



education

Department:
Education
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

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DIRECTORATE: INSTITUTIONAL DEVELOPMENT SERVICES

APPLICATION FOR REGISTRATION OF AN INDEPENDENT SCHOOL

The application must be accompanied by the following documentation:

- a) Copy of owner's **identity document**;
- b) A constitution or founding document of the school and relevant policies that cover ownership, mission, aims, governance, funding, language and admission;
- c) A **floor plan** indicating space measurements, which shall in the case of a multi-floor building include a floor plan for each floor;
- d) A **site plan** indicating recreational and other facilities;
- e) A letter of **approval from the local municipal authority** stating that the premises have been zoned or have consent use for educational purposes and conform to health and safety requirements;
- f) **Title deed** or evidence of **security of tenure** over the purposed school buildings and grounds for a minimum of 12 months from the date of registration of the school;
- g) Evidence that the school will be **financially viable** for at least 12 months after registration; and
- h) A written undertaking by the owner that the school will start with the Umalusi accreditation within two months of the school's registration with the state.

PLEASE NOTE: A separate application for each of the sites is required if a school wishes to operate on different sites.

DETAILS OF THE PROPOSED SCHOOL									
NAME OF SCHOOL									
TYPE OF SCHOOL	Primary (Grade R-7)		Secondary (Grade 8-12)		Status	Ordinary			
						LSEN			
DISTRICT				AREA OFFICE					
STREET ADDRESS									
		Postal Code:							
POSTAL ADDRESS									
		Postal Code:							
E-MAIL ADDRESS									
TELEPHONE NUMBER					CELL NUMBER				
FAX NUMBER									
TYPE OF OWNERSHIP		Private		Company		Religious Group		Other	
DETAILS OF OWNER									
NAME									
ID NUMBER / PASSPORT NUMBER(In case of foreigners)									
RESIDENTIAL ADDRESS									
POSTAL ADDRESS									
		Postal Code:							
CELL NUMBER OF OWNER									

DETAILS OF PRINCIPAL				
NAME		CELL NO.		
GOVERNING BODY				
Does school have a governing body or board of directors?		YES		NO
Name of chairperson of governing body/board of directors				
Tele/Cell phone Number				
CURRICULUM TYPE				
Does the school offer the National Curriculum Statement as a core curriculum?		YES		NO
If not, indicate what curriculum is offered and if it is in line with the National Curriculum Statement.				

EDUCATIONAL AND OTHER FACILITIES			
Mark applicable type of building with a cross "X"			
TYPE OF BUILDING(S)	Brick and mortar		
	Wood and corrugated iron sheets		
	Container accommodation		
	Other (Specify)		
ADMINISTRATIVE FACILITIES			
Indicate number of rooms (If none has been provided, state "None"):		NUMBER	
Office for principal			
Offices for heads of department			
Strong room			
Storage			
Reception area			
Office for secretary/administrative assistant			
Staff room			
Sick bay			
ABLUTION FACILITIES			
Indicate number of toilets available for (If none has been provided, state "None"):		NUMBER	
Boys			
Girls			
Male teachers			
Female teachers			
SPORT AND CULTURAL ACTIVITIES			
Indicate what sports and cultural activities are offered by the school.			
SCHOOL CALENDER			
Does the school follow the approved school calendar of the inland schools in South Africa?		YES	NO
If not, indicate number of school quarters and school days per quarter: -----			

CLASSROOMS TO ACCOMMODATE THE CURRICULUM		
Provisions made for:	NUMBER	
Ordinary classrooms		
Science rooms		
Computer rooms		
Music		
Civil Technology		
Hospitality Studies		
Library and other media		
Art		
Other (specify)		
EDUCATION BUILDINGS		
	YES	NO
Has property been rezoned for educational purposes?		
The following municipal services are available:		
Water		
Electricity		
Sewerage		
Refuse removal		
<p>The following documentation on the education building must be attached to the application:</p> <p>(1) Floor plan of the building(s) to be used for education purposes and an indication of the different classrooms (The floor plan(s) need not be to scale.) Each classroom must be numbered clearly and the following indicated:</p> <ul style="list-style-type: none"> • The purpose for which each room will be used • The floor area, in square metres, of each room • In the case of ablution facilities, the number of toilets, urinals and wash basins <p>(2) A site plan indicating the position of the building(s), recreational facilities and total area in square metres or hectares.</p> <p>(3) A report from the municipality on the suitability of the building(s) for education purposes and stating whether the building(s) conform(s) to health regulations – A health certificate.</p>		

EQUIPMENT AND FURNITURE FOR TEACHING PUPOSESES			
Is each classroom equipped with:	YES	NO	NUMBER
Desk for teachers?			
Desk for each learner?			
Chalkboard?			
Does each learner have the required number of textbooks for each subject?			
AVAILABILITY OF TEACHING AND LEARNING AIDS	Number		
Data projector			
Computers			
Video equipment			
Audio equipment			
Other (specify)			
ARE THE FOLLOWING ACTIVITIES PROVIDED?	YES	NO	
Sport (specify)			
Cultural (specify)			
AVAILABILITY OF MANAGEMENT INFORMATION SYSTEMS AND RECORDS	YES	NO	
Are management information systems maintained and updated regularly?			
Are the following available:			
Employment contracts			
Attendance registers for personnel			
Admission register for learners			
Attendance register for learners			
Learner profiles			
Staff profiles			
Financial records			
Are records filed and kept in cabinets or a strong room?			

INFORMATION ON LEARNERS	YES	NO
<i>Particulars of the learners must be provided on Annexure A.</i>		
INFORMATION ON TEACHERS	YES	NO
Does the school have a sufficient number (over 80%) of qualified teachers?		
Are the teachers registered with SACE (South African Council for Educators)?		
<i>Particulars of the teachers must be provided on Annexure B.</i>		
IS THE SCHOOL RECEIVING FINANCIAL ASSISTANCE FROM ANOTHER INSTITUTION?		
Amount :R _____		
Source : _____		

DECLARATION: APPLICANT

We, the undersigned, declare that the above information and those provided with this application is in all respects correct and complete:

_____	_____	_____
Name of applicant	Signature of Applicant	Date
_____	_____	_____
Name of Witness 1	Signature of Witness 1	Date
_____	_____	_____
Name of Witness 2	Signature of Witness 2	Date
_____	_____	_____
Chairperson of Governing Board	Signature	Date

DECLARATION: DISTRICT DEPARTMENTAL OFFICIALS

I, the undersigned hereby certify that an in loco inspection was carried out at the relevant school, and that the information provided in this application is correct

Registration Recommended/Not Recommended

Comments:

Name of Institutional Support Co-ordinator

Signature

Date Stamp

Registration Recommended/Not Recommended

Comments:

Name of Sub-District Manager

Signature

Date Stamp

Registration Approved/Not Approved

Comments:

Name of District Manager

Signature

Date Stamp

HEAD OFFICE USE ONLY

Recommended/Not Recommended

Comments:

Chief Education Specialist
Institutional Development Services

Signature

Date Stamp

Recommended/Not Recommended

Comments:

Director
Institutional Development Services

Signature

Date Stamp

Recommended/Not Recommended

Comments:

Deputy Director General
Institutional, Management, Governance & Support

Signature

Date Stamp

Recommended/Not Recommended

Comments:

Director
Legal Services

Signature

Date Stamp

Registration Approved/Not Approved

Comments:

Superintendent-General

Signature

Date Stamp

ANNEXURE B

TEACHER INFORMATION

Provide details of individual teachers employed at the school (part time and full time) starting with those of the principal following the order of the template below.

PLEASE NOTE: CERTIFIED COPIES OF THEIR INDIVIDUAL QUALIFICATIONS, SACE REGISTRATION CERTIFICATES AS WELL AS WORK PERMITS OF IMMIGRANT TEACHERS MUST BE SUBMITTED WITH THE APPLICATION.

Surname & Initials	Gender	Nationality	SACE Reg. No.	Qualification(s)	Experience	Qualifications	Subject(s) Taught	Grade(s) Taught