GUIDELINES FOR ESTABLISHING, LICENSING, REGISTERING AND CLASSIFICATION OF PRIVATE SCHOOLS/INSTITUTIONS IN UGANDA

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LIST OF ACRONYMS

BOG.......................... Board of Governors
BRMS.......................... Basic Requirements and Minimum Standards
CAO.......................... Chief Administrative Officer
CMU.......................... Construction Management Unit
ECD.......................... Early Childhood Development
DES.......................... Directorate of Education Standards
DEO.......................... District Education Officer
DHI.......................... District Health Inspector
DIS.......................... District Inspector of Schools
MEO.......................... Municipal Education Officer
MIS.......................... Municipal Inspector of Schools
MoES.......................... Ministry of Education and Sports
NDP.......................... National Development Plan
NGO.......................... Non-Governmental Organization
PS/ES.......................... Permanent Secretary, Ministry of Education and Sports
SMC.......................... School Management Committee
TC.......................... Town Clerk
UNEB.......................... Uganda National Examinations Board
A. PREAMBLE

The government of Uganda has embraced liberalization policies in all its sectors including the education and sports sector. Since the early 1990s, there has been phenomenal growth in private schools, at primary, secondary, and tertiary institution levels. The Government of Uganda recognizes the important role being played by the Private Sector in providing education to citizens of this country. On its own, the government could not be able to meet the challenge of providing education to the large and increasing number of school-going age children. The private sector is diverse and comprised of wealthy individuals and investors, communities, civil society organizations, Local and International NGOs, and faith-based organizations; many of whom have already shown interest in providing education services to the public. The Private sector is therefore encouraged to play its role effectively and efficiently to supplement government’s efforts of availing education to all.

However, the provision of education by this sector must be guided and steered in accordance with Government regulations and standards. It must be in line with national aims and objectives of Education as stipulated in the Government White Paper on education of 1992, National Development Plan (NDP), the Local Governments Act, the Finance Act, and the Education –(Pre-Primary, Primary and Post-Primary) Act 2008. The Education –(Pre-Primary, Primary and Post-Primary) Act 2008 mandates the Education Sector to provide a framework for the delivery of a high level quality and affordable education service, and guidelines for professional and ethical conduct of personnel in schools/institutions.

B. PURPOSE/RATIONALE OF THE GUIDELINES

The purpose of the guidelines is to provide more information to the key stakeholders and to operationalize the existing laws, particularly the pre-primary, primary and post primary 2008 Education Act regulations and policies as follows:-

1. Providing procedures, requirements, standards, classification and regulation for establishing and running private schools/institutions.
2. To highlight various laws/Acts on education and the powers vested in the responsible person(s) for action in the process of licensing and registration of private schools.
3. To foster private sector participation in supplementing the government efforts to efficiently and effectively provide education services to all.
4. To divulge the likely actions that may call for disciplinary measures in regard to delivery of education services by private providers.

C. SCOPE OF THE GUIDELINES
These guidelines offer to cover the contextual areas of providing education service by private schools/institutions within the borders of Uganda. These are guidelines for establishing, licensing, registering and classification of private schools/institutions.

**D. PRIVATE SCHOOLS/INSTITUTIONS AS PARTNERS IN NATIONAL DEVELOPMENT**

The Government recognizes the contributions made by the private sector to education and thus considers the private sector as key partner in the provision of education service.

For instance;

1. Both private and Government aided schools/institutions are governed by the *Education (Pre-Primary, Primary and Post-Primary) Act 2008*; Therefore, they must operate according to the Rules and Regulations set by this Act.
2. Private and Government aided schools/institutions follow the same syllabi prepared by the Ministry of Education and Sports (National Curriculum Development Centre - NCDC) and are evaluated by the same examination bodies, such as the Uganda National Examinations Board (UNEB).
3. The 1992 Government White Paper on Education is the basis of official policy on the purpose and programmes of education. It is the supreme guidance for the sector. It aims at providing relevant education and enhancing efficiency and strengthening partnerships in Education sector. The *Education (Pre-Primary, Primary and Post-Primary) Act 2008* is drawn from the recommendations of the 1992 Government White Paper on education.
4. On completion, the products of both Private and Government aided schools/institutions enter the same labour market or proceed to either Private or Government Universities whose products are absorbed by the same labour market within and outside Uganda.

**E. THE ROLE OF MINISTRY OF EDUCATION AND SPORTS IN LICENSING AND REGISTRATION OF PRIVATE/INSTITUTIONS**

The broad sector objectives are expansion of access to equitable and quality education at all levels as well as enhancement of efficiency and effectiveness in service delivery. To enable private schools/institutions to operate legally, the sector plays the following roles:

1. Training all teachers using the same syllabi to teach either in Private or Government aided schools/institutions for national standardisation. This is the stock from which private schools select, employ and present to MoES at the time of licensing/registration of the schools.
2. Providing policy guidelines, which affect both Private and Government aided schools/Institutions.
3. Organizing improvement seminars/workshops and in-service courses, which bring together staff from both Private and Government aided schools/institutions.

4. Issuing minimum requirements and minimum standard indicators that are used by both partners as a measure for delivery of quality educational services.

5. Carrying out school inspections by the Directorate of Education Standards (DES) and the District/Municipal Inspectorates so as to ensure that minimum standards are kept and also to provide support supervision in both Private and Government aided schools/institutions.


7. Issuing of licenses and registration certificates to private schools.

8. Setting, marking and issuing certificates for public examinations.

9. Keep a register of all schools in the country, both government and private.

10. Registering of teachers.

**ROLE OF THE PROPRIETOR**

1. The proprietor sets up the school/institution and is therefore the vision bearer.
2. He/she advises the BOG/SMC to ensure that the vision of the school is kept alive.
3. Ensures infrastructural and capacity development of the school (growth of the school)
4. Ensures that the school has an approved BoG/Management committee
5. Works with the BOG/SMC to ensure smooth school/institution running

Although the proprietor starts the school, should not be the headteacher of the same school.

**ROLE OF THE HEAD TEACHER**

1. He/she is the technical and professional advisor of the school
2. He/she is the chief implementer of decisions and policies
3. He/she is the accounting officer of the school (responsible for collecting and spending funds on behalf of the BOG/SMC.
4. He/she is answerable to the BOG/SMC
5. Responsible for the day-to-day running of the school.
6. He/she is the custodian of discipline.
   He/she accounts the for the school/institutions resources

**F. GENERAL REQUIREMENTS FOR ESTABLISHING A PRIVATE SCHOOL/INSTITUTION**

Given the liberalization policy in Uganda today, any member of the public/organization can open up a school/institution provided he/she meets the minimum requirements/standards as stipulated by the Ministry of Education
and Sports. Consequently, the following are required of every school/institution at establishment:

1. An identifiable proprietor; he/she must be a person/organization of good reputation, no criminal record and with the necessary funds to manage the type of institution proposed to be established.
2. An intending proprietor has to get recommendation letters from LCI, LCIII and opinion/religious leader.
3. The planned school/institution must conform to the District/Municipal Education Plan and must be in line with the revised Education Sector Strategic Plan.
4. Written proof of ownership or lease of land on which the school/institution is to be situated or tenancy agreement that is valid for at least (5) five years for a secondary school and 8 years for a primary school (in case of hired buildings) which must have been designed and constructed for purposes of a school.
5. There must be enough land for expansion, playgrounds, school garden and physical education (urban schools may be considered as special cases).
6. There must be a development plan particularly for the licence period, and proof that 30% of the development plan funds are available.

With these in place, the intending proprietor writes to the PS, MoES, explaining his intensions and requesting for guidance.

### G. THE PROCEDURE FOR APPLYING FOR LICENSING OF A PRIVATE SCHOOL/INSTITUTION

Once the proprietor is granted permission in writing by the PS/ES, to start and operate a school, he/she must put up buildings in accordance with the level and type of school/institution he/she has in mind.

**The procedure for licensing a private school/institution is as follows:-**

1. The intending proprietor collects forms for licensing from MoES HQ/district/Municipal Education Office and fills them in triplicate following requirements as listed in Section F above.
2. The proprietor seeks inspection of the school/institution by DIS/MIS and D/MHI to assess compliance with the requirements stipulated in Section 31 of the Education –( Pre- Primary , Primary and Post- Primary) Act 2008.
3. The District/Municipal Inspectors of Schools (D/MIS) and District/Municipal Health Inspectors (D/MHI) after inspection write detailed inspection reports, and endorse the application forms and forwards to DEO/MEO to endorse application form as well.
4. The District/Municipal Education Officer forwards (3) three copies of the application forms and the relevant supporting documents on (3) three files to the PS/ES (in case of post primary) and CAO/Town Clerk (in case of Primary).
5. The PS/ES (in case of post primary). CAO/Town Clerk (in case of primary), basing on the reports or recommendations from the district or a report
following a physical inspection by the inspectors, approves or rejects the application for licensing.

7. The PS/ES/ CAO/Town Clerk upon approval awards an operational licence to the school/institution to last for (2) two school years as stipulated in Section 32 of the *Education –( Pre- Primary , Primary and Post- Primary)* Act 2008, and copies of the licence are also sent to the Director for Directorate of Education Standards, District/Municipal Education Officer, and District/Municipal Inspector of Schools.

8. MoES/DEO/MEO retains one file; the second file is for the DEO (in case of post primary) and the third file is for the school. The proprietor ensures that the school is given a copy.

9. Six months to the expiry of the two-year licence, the proprietor collects from the MoES (Headquarter), District/Municipal Education Offices a form for Registration.

10. In case the school does not qualify for registration, the proprietor must apply for renewal of license within one month of expiry of the license and it is granted once.

11. All new schools/institutions should start at the beginning of the academic year as set out in the schools/institutions calendar issued from time to time by the Ministry of Education and Sports. Applications for licensing schools, such as Pre – Primary, Primary and Secondary schools, should therefore be submitted to the PS/ES /CAO/Town Clerk starting from June. Licenses will be issued by the 30th December so that schools can start in January or February of the preceding year.

12. The proprietor must provide copies of the occupancy permit for the school structures.

Note:

1. All the above apply to one site only. Any new/subsequent sites/extensions MUST be processed separately and independently.

### H. THE PROCEDURE FOR APPLYING FOR REGISTRATION OF A PRIVATE SCHOOL/INSTITUTION

The proprietors of the school/institution with intention to apply for a registration certificate of its school/institution follow the steps below:

1. Six months to the expiry of the two year license, the proprietor collects from the Ministry of Education and Sports (Head Quarters)/District Municipal Education officer a form for registration and prepares 3 files.

2. The proprietor requests the District Inspector of Schools and District Health Inspector to re-inspect the school/institution to assess compliance with *section 33 & 34 of the Education( Pre- Primary , Primary and Post-Primary)* Act 2008, and duly sign the application forms and provide the inspection reports.
3. The proprietor requests Director of Directorate of Education Standards (D/DES) through the regional Office to inspect the school to assess compliance to Basic Requirements and Minimum Standards (BRMS). The regional DES Officer gives a report and duly signs the application forms.

4. The proprietor submits three files to the MoES for Registration and Classification.

5. The PS/ES, using information and documents attached to the application form and reports based on physical inspection of the school/institution by relevant authorities may award a registration certificate and a classification number or reject the application and gives reasons for doing so to the proprietor.

6. All licences and registration certificates are entered in the relevant registers kept by the MoES.

7. A school/institution may be de-licensed (closed), or de-registered (closed) by the PS/ES in case of non-compliance with the regulations governing the operations of Private schools/institutions.

8. For institutions whose terms, say open in either March or September, their applications for registration should be submitted to MOES by January and June, respectively for processing.

9. The District/Municipal Inspectors of School should properly scrutinise the applications in order to ensure that all basic requirements are met before they are forwarded to the Ministry of Education and Sports Headquarters for final vetting and issuing of either licence or registration certificate.

10. The registration of the school lasts only 5 years after which the school must be re-inspected by DES. The resultant report will guide the MoES on whether to renew certificate or terminate registration and closure of the school in case the school is no longer operating under the minimum standards.

NOTE:

1. LICENSE AND REGISTRATION OF SCHOOLS IS FREE OF CHARGE
2. ANY SCHOOL WISHING TO GET A UNEB EXAMINATION CENTRE, MUST FOLLOW THE UNEB GUIDELINES WHICH ARE ISSUED FROM TIME TO TIME BY UNEB AND BRMS FROM DES

I. REQUIREMENTS FOR OPERATING PRE-PRIMARY (NURSERY) SCHOOLS

Refer to ECD guidelines attached.

Note: Nursery schools are by law supposed to operate as day schools and are handled at the district (ECD policy)

J. REQUIREMENTS FOR OPERATING PRIMARY SCHOOLS
The proprietor with intention to operate a Primary School must have the following:

1. A qualified Headteacher not below Grade 111 Teaching Certificate in primary education, and must be registered with the Ministry of Education and Sports.
2. All teachers registered and / or licensed with Ministry of Education and Sports.
3. Administrative and financial records.
4. A school bank account.
6. Functional School Management Committee (SMC), constituted in accordance with the SMC Guidelines and Education – (Pre- Primary, Primary and Post- Primary) Act 2008 and must be approved by DEO.
7. A minimum of one staff house on or near the school compound.
8. At least 5 acres of land located within a safe and secure environment. (Urban areas can be given special consideration) but classroom size (floor area) should not be below 5.8m by 8.8m (51.04 m²) or 5.8m by 7.8m (45.24 m²).
10. First Aid kits.
11. An enrolment of not more than 55 pupils per class per teacher.
12. Appropriate sitting facilities for the learners.
13. Provision of safe drinking water.
14. One pit latrine stance or toilet (squatting/Asian type preferred) for every 40 pupils by sex.

K. REQUIREMENTS FOR OPERATING SECONDARY SCHOOLS

The proprietor with intention to operate a Secondary School must have the following:

1. A trained and qualified Graduate Headteacher registered with the Ministry of Education and Sports and with not less than 5 years of continuous teaching.
2. All teachers registered and / or licensed with Ministry of Education and Sports.
3. A minimum of 7 teachers working full time, 3 of whom must be science and mathematics teachers in case of post primary.
4. At least one staff house on or near the compound.
5. At least 10 acres of land (urban areas will be given special consideration) but classroom size (floor area) should not be below 5.8 m by 7.8 m (51.04 m²) or 5.8 m by 7.8 m (45.24 m²).
6. A minimum enrolment of 40 students per class per teacher, excluding international schools and not more than 60 per class.
7. A general science room/laboratory.
8. A library.
9. Toilet facilities (squatting/Asian type preferred) for 40 students and sanitary facilities (washing and changing) for girl child.
11. First Aid kits.
12. Operational school Board of Governors or Governing Council.

**L. REQUIREMENTS FOR OPERATING BUSINESS, TECHNICAL, VOCATIONAL EDUCATION AND TRAINING (BTVET) INSTITUTIONS**

For BTVET institutions, refer to BTVET guidelines. **See attached**

**Note:** - In addition to the above, Pre-Primary, Primary, Secondary and BTVET schools/institutions at the time of registration will be required to have in place all the Basic Requirements and Minimum Standards (Indicators for Educational Institutions) as contained in the Directorate of Education Standards (DES) booklet (November 2000) BRMS.

For Special Needs Education (SNE) schools/institutions, the recommended Teacher: Learner Ratio is 1:10; the schools/institutions require specialised teachers, accessible toilet facilities and ramps on buildings/doors). **For detailed requirements refer to SNE guidelines and BRMS.**

**M. REQUIREMENTS (DOCUMENTS) FOR LICENSING/REGISTRATION OF A PRIVATE SCHOOL/INSTITUTION**

The proprietors must attach the following documents to the application forms for licensing:-

1. Photographs showing the general school plant; such as
   (a) Classrooms with furniture
   (b) A four classroom block
   (c) Laboratory/science room with basic equipment for post primary schools/institutions
   (d) Separate toilets/pit latrines for male and female students
   (e) Administration block, etc.
   (f) The school sign post must be visible in at least one of the photographs.
2. Land Title/Sales agreements
3. Tenants Agreements: Not less than 4 years
4. Building plan technically drawn and clearly indicating school name and building specifications.
5. Location plan clearly showing site
6. Partnership Deeds/Articles of Association in case of partnerships.
7. Authentic certified copies of teacher’s academic and professional documents.
8. Proprietor’s CV’s and recent photograph(s)
9. Head teacher’s CV’s and recent photograph
10. Bank Statement as proof and liquidity of the school (sufficient to pay staff for 3 months)
11. Copy of the document showing terms and conditions of service for the different categories of staff to be employed in the school.
12. School rules/Code of conduct approved by the BOG’s and/or Management Committee.
13. Detailed District School Inspector’s Report
14. Detailed District health Inspector’s Report
15. 3 Referees: LC.1 chairperson, LC 1 secretary for Education and a local religious/opinion leader
16. L.C III Chairperson’s letter confirming that the school is within the sub-county plan
17. Evidence of existence of facilities for co-curricular activities: playground
18. Signed Appointment letters and acceptance letters (contracts) last in at least one year with all teaching and non teaching staff.

**If request is for registration the following documents in addition to the above must also be attached:**

19. Photographs showing more details of the school; such as
   (a) An exterior view of the 4 classroom block
   (b) Students in class ready for a lesson
   (c) Laboratories with equipment (showing both interior and exterior views) in case of post primary
   (d) Separate toilets/pit latrines for boys, girls and teachers.
   (e) Administration block (showing both interior and exterior views)
   (f) Library with basic text books (showing both interior and exterior views)
   (g) Play ground with facilities say goal posts, etc.
20. Detailed inspection report by DES in case of registration.
22. Education Management Information System (EMIS) code (number)

**If the request is for upgrading from ‘O’ to ‘A’ Level status registration, the following documents must be attached to the application in addition to the documents at registration**
   a) A copy of the license letter.
   b) The original certificate of registration of the school.
c) Minutes of the BOG approving and/or recommending the up-grading of the school ‘A’ Level status.

d) The District Inspector of Schools’ report showing the status of the following
   i) The laboratory for ‘A’ Level with the list of basic chemicals and apparatus available.
   ii) A list of core books available in the library.
   iii) Status of the classes for ‘A’ Level for both Arts and Science subjects.
   iv) Numbers of furniture in the ‘A’ Level classrooms.
   v) Catchment area.

e) Analysis of ‘O’ Level results of senior 4 candidates handled so far.

f) List of graduate teachers, their qualifications (registration certificates),
   academic and professional documents; appointment letters and contracts
   at this level as well as subjects they teach.

NOTE: Registration of schools will be carried out in October to Dec of each year.
Proprietors intending to register their schools in any given year must ensure that
their files are the MoES headquarters by 30th June of the previous year to enable
DES carry out an inspection of the school and the Permanent Secretary regarding
registration of the school.

N. INTERNATIONAL SCHOOLS/ INSTITUTIONS

All the above requirements for license and registration of private schools apply to
person(s)/organization who wish to operate International schools/Institutions,
whether primary or secondary. In addition, they must have;
1. A letter of protocol from the relevant embassy/mission.
2. A letter of accreditation from an international examining body validating
   and verifying the curriculum to be offered.
3. A professional personnel with the requisite academic qualifications to head
   the school/Institution.
4. Teachers qualified to teach in such a school/institution shall have their
   documents equated by UNEB and verified by Teacher Education
   Department (TIET).

NOTE: Licensing and Registration of international schools will follow the same
procedure like any other private school.

O. IMPORTANCE OF THE INFORMATION ON THE PRIVATE
SCHOOLS/INSTITUTIONS TO THE MINISTRY OF EDUCATION AND
SPORTS

All information provided on private schools/institutions is very important to
MoES in terms of planning for education and sports for the country.
1. Capturing Bio-data on school/Institution Proprietor, Head teacher and
   teachers for quality, character and accountability (CV’s, photographs).
2. Safeguarding against likely conflicts over ownership by partners and between employer and employees (Partnership deeds, Articles of Association and signed contracts and conditions of service).

3. Ensuring safety and security for both the learners and teachers (site and building plans, teachers’ qualifications certificates and terms of service, school rules and school photographs, and District/Municipal Health Inspector’s report) occupation permit.

4. Ensuring community ownership and accountability by proprietors to the community (LCIII recommendation letter, LCI recommendation letter and the District/Municipal Inspector of Schools’ report).

5. Ensuring financial sustainability (bank statement, bank guarantee, terms and conditions of service).

P. SPECIAL PROVISIONS RELATING TO PRIVATE SCHOOLS/INSTITUTIONS EDUCATION –( PRE- PRIMARY , PRIMARY AND POST- PRIMARY) ACT 2008 SECTIONS 31 TO 45

The following actions are taken by the Director for Basic and Secondary Education:-

1. Section 31: Ensures that the requirements for establishing a Private school/institution are fulfilled.

2. Section 32: Gives permission (licence) to operate a Private school/institution.

3. Section 33: Awards classification to different categories of Private schools/institutions.

4. Section 34: Registers Private schools/institutions.

5. Section 35: Keeps a register of all registered and classified Private schools/institutions.

6. Section 36: Cancels classification and registration of any Private school/institution already registered by the Ministry of Education and Sports and ordering closure of such a school which:

   (a) No longer fulfils the requirements of Section 31 of the Act;
   (b) Is being conducted or managed in contravention of the Act;
   (c) Ceases to function as a school/institution;
   (d) Whose owner has failed to comply with requirement of a notice served upon him/her under the provisions of Section 45 of the Act.

5. Section 37: Closes any school/institution whose ownership has been changed without prior approval of the Director of Education. The owner of such a school/institution commits an offence and is liable to a fine on conviction.

6. Section 38: Rejects or approves any proposed extension to an existing registered school/institution (on grounds that the school/institution extension in question cannot properly be administered as part of the existing registered school/institution) and require the owner to apply for the registration and classification of the proposed extension as a new school/institution.
7. **Section 39:** An Appeals Tribunal, established by the Minister, reviews cases for school/institution owners aggrieved by a decision taken by the Director of Education.

8. **Section 40:** Takes to court for conviction any person who:
   i. Illegally establishes or maintains a school/institution (i.e. which is not licensed/classified and registered in accordance with the Act);
   ii. Conducts or permits to be conducted any school/institution which has been ordered to close
   iii. Conducts or permits to be conducted any school/institution, the classification and registration of which has been cancelled;
   iv. Administers or permits to be administered any extension as part of an existing registered school/institution in contravention of Section 38 of the Act.

9. **Section 41:** Permits a Private school/institution which has been closed under Section 36 or 37 of the Act to be reopened and entered again in the register.

### Q. ACTIONS BY THE MINISTER

The following are actions taken by the Minister of Education and Sports:-

1. **Section 42:** Directs the school/institution which had been closed to be re-opened under the management and control of a **Statutory Manager.** This is after the school/institution owner has been given an opportunity of being heard.

2. **Section 44(3):**
   a) Issues instructions from time to time to the school owner on aspects of management of the schools with a view of safeguarding the interests of the learners (pupil/students)
   b) Appoints the BOG in case of post-primary schools/institutions.

### R. ACTIONS BY OTHER OFFICIALS OF THE MINISTRY OF EDUCATION AND SPORTS

**PS/ES**

a) Authorizes the school to operate both at license and registration.

b) Maintains a register of all private schools classified under him/her under section 33 of the Education (Pre-primary Primary and Post Primary) Act 2008.

c) May cancel the classification and registration of a private school/institution already registered by him/her and order such a school to be closed in accordance with section 36 of the Education (Pre-primary Primary and Post Primary) Act 2008.

d) Approves changes of ownership and location of private schools/institutions.
e) Approves the extension to an existing registered school/institution if the school/institution meets administrative requirements; or requires the school owner to apply for classification of the proposed extension as a new school/institution.

f) May permit a school/institution which had been closed for a period not less than 6 months to reopen and to be entered again in the register with a classification as he/she thinks fit without any application being made.

### S. ACTIONS CALLING FOR DISCIPLINARY MEASURES

The following are the actions which call for disciplinary measures:

1. Failure to give staff contracts and appointment letters
2. Non-payment of staff salaries.
3. Poor hygiene/sanitary conditions.
4. Poor safety and security of learners and staff.
5. Non-compliance with Basic Requirements and Minimum Standards.
6. Failure to furnish information about the school/Institution to the PS/ES or CAO or Town Clerk for example EMIS data.

**NOTE:** Some of the disciplinary actions may include:

(i) Reprimand
(ii) Deregistration
(iii) Closing of the school (The right procedure according to 2008 Act will be followed)

### T. DEFINITION OF TERMS/FURTHER ADVICE TO INTENDING PROPREITORS

When choosing a name for your school please take note of the following and make an appropriate choice:

1. **ACADEMY:**
   - This is a school which offers a particular skill, for instance; a Military Academy, a Music Academy, a Drama Academy etc.

2. **COLLEGE SCHOOL / COLLEGE:**
   - A college school is a secondary school attached to a college and used by the college to demonstrate skills taught in the college. Often a college school is opened by the college to which it is attached. For instance Makerere College School was opened by Makerere School of Education while Kyambogo College School was opened by Institute of Teacher Education Kyambogo (ITEK).

   A college, on the other hand is a school for advanced studies where one can get a Bachelors degree or one in which a particular subject or skill is taught e.g. a teacher training college leading to a skills certificate or diploma.
NOTE:
Ordinary secondary schools are no longer licensed/registered as colleges and Academies

DEMONSTRATION SCHOOL
This is a primary school opened by and attached to a teacher training college for purposes of demonstration such as Iganga Demonstration Primary School was opened by Iganga Primary Teachers College and Shimon Demonstration primary school opened by Shimon Primary Teachers’ College.

3. COMMONLY USED NAMES:
School names like Progressive, Comprehensive, Uganda Martyrs, Saints’ (St.), Standard, should be accompanied by distinguishing words such as St. Johns SS Kasokoso/Uganda Martyrs SS Kyamulibwa, Standard SS Bweyogerere.

The distinguishing words could be names of areas where the institutions are located such as, parishes or villages. It is advisable not to use the district name given the current wave of creation of new districts in the nation.

The MoES reserves the right to advise otherwise.

Names which show a relationship with other countries/organizations may only be used with the explicit written permission from the organizations/mission or embassies of those countries.

Classification of the provisionally licensed /registered school is as follows:

Pre-Primary
All pre-primary schools and Early Child hood Centres (ECD) are classified as purely day schools for infants aged 3-6 years. These are generally called nursery or kindergarten.

Primary
1. All primary schools are licensed as day. The license runs for 2 years and it is only after completion of these years that a school may apply for registration.
2. Boarding facilities for primary school can only be permitted on the recommendation of the Directorate of Education Standards and granted by PS/ES
3. Classification for primary schools is as follows:
   a. Boys only
b. Girls only  
c. Mixed (boys & girls)  

**Secondary:**  
1. All secondary schools are licensed as day schools.  
2. All registered schools will be re-assessed to validate compliance to the requirements thus the registration certificate will be valid for only 5 years.  
3. At registration and classification the school may be classified as:  
   a) Purely Day  
   b) Purely Boarding  
   c) Day & Boarding  
   d) Mixed – Boys & Girls  
   e) Purely Boys  
   f) Purely Girls  

**Classification**  
The type of classification offered to the secondary school at registration is based on the fulfilment of Basic Requirements and Minimum Standards for the type.  

**Purely Day**  
This school operates as Day whereby learners come to school every morning from their homes.  

**Purely Boarding**  
This school operates as boarding with all learners residing at school in dormitories constructed for this purpose. The Dormitories must comply with the safety and security regulations and guidelines of DES and from the office of the Inspector General of Police. If a school is mixed, there must be separate dormitories for girls and boys with proper enclosure and clear demarcations for each sex. The boarding section of the school must comply with the guidelines from DES.  

**Note:**  

a) **For a school to be classified as boarding, it must fulfil requirements in DES guidelines.**  
b) **Hostels are not part of this classification.**  
c) **The learners, and school property should be mandatorily ensured**  

**Day and Boarding**  
This school operates as both day and boarding with some learners coming from home every day to school and others reside at school.  

The Boarding section in this school must be separate from the classroom area and well enclosed according to BRMS.
Mixed School (i.e. Boys and Girls)
This school operates with learners of both sexes – boys and girls attending classes together.

Purely Girls
This school operates with all the learners being girls only.

Purely Boys
This school operates with all the learners being boys only.

NOTE: Accelerated registration can only be done with express permission of the PS/ES and CAO/Town Clerk for post primary and primary respectively.

CHANGE OF CLASSIFICATION STATUS:
A school may change from one status to another on condition that it satisfies the requirements for the desired status.

Procedure for change of status:
The proprietor applies to the Permanent Secretary MoES/ CAO/Town Clerk, requesting to have the status changed. The application must have 3 reports attached:
   a) The District Inspector of Schools;
   b) The District Health Inspector; and
   c) The Directorate of Education Standards in the region where the school is located.

V. SECTION FOR CHANGING OWNERSHIP AND LOCATION

Change of ownership of a school
The current owner of the school has to apply to the PS/ES / CAO/Town Clerk informing him/her of the intention to change ownership.

Process
The current owner writes to the PS/ES or CAO/Town Clerk informing him/her of the intention to change ownership and attaches:
   - Original registration certificate of the school
   - School bank statement showing the financial status
   - Financial report showing the creditors and debtors of the school
   - Land title/ tenancy agreement transfer
   - Staff lists/student registers
   - Inventory records (school structures, equipment, instructional material s)
g) Other school records such as UNEB centre award letter, students’ UNEB certificates and a record of those taken/ not taken
h) School lay out plan
i) Curriculum offered in the school (subjects offered)

The new owner has to get a letter from the PS/ES or CAO/Town Clerk allowing him/her to take over ownership.
In order for the new owner to get the letter, he/she has to apply attaching the following:
  a) Evidence of legal change of ownership and this should include copies of sales agreement.
  b) A 5-Year Development Plan
  c) His/her Curriculum Vitae and passport photographs
  d) His/her bank statement as evidence of sound financial status
  e) Evidence of teaching staff- for purposes of smooth transition it would be good to continue with the existing staff unless there are strong reasons to change
  f) A filled up application form for registration showing all particulars of the new owner.

Note: Change of ownership should be at the end of the school year to avoid interrupting the teaching and learning process.

Adherence to Change
  a) A school owner who changes without prior approval of the PS/ES or CAO/Town Clerk will cause closure of the school and an immediate cancellation of the school’s registration certificate (Section 37 (2) of the Education –( Pre- Primary , Primary and Post- Primary) Act 2008)
  b) A school owner who changes ownership of a school without prior approval in writing of the PS/ES or CAO/ Town Clerk commits an offence and is liable on conviction to a fine (Section 37 (3) of the Education –( Pre- Primary , Primary and Post- Primary) Act 2008)

Change of Location of a school
  a) A school is licensed, registered and classified under a specific location and name (Section 32(2) of the Education –( Pre- Primary , Primary and Post- Primary) Act 2008)
     This location specifies the land title /tenancy agreement.
  b) Any school owner who wishes to change the location of the school must seek approval by the PS/ES/CAO/Town Clerk before the school location is changed.
c) The school owner who wishes to change location of his/her/their school should apply to PS/ES or CAO/Town Clerk and attach the following:

i. District Inspector of schools’ report;
ii. District Health Inspector’s report;
iii. DES’ report of the new site and location;

All the above reports must express suitability of the location in accordance with the laws therein.

Note: Change of the school location must be at the end of the school year to avoid interrupting the teaching and learning.
APPLICATION FOR LICENCE TO OPERATE A NEW PRIVATE PRIMARY
(UNDER SECTION 32/33 OF THE EDUCATION –(PRE-PRIMARY, PRIMARY AND POST-PRIMARY) ACT 2008)

(TO BE COMPLETED IN TRIPLECTE)

To: The Chief Administrative Officer
Thru: The District Education Officer
Thru: The District Inspector of Schools

SECTION ONE:
TO BE COMPLETED BY THE APPLICANT

1. Declaration of nature of ownership is as follows:
   a. Individual (sole owner)
   b. Community (i.e. Parish/village/sub county)
   c. Partnership (more than one person)
   d. NGO. (this includes FBO)
   e. Company

The applicant should attach the following documents:
   (a) Duly signed copies of “partnership-deed, article of association”
   (b) Personal CVs, showing records of employment
(c) Letters from three referees, one of which should be from the current or last employer(s) one other should be from LC111
(d) Three passport size photographs for each of the proprietor(s)
(e) District Health Inspectors report
(f) Copy of school rules
(g) List of members of the School Management Committee

Note:
(i) **In case of a joint venture, if one of the partners dies or changes his/her mind, then the Ministry of Education and Sports should be notified and**
(ii) **The applicant should be supported by recognised Local Authority at Divisional/ Zonal and sub-county levels confirming the appropriateness of the school in area.**

1. (a) Name of Institution: ________________________________
   (b) Postal Address: ________________________________________________
   (c) Telephone No. __________________________________________________

2. (a) Name of School Owner/Proprietor: ________________________________
   (b) Postal Address: ________________________________________________
   (c) Telephone No. __________________________________________________

3. Particulars of institution to be established:
   (a) Boys __________________
   (b) Girls __________________
   (c) Mixed: _________
   (d) _________
   **Note: All schools are licensed as day schools**

4. Location of proposed institution.
   a) Village __________________
   b) Parish __________________
   c) Sub-county __________________
   d) County __________________
   e) District __________________
f) Block/Plot Number: ______________________
g) Street ________________________________

5. Institution Land:
   (a) Area: __________________________ Hectares/Square Km
   (b) Owned by: ____________________________

Attach: a) Landownership documents or tenancy agreement if being rented;
   and
   b) a copy of the site plan

6. (a) Capital available for establishment of the institution shs 6,000,000/= (Attach a copy of Bank statement opened in the name of school or proprietor)
   (b) Fee charged per child/student per year, shs. ________________
   (c) Expected Annual income shs. ____________________________
   (d) Sources of income: _________________________________
       _________________________________

7. Classes, Stream and Enrolment

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<tr>
<th>Classes</th>
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8. (a) Name of Headteacher ________________________________

   (Attach three passport size photographs and a copy of personal CV including Registration Number, name of the teacher and last station and employment record)

9. Teaching Staff:

<table>
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<tr>
<th>No.</th>
<th>Names</th>
<th>Qualification</th>
<th>ESC REG No.</th>
<th>Monthly Salary</th>
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Attach copies of their Academic Certificate, Registration Certificates and full CVs. Also, if there are more than (9) teachers, attach their names and qualifications.

10. Facilities and Equipment/Furniture

(a) Number of Classrooms _______
(b) Number of Dormitories ________________
(c) Library _______________________
(d) Number of Administrative offices _______
(e) Number of staff houses _______
(f) Staff Room _______________________
(g) Kitchen _______________________
(h) Stores _______________________
(i) Toilets (No. of Stances): _______________________
(j) Number of school buildings:
   - Permanent materials _______________________
   - Semi-permanent _______________________
   - Temporary materials _______________________

(l) Adequacy of furniture _______________________
(m) Adequacy of other teaching aids/equipment _______________________
(n) Adequate play/sports ground _______________________

11. Declaration:

I _____________________________ certify that to the best of my knowledge, what I have stated above is true and correct.

Date: ___________________________ Signature ___________________________
Title: ___________________________ Names ___________________________
Proprietor: ___________________________

SECTION TWO:

A. TO BE ENDOURED BY THE DISTRICT INSPECTOR OF SCHOOLS
I recommend /I do not recommend licensing of ______________________________________

__________________________________________________________________________________

Remarks:______________________________________________________________________________

__________________________________________________________________________________

Date: ____________________________  Signature __________________________

Full Names:______________________________ DISTRICT INSPECTOR OF SCHOOLS

B. TO BE ENDORSED BY THE DISTRICT HEALTH INSPECTOR

I recommend /I do not recommend licensing of ______________________________________

__________________________________________________________________________________

Reasons:____________________________________________________________________________

__________________________________________________________________________________

Date: ____________________________  Signature __________________________

Full Names:______________________________ DISTRICT HEALTH INSPECTOR

C. TO BE ENDORSED BY THE DISTRICT EDUCATION OFFICER

I recommend /I do not recommend the application:

Reasons:____________________________________________________________________________

Date: ____________________________  Signature __________________________

Full Names:______________________________ DISTRICT EDUCATION OFFICER

SECTION THREE:

A. TO BE ENDORSED BY DESK OFFICER PRE-PRIMARY AND PRIMARY EDUCATION

Full Names:______________________________ Signature __________________________

26
Date: __________________________

DESK OFFICER, PRIMARY DEPARTMENT

B. TO BE ENDORSED BY COMMISSIONER PRE-PRIMARY AND PRIMARY EDUCATION

Full Names: __________________________________ Signature ____________________________

CHIEF ADAMIANISTRATIVE OFFICER

Date: __________________________
APPLICATION FOR REGISTRATION AND CLASSIFICATION OF A PROVISIONALLY LICENSED PRIVATE PRIMARY SCHOOL/INSTITUTION

(TO BE COMPLETED IN QUADRUPLICATE)

To: The Chief Administrative Officer
Thru: The District Education Officer
Thru: The District Inspector of Schools

SECTION ONE:

To be completed by applicant (attached a copy of the letter licensing the school/institutions to operate. Please, ensure that all the conditions set in Licensing Form are fulfilled first, before you fill this form. If there is any change, provide fresh documents photographs, etc)

[Note: 1. The information filled in this form will be verified during inspection and 2. The Ministry of Education and Sports reserves the right to withdraw the certificate, if after some time the school/institution fails to meet the minimum standards as set in the Licensing and registration Forms]

1. (a) Name of School

________________________________________________________________________

(b) Postal Address

________________________________________________________________________

(c) Telephone Contact

________________________________________________________________________
2. (a) Name of school Owner/proprietor ____________________________

(b) Postal Address: ____________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

(c) Telephone Contact __________________________________________

3. School Particulars
   (a) Boys/Girls/Mixed ____________________________________________

   (b) Day/Partly Day/Boarding (as granted by Directorate of Education Standards) ____________________________

   (c) Postal address ____________________________________________

   (d) I/We apply for this school to be registered and classified as Private Primary School

4. Location of Proposed Institution
   (a) Village ________________________________

   (b) Parish ________________________________

   (c) Sub-county _____________________________

   (d) County ________________________________

   (e) District ________________________________

   (f) Block/Plot Number: ______________________

   (g) Street ________________________________

5. School Land:
   (a) Area: _________________________________ Hectares/Square Km

   (b) Owned by: ________________________________________________

6. Classes, Stream and Enrolment
| Classes |   |   |   |   |   |
| Streams |   |   |   |   |   |
| Girls   |   |   |   |   |   |
| Boys    |   |   |   |   |   |
| Total   |   |   |   |   |   |

7. Fees charges
   (a) Tuition: ____________________________

   (b) ___________________________________

   (c) ___________________________________

   (d) ___________________________________

   (e) Others (specify) ____________________

8. (a) Name of Headteacher

   ____________________________________________

   (b) Qualification:

   ____________________________________________

   ____________________________________________

9. Teaching Staff:

<table>
<thead>
<tr>
<th>No.</th>
<th>Names</th>
<th>Qualification</th>
<th>REG No.</th>
<th>Monthly Salary</th>
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</table>
10. Facilities and Equipment/Furniture

(a) Number of Classrooms ______   (b) Number of Dormitories ______________
(c) Library _________________ (d) Number of Administrative offices ______
(e) Number of staff houses _____ (f) Staff Room________________________
(g) Kitchen _________________ (h) Stores _____________________________
(i) Toilets (No. of Stances): __________________________________________
(j) Number of school buildings:-
   ▪ Permanent materials ________________________
   ▪ Semi-permanent ____________________________
   ▪ Temporary materials _______________________
(m) Adequate of furniture ____________________________________________
(n) Adequacy of other teaching aids/equipment __________________________
(o) Adequate play/sports ground ______________________________________

11 School farm or any other generating activity in the school:

(a) Has the school got a school farm Yes/No ____________________________
(b) If yes specify type of agriculture farm
(c) If no, state all the other income generating projects/activities

____________________________________________________________________
____________________________________________________________________

12 Declaration:

I ___________________________ certify that to the best of my knowledge,
what I have stated above is true and correct.

Date: _________________________ Signature______________________________
Title: _________________________ Names_______________________________
Proprietor: __________________________________________________________
SECTION TWO:

A.  TO BE ENDORSED BY THE DISTRICT INSPECTOR OF SCHOOLS

I recommend /I do not recommend registration and classification of _________

_______________________________________________________________________________

Remarks:
_______________________________________________________________________________

Date: __________________________________ Signature ___________________________

Full Names:________________________________ DISTRICT INSPECTOR OF SCHOOLS

B.  TO BE ENDORSED BY THE DISTRICT HEALTH INSPECTOR

I recommend /I do not recommend registration and classification of

_______________________________________________________________________________

Remarks:(i.e. Does it fulfil or does it not fulfil the Health Act and Health regulations?)
_______________________________________________________________________________

Date: __________________________________ Signature ___________________________

Full Names:________________________________ DISTRICT HEALTH INSPECTOR OF SCHOOLS

C.  TO BE ENDORSED BY THE DISTRICT EDUCATION OFFICER

I recommend /I do not recommend the application for registration and classification:

Give reasons:_______________________________________________________________________________

_______________________________________________________________________________

Date: __________________________________ Signature ___________________________

Full Names:________________________________ DISTRICT EDUCATION OFFICER
SECTION D

TO BE ENDORSED BY CHIEF ADMINISTRATIVE OFFICER

I approve/do not approve ................................................................. to be registered/classified

Full name .......................................................................................... Signature ........................................
CHIEF ADMINISTRATIVE OFFICER

Date: .................................................................

If approved:

Registration No. ............................................................................

Registration Name ..........................................................................

Classification .................................................................................

Full Names: .................................................................................. Signature

CHIEF ADMINISTRATIVE OFFICER

Date:  .................................................................
TO: The Permanent Secretary
Ministry of Education and Sports
P O Box7063
KAMPALA

THRU: Commissioner Private Schools/Institutions
Ministry of Education and Sports
P O Box7063
KAMPALA

SECTION ONE:

TO BE COMPLETED BY APPLICANT

1. Declaration of nature of ownership:
   a) Individual (sole owner)
   b) Community (i.e. Parish/village/sub county)
   c) Partnership (more than one person)
   d) NGO.(this includes FBO)
   e) Company

Attach the following:
   a) Copies of partnership deed, articles of association duly signed.
   b) Personal CVs showing records for employment
   c) Letters from three referees, one of which should be from the current or last employer(s) and one of which should be from LC.III and
   d) Three passport size photographs for each of the proprietor(s)
   e) District Health Inspector’s report
   f) Copy of school rules.
   g) List of members of the School Management Committee/Board of Governors.
Note:
(i) In case of a joint venture, if one of the partners dies or changes his mind, then the Ministry should be notified and

(ii) The application should be supported by recognized local authority at Divisional, zonal and sub-county levels confirming the appropriateness of the school in the area.

2. Owner’s Name and Address:

................................................................................................................................................
................................................................................................................................................
................................................................................................................................................

3. Institution to be established:
   a) Level
      /Secondary/Technical/Vocational/Commercial .................................
   b) Name ........................................................................................................
   c) Boys/Girls/Mixed : .............................................................
   d) Day/Partly Boarding .................................................................
   e) Postal address ..........................................................................
   f) Telephone No. ....................................................................

(Note: Universities and other tertiary institutions have to fill different forms:
Forms ACC/NCHE/ and Forms REG. NCHE/respectively.

4. Location of the Proposed Institution:
   (a) Village........................................(b)Parish ........................................
   (c) Sub-county................................. (d) County .................................
   (e) District ................................. (f) Town/Municipal/City ............
   (f) District H/Q ............................. (h) Taking Road .........................
   (i) Block/Plot Number ...........

5. Land for the proposed Institution
   a. Area ........................................ Hectares/Squares KM
   b. Owned by .................................................................

   Attach: (a) Land ownership documents or tenancy agreement if being rented; and
   (b) A copy of the site plan
   (c) Copies of building plans

6. (a) Capital available for the establishment of the institution Shs.........................(Attach a copy of the Bank Statement opened in the name of the school or proprietor).
   (b) Fees charged per child/student per year, Shs. .................................
(c) Expected Annual Income Shs. .................................................................

(d) Sources of income: ..............................................................................

7. Name of Headteacher ..............................................................................

(Attach three passport size photographs and a copy of personal CV including Registration Number, name of the teacher and last station and employment record.

8. Teacher to be engaged:

<table>
<thead>
<tr>
<th>NAME</th>
<th>QUALIFICATION &amp; REGISTRATIONNO.</th>
<th>TERMS OF SERVICE (PERMANENT/TEMPORARY)</th>
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</table>

P = Permanent teacher in school PT = Part time teacher in the school. 
(Attach copies of their certificates and full CVs).  
Also if there are more than nine(9) teachers attach their names and qualifications.

9. Name and status of Nearest School

<table>
<thead>
<tr>
<th>Distance (in Kms)</th>
<th>Government-Aided/Private</th>
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<td>(a) ...............</td>
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<td>(e) ...............</td>
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</table>

10. ............................................................... certify that to the best of my knowledge, what I have stated above is true and correct.

Date ...................... Signature (of applicant) ..............................................

Title: ............................... Name (of applicant) ..............................................
SECTION TWO:

TO BE ENDORSED BY THE DISTRICT OFFICE

A. TO BE ENDORSED BY THE DISTRICT INSPECTOR OF SCHOOLS

I certify that these forms are duly completed; that the institution has the basic necessary infrastructure and facilities and that the institution has a qualified and an adequate teaching staff.

Full name: ……………………………… Signature: ………………………………

DISTRICT INSPECTOR OF SCHOOLS

Date: ………………………………

Note: The District Inspector of Schools is to write a detailed report and submit it to the district Education Officer, to be attached herewith.

B. TO BE ENDORSED BY THE DISTRICT HEALTH OFFICER

I certify that the institution fulfils the health standards as enshrined in the Health Act/does not fulfil the health standards. I recommend/do not recommend the institution.

……………………………………………………………………………………………

……………………………………………………………………………………………

Full names …………………………………Signature: ………………………………

DISTRICT HEALTH INSPECTOR

Date: ………………………………

Note: Attach health inspection report

C. TO BE ENDORSED BY THE DISTRICT EDUCATION OFFICER

I recommend/do not recommend the application.

Give reasons: ……………………………………………………………………………

……………………………………………………………………………………………

Full names: …………………………………Signature ………………………………

DISTRICT EDUCATION OFFICER
SECTION THREE:

A. TO BE ENDORSED BY THE MoES ASSESSING OFFICER

I recommend/not recommend
The licensing of
.................................................................................................................................
.................................................................................................................................

Reasons: ..................................................................................................................
.................................................................................................................................

Status: ..................................................................................................................

Full Names.............................................. Signature..........................................

ASSESSING OFFICER

Date: .........................

B. TO BE ENDORSED BY THE PS/ES

Approved/not approved
.................................................................................................................................
.................................................................................................................................

Full names ...................................... Sign ..........................................

COMMISSIONER PRIVATE SCHOOLS/ INSTITUTIONS

Date: .................................................
APPLICATION FOR REGISTRATION AND CLASSIFICATION OF A PROVISIONALLY LICENSED PRIVATE SECONDARY SCHOOL

SECTION ONE:

To be completed by applicant (attach a copy of the letter licensing the school to operate)

Note: The information filled in this form will be verified during inspection

1. (a) Name of School .................................................................
    (b) Postal Address ...............................................................
    (c) Telephone Number .......................... Fax Number ..............

2. (a) Name of School Owner(s)/proprietor(s): ..................................
    ........................................................................................
    ........................................................................................

Note: If more space is required, use foolscap and attach

(b) Postal Address .................................................................
(c) Telephone Number .......................... Fax Number ..............

3. Declaration of nature of ownership:
   a) Individual (sole owner)
   b) Community (i.e. Parish/village/sub county)
   c) Partnership (more than one person)
   d) NGO. (this includes FBO)
4. **School Particulars:**
   (a) Boys only
   (b) Girls only
   (c) Mixed (Boys and Girls)
   (d) Day/
   (e) Boarding
   (f) Day and Boarding

I/We apply for the school to be registered and classified as Private Secondary. (specify):

5. **Location of School**
   (a) Village (L.C.I) ………………… (b) Parish (LC.II) …………………
   (c) Sub-county (LC.III) ………… (d) County (LC.IV) …………………
   (e) District ………………… (f) Town/Municipality/City Council
   (g) District Headquarters ……… Taking Road ……… via …………………
   (h) Block/Plot Number ……… street …………………

6. **School Land:**
   (a) Area ……………………………. Hectares/Square Km
   (b) Owned by …………………………………………………………………………

7. **Classes, streams and Enrolment:**
   Classes …………………………………………………………………………………….
   Streams ……………………………………………………………………………………
   Boys ……………………………………………….
   Girls ……………………………………………….
   Total ……………………………………………….

8. **Fees Charged:**
   (a) Tuition ……………………………
   (b) …………………………………………………
   (c) …………………………………………………
   (d) …………………………………………………
   (e) Others (specify ……………………………

9. (a) Name of Headteacher ………………………………………………………………
    (b) Qualification: ……………………………………………………………

10. **Teaching Staff:**

<table>
<thead>
<tr>
<th>NAMES</th>
<th>QUALIFICATIONS</th>
<th>UTS REG/UC. NO MONTHLY SALARY</th>
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6. ........................................... ........................................... ...........................................

7. ........................................... ........................................... ...........................................

8. ........................................... ........................................... ...........................................

9. ........................................... ........................................... ...........................................

10. ........................................... ........................................... ...........................................

11. ........................................... ........................................... ...........................................

12. .................................... ........................................... ...........................................

(Attach copies of their certificates. Also if there are more than 9 teachers attach similar information as above.)

11. Facilities and equipment/furniture:

   (a) Number of Classrooms: ....................... (b) Number of Dormitories ............

   (c) Biology laboratory ......................... (d) Physical science laboratory ........

   (e) Multi-purpose science lab .............. (f) Library ..................

   (g) Number of workshops ....................(h) Number of special rooms ........

   (i) Number of Administration offices...... (j) Staffroom..................

   (k) Number of staff houses .............

   (l) Stores .................................

   (m) Kitchen ........................................

   (n) Toilet: (No of stances) ............

   (o) Number of school buildings in permanent materials ........................................

   (q) Adequacy of furniture ..........................................................

   (r) Adequacy of laboratory or workshop equipment ........................................

   (s) Adequacy of other teaching aids/equipment ........................................

   (t) Adequate play/sports ground ..........................................................

12. School Farm or any other generating activity in the school:

   (a) Has the school got a farm? Yes/No
(b) If yes, specify type of agriculture farm ....................................................... 

(c) If no, state all other income generating projects/activities  
........................................................................................................

13. Declaration:

I ................................................................................... certify that to the best of my knowledge, what I
have stated above is true and correct.

Date: ...................................................... Signature: ..................................................

Title: ...................................................... Name: ..................................................

Proprietor: ..............................................

SECTION TWO

TO BE ENDORSED BY THE DISTRICT INSPECTOR OF SCHOOLS

I recommend/do not recommend registration and classification of ............................................
Remarks: .......................................................................................................................... 
Date: ...................................................... Signature: ..................................................

Full Names: .............................................. DISTRICT INSPECTOR OF SCHOOLS

SECTION THREE

TO BE ENDORSED BY DISTRICT HEALTH INSPECTOR

I recommend/do not recommend registration and classification of ............................................
Remarks:
The school fulfils the requirements of the Health Act /the school does not fulfil the Health Act
requirements: ..................................................................................................................

Full Names: .............................................. Signature: ..................................................
DISTRICT HEALTH INSPECTOR

Date: ......................................................

SECTION FOUR

TO BE ENDORSED BY THE DISTRICT EDUCATION OFFICER

To: The Permanent Secretary/Education and Sports

I recommend/ do not recommend registration and classification of  
.................................................................................................................................
Remarks .................................................................................................................................
.................................................................................................................................
.................................................................................................................................

Full Names: ............................................... Signature: ....................................................

DISTRICT EDUCATION OFFICER

Date: ..............................................

SECTION FIVE

TO BE ENDORSED BY THE DIRECTORATE OF EDUCATION STANDARDS

I recommend/do not recommend registration and classification of:
.................................................................................................................................as a
.................................................................................................................................

Remarks: .................................................................................................................................
.................................................................................................................................
.................................................................................................................................
.................................................................................................................................

Full Name............................................... Title ......................Signature.............

........................................................................

DIRECTORATE OF EDUCATION STANDARDS (REGIONAL OFFICE)

Date: ..............................................

SECTION SIX

TO BE ENDORSED BY THE MINISTRY OF EDUCATION AND SPORTS ASSESSING OFFICER

To: Commissioner Private Schools

I recommend/not recommend................................. (Name of school) to be registered and classified

Reasons:
.................................................................................................................................
.................................................................................................................................
.................................................................................................................................

Classification is.................................................................

Registration Number.................................................................
Full Names .................................................Signature......................
ASSESSING OFFICER
Date: ..................................................

TO BE ENDORSED BY THE PERMANENT SECRETARY /EDUCATION AND SPORTS

I approve/do not approve  ---------------------------------------------------------------to be registered and classified.

Full name..........................................................Signature.........................
PERMANENT SECRETARY /EDUCATION AND SPORTS
Date: ..................................................

If approved:

Registration Number_________________________________________Date:________________

Registration Name__________________________________________________________________

Classified as____________________________________________________________________

Full Names: ___________________________ Signature_______________________
PERMANENT SECRETARY /EDUCATION AND SPORTS

Date: ______________________________
Annex 5: Copy of Registration Certificate

MINISTRY OF EDUCATION AND SPORTS

Serial No

Registration Certificate for a Private Secondary School

This is to authenticate that the school whose details appear here below, is registered and classified as per Education –( Pre- Primary , Primary and Post- Primary) Act 2008, as here under:

Registration Name: __________________________________________

Registration Number: __________________________________________

Date of Registration: from _________________ to _________________

License number & Date: __________________________________________

EMIS No: __________________________________________

Classification: __________________________________________

Location by District: __________________________________________

Sub County: __________________________________________

Village: __________________________________________

Ownership (proprietor(s) name):

...........................................................................................................

Permanent Secretary