water supply:

1) Taps 2) Stand pipe 3) Other (specify):-----

iii) If No, explain how water will be provided.

f) Is electricity available (please tick)

i) Yes No

g) Toilets

	Pitlatrines		Water Closets	
	Male	Female	Male	Female
Students				
Students with special needs				
Teachers				

h) State the number of staff quarters: -----

i) Type of staff quarters (No of bed rooms): -----

SECTION FOUR

ENROLMENTS

a) **Primary**

i) Indicate the estimated number of pupils to be in the school at the time of opening

	Std 1	Std 2	Std 3	Std 4	Std 5	Std 6	Std 7	Total
Total								
Streams								

ii) Indicate the estimated number of pupils over the next two years:

YEAR	Std 1	Std 2	Std 3	Std 4	Std 5	Std 6	Std 7	Total
20.....								
20.....								

b) Secondary

i) Indicate the estimated number of pupils to be in the school at the time of opening

	Form 1	Form 2	Form 3	Form 4	Form 5	Form 6	Total
Total							
Streams							

ii) Indicate the estimated number of pupils over the next two years:

YEAR	Form 1	Form 2	Form 3	Form 4	Form 5	Form 6	Total
20.....							
20.....							

SECTION FIVE

CURRICULUM

i) State the subjects to be taught to each class, and the number of weekly periods per subject (more information can be provided on an extra sheet of paper).

1. -----
2. -----
3. -----
4. -----
5. -----
6. -----
7. -----
8. -----
9. -----
10. -----
11. -----
12. -----

SECTION SIX

STAFFING

a) How many teachers do you plan to have employed over the next two years?

YEAR	NUMBER OF TEACHERS
20.....	
20.....	

b) Give the non – teaching staff likely to be in post when the school opens i.e Typists, Bursar, Cleaner etc.

SECTION SEVEN

FINANCE

a) Name and address of bank or financial institution with which the school has an account (attach bank statements)

b) State amount available to start running the school and provide supporting evidence:

c) Give details of expected recurrent income as from the date of proposed opening.

Indicate the amount for each term and the total for the year.

Proposed School fees per pupil (specify if the fee consists of tuition, book, sports fee etc.)

Year 20-----

TERM 1	TERM 2	TERM 3	TOTALS

d) Contributions from the local community, state the expected amount available during the next year-----

e) Donations from other sources, specify the source, the amount and the purpose for which the money will be used -----

f) From the date of opening, how much do you expect to spend on recurrent annual expenditure? (Indicate the amount to be spent on each item

- 1. Teachers salaries -----
- 2. Non teaching staff salaries -----
- 3. Books -----
- 4. Food -----
- 5. Stationery -----

g) Other things (specify e.g. telephone, water bills, electricity)

TOTAL -----

h) How much do you expect to spend on capital developments? (Specify the amount for each item)

- 1. Buildings -----
- 2. Furniture -----
- 3. Equipment (type writers, tools etc) -----
- 4. Other things (specify) -----

SECTION EIGHT

On a separate sheet of paper give any further details you consider relevant to the progress of your application.

We the under signed state that the information given is, to the best of my knowledge, true and accurate.

Owner: -----

Signature: -----DATE: -----

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FOR OFFICIAL USE ONLY

The Education Committee of -----
Town / City / District Council / Sub – District / Local Authority meeting at -----

On ----- have studied
the foregoing application.

The Education Committee is of the opinion that the proposed -----
----- School

a. Is a viable proposition and will be of benefit to the local community, the credentials of
the applicant have been checked and found to be in order. The Education Committee
therefore recommends registration.

b. The Education Committee does not recommend registration for the following reasons-

Date: -----

Signed: -----

Chairperson

Secretary

Ministry of Education and Skills Development Representative

For Local Education Committee (Town / City / District): -----

Official Stamp: -----