Form 1



REGISTRATION FORM FOR

GOVERNMENT SCHOOLS ONLY

For Local Education Authority

1. District / Town / City:
Date Received:
Name of the 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 to AG Chambers:
Name of dispatching Officer:
Signature:

Official stamp

Application by a Local Education authority for Registration of a School <u>Regulation 3 (1) Education) Registration of Schools) Regulations 1967.</u>

APPLICATION FOR GOVERNMENT SCHOOLS

INSTRUCTIONS FOR COMPLETING THIS FORM. PLEASE READ CAREFULLY

Submit the completed forms with the following:-

- 1. A copy of sketch / block map showing the location of the school in relation to main routes or centre of town, city or village.
- 2. An approved plan of the school buildings.
- 3. A list showing the full subjects and details of staff qualifications which will be employed in the school e.g. School Head, Secretary, Bursar.

This form with attachments should be completed in quadruplicate, one copy should be retained, and one copy to be sent to the Regional office and two copies should be sent to the Ministry of Education and Skills Development.

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

1. Name and address of School -----

2. If the school has been registered previously, state the registration number: -----

3. Give the name and address of

a) The owner of the school :-----

4. Location of school

- a) District : -----
- b) Sub District : -----
- c) Town or City / Village : -----
- d) Region(Education):-----
- e) Ward / Location: -----
- f) Address: ----- Telephone: -----
- g) Name of nearest school of the same classification:-----
- h) Distance from this school: -----
- 5. Give details of the school buildings as follows:
 - a) Classrooms

No. of	Size	No. of Pupil's Furniture	Type of walls	Type of roof
classrooms (give the length and		(Give the no .of sets in	(State whether they	(State whether
	breadth of each	relation to the design and	are of bricks, clay or	slate, iron,
	room)	material)	wood)	asbestos or
				thatch)

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

Type of room	Number

- c) Is water available (tick the appropriate)
 - i) Yes No
 - ii) Type of water supply: 1) taps 2) stand pipe Other (specify): -----
 - iii) If No, State how water is provided.
- d) Is electricity available (tick the appropriate)

i) Yes No

e) Toilets

	Pitlatrines		Water Clo	osets
	Male	Female	Male	Female
Students				
Students with special needs				
Teachers				

- f) No. of staff quarters(No of bedrooms): -----
- 6. Classification sought (Multi grade, One or two teacher school, Primary 1-7, Junior secondary, Senior secondary): -----
 - ii) Boarding or non Boarding school): -----
- 7. Give the number of streams in each standard:

Primary

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

Secondary

Form 1	Form 2	Form 3	Form 4	Form 5

- 8. Give the maximum class size (number of students in a class): -----
- 9. State the number of teachers to be employed: -----
- 10. State the maximum number of pupils / students to be admitted: ------