



REPUBLIC OF BOTSWANA

**PRIVATE 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

This form together with any supporting documents & registration certificate should be prepared in quadruplicate and three copies sent to the Local Education Authority (L.E.A). One copy retained by the owner/ manager. L.E.A after completing section 5 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 owner or manager of the school.
2. Refers to the registration number that appears on the school registration certificate.
3. According to Section 19(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 class, standard or form is parallel to any existing class, standard or form in the school. *(Provide Copy of the curriculum-syllabi to be used)*.
  - 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. *(Provide a copy of syllabi to be used. If its international curriculum attach a proof of accreditation from the relevant body)*.
  - 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.*(Provide proof of change of name: certificate of incorporation if it's a company)*
  - d) Any change in the ownership of the school. *(Provide 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*(Provide Approved plans, Proof of ownership)*
  - 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**):-----

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Date: -----

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

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

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Telephone: ----- Fax: -----

Email address: ----- Location: -----

2. Registration Number(**Note 2**): -----

3. Change in the Establishment of the school requested (**Note 3**): -----

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4. List of supporting documents attached-

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Date: -----

Sign Owner/Manager: -----

5. To be completed by Local Education Authority (Council)

The change in the existing registration for (school) -----

a) is recommended

b) not recommended for the following reasons-----

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Name: -----

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Signed for Local Education Authority

Official stamp: -----

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District / Town /City Council