MINISTRY OF EDUCATION AND TRAINING

EDUCATION AUTHORITY AND SCHOOL REGISTRATION MANUAL

2025

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Introduction

Under the **Education Act, No. 9 of 2014**, the Minister and Director General (DG) are responsible for all schools in Vanuatu. The Ministry of Education and Training (MoET) holds two key responsibilities: delivering educational services in all daycare facilities and schools up to the senior secondary level, and reporting on student enrolment and completion.

The implementation of the **Education Authority and School Registration Manual** enables the government to fulfil these twin responsibilities. These manual details the processes and procedures listed in the **Education Authority and School Registration Policy**, which responds directly to the Ministry's obligations under the Education Act. Following this manual will also help the education system in Vanuatu progress toward the critical outcomes outlined in the Corporate Plan.

Purpose of this Manual

This manual outlines the official process for registering all **Education Authorities (EAs)** and **schools** across the country. It provides a basic set of standards and expectations to enable the establishment of viable and effective institutions. During the registration process, MoET assesses the extent to which a school complies with these standards, considering the school's population and any potential constraints it faces.

Representing MoET, Provincial Education Boards (PEBs) and Provincial Education Offices (PEOs) oversee all educational institutions within their respective provinces.

Who Must Register?

Registration with the MoET is mandatory for all EAs and educational institutions, from daycare to senior secondary school. This includes:

- **Government schools** under the responsibility of the PEBs and PEOs.
- **Non-government assisted schools** operated and managed by EAs that receive support from the MoET.
- **Non-government schools** managed by EAs that receive no financing from the MoET.

Goals and Implementation

The Policy and Planning Directorate (PPD) within the MoET is responsible for the implementation of this manual. When the procedures in this manual are consistently and effectively followed, the specific goals are:

- All **EAs** operating in Vanuatu are registered.
- All **EA schools** are registered.

- All **PEB schools** are registered.
- PEBs and EAs ensure their schools operate within the bounds of what they are approved as 'registered to offer.'
- Schools meet approved **standards** in infrastructure, teaching and learning, administration, and governance.
- The MoET can effectively **monitor** school provision and plan for new schools without duplicating services and while aligning with available government resources.
- The MoET can monitor schools according to the outcomes listed in the VETSS, the People's Plan, and the Corporate Plan.

This manual provides a **clear channel of communication** that must be followed to streamline and clarify the registration process for all parties involved.

Registration Committee

The **Registration Committee** is responsible for ensuring the entire registration process is followed carefully and that all Education Authorities (EAs) and schools comply with the necessary requirements. An officer from the **Policy and Planning Directorate (PPD)** is designated to maintain a comprehensive database on the registration status of all institutions.

Committee Composition

The Committee has 9 members, composed of representatives from relevant MoET Directorates:

- Director, Policy and Planning Directorate (**PPD**) – Chairperson
- Principal Education Officer, **PPD** – Vice-Chairperson
- Principal Education Officer (**PEO**), Finance and Administration Directorate (**FAD**)
- One additional **PEO** from **FAD**
- Principal Education Officer (**PEO**), Education Services Directorate (**ESD**)
- Two additional **PEOs** from **ESD**
- Principal Education Officer (**PEO**), Quality Assurance
- First Political Adviser to the Minister

The Directors of **FAD** and **ESD** will select the representatives from their respective directorates to serve on the Committee.

Committee Operations

For the Committee to function, a quorum of **five (5) members** is required. The quorum must include either the Chairperson or the Vice-Chairperson. Members may delegate their attendance to another appropriate member of their Directorate to ensure a quorum is met for meetings.

Roles and Responsibilities

The key roles and responsibilities of the Registration Committee are:

- Overseeing the implementation of the EA and School Registration Policy and this Manual.
- Ensuring the maintenance of the official EA and School Registration database.
- Reviewing all documentation and applications for the registration of an EA or the registration/re-registration of a school.
- Making official decisions on EA registration, school registration or re-registration, transfers of authority, and changes of school names.
- Deciding on the cancellation of a school's registration.

Executive Officer

An officer from the **PPD** will be appointed as the executive officer to the Committee. The duties of this officer include:

- Communicating the date and venue of all Committee meetings.
- Distributing all registration requests and relevant documents to members before meetings.
- Taking and distributing the minutes of all Committee meetings.
- Communicating the Committee's decisions on applications to all relevant Units within the Ministry.
- Informing the Open VEMIS team of any changes in a school's registration status.

Final Endorsement and Reporting

The final endorsement of any decision on school registration is made by the **Minister** or the **Director General (DG)**. All decisions and resolutions made by the Committee must be presented to the **Senior Management Team (SMT)** either before or after this final endorsement.

Additionally, a summary report on all EA and school registrations must be provided to the **Minister** and **DG** every April.

Part 1: Registration Of an Education Authority

Any organisation or individual wishing to establish a school must register as an Education Authority with the MoET. An organisation or individual seeking to establish a school assisted with government funding is referred to as a non-government assisted EA. An organisation or individual seeking to establish a school without any government funding is referred to as a non-government EA. Once registered, the non-government assisted EA or non-government EA can apply to register more than one school under its authority.

The PPD administers the process of registration. The registration status of all EAs is maintained by the PPD. EAs must adhere to all aspects of the Education Act No. 9 (2014) and related policies, regulations, and procedures of the Ministry.

Pre-registration – Expression of interest

The EA indicates to the PEO and the PPD the intention to request registration. After a discussion with the entity, the PPD responds to the expression of interest. If the response is positive, the PPD guides the requirements for registering an EA and the application form for obtaining school registration.

Application for registration

The EA fills in the application provided in Annex A and explained by the PPD. The filled application is submitted through PEOs Office to the **Policy and Planning Division (PPD)**.. Figure 1 summarises the registration process. The registration of an EA is dependent on fulfilling the initial requirements for preparing to operate and manage schools listed below.

1. **In the areas of management and administration, the EA has the following:**

   - A clear management structure
   - Development Plan
   - Professional development and supervision structure

2. **In the area of physical facilities, equipment, and utilities, the EA has the following:**

   - Adequate office space, equipment & materials
   - Storage and distribution systems for educational materials
   - Transport/ telecommunication means (vehicle, boat, fax, telephone, etc.)
   - Power and water facilities

3. **In the area of finances and personnel, the EA has the following:**

   - Availability of an annual budget
   - Adequate human resources
     - Qualified and experienced administrators
     - Personnel with budgeting and accounting skills

The Registration Committee reviews the application and responds, either granting registration or suggesting further work and resubmission of the application. If the response is positive, the PPD Director and PEO prepare and negotiate the Memorandum of Agreement (MOU) with EA. An MOU must be signed between MoET and the EA before an EA can begin establishing a school in Vanuatu.

Education Authority Memorandum of Understanding (MOU)

The Minister or DG and the EA prepare to sign the agreed MOU between the EA and MoET. The agreement includes relevant and important requirements listed above and demonstrated by the EA. Once the MOU is signed, the EA receives a Certificate of Registration (Sample found in Annex B). The EA commences the establishment of the school promptly and begins the registration of the school according to the process described below.

The registration of an EA does not expire, unlike the registration of a school. If an Authority wishes to cease operating, i.e. cancel their registration, they must inform the Director, PPD, in writing stating the reasons for this cancellation. Most importantly, the future of the students and the school is discussed in detail to ensure the least disruption and continuity with service provision.
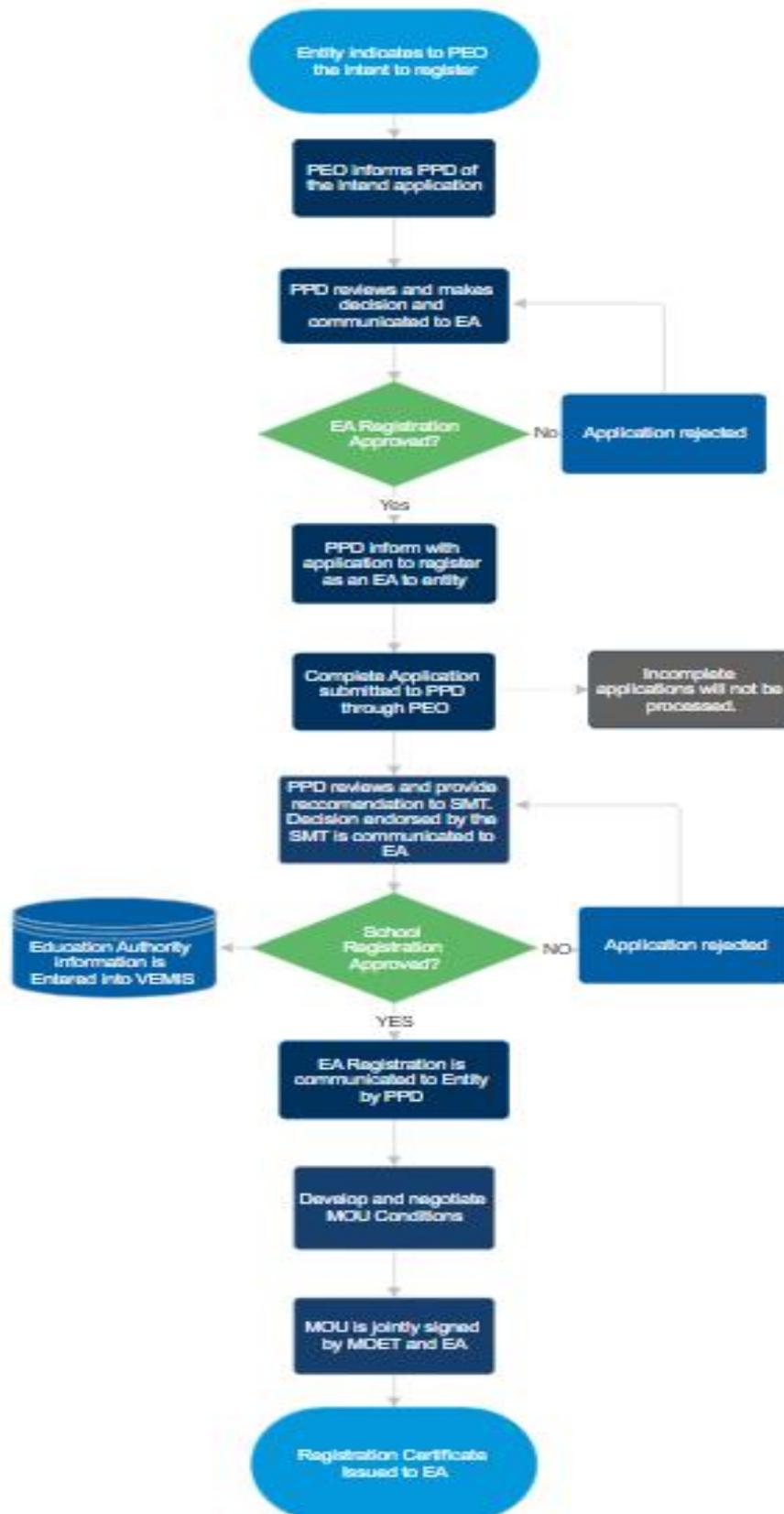
EA Registration Process

Figure 1 - The Education Authority Registration Process

Part 2: Registration of a School

Pre-registration

Step 1

When an Education Authority (EA) intends to establish a new non-government school, its first formal step is to inform the **Policy and Planning Division (PPD)** through PEOs Office.The EA must secure approval from the PPD to commence preparations before taking any further action.

The initial submission to the PPD must address two primary factors for consideration:

- The specific **catchment area** or population that the proposed school intends to serve.
- An analysis of the existing **education services** currently offered within that catchment area.

A critical rule is that the EA must not begin any physical work on the proposed school site until pre-registration approval has been officially granted.

Step 2

As the responsible entity, the EA prepares and submits the complete pre-registration application. This application must contain comprehensive information to demonstrate the viability and necessity of the new school.

Specifically, the EA must provide evidence that the proposed school will **not duplicate existing services** and that its establishment is necessitated by the school-age population in the area. The application must include detailed information on:

- **Land Availability:** Official documentation confirming a suitable site for the school.
- **Infrastructure Plans:** A clear plan for the development of school buildings and facilities.
- **Personnel Recruitment:** A strategy for recruiting qualified teaching and administrative staff.
- **Financing:** Concrete financial information demonstrating that the EA has secured the necessary funds to both **establish** the new school and **operate** it sustainably.

Step 3

Once the application is submitted, it is forwarded to the **Registration Committee** for a formal review. The Committee assesses the EA's entire submission, paying close attention to the catchment area analysis and the evidence of financial viability for establishing and operating the school.

Step 4

Following the Registration Committee's review, the **Director-General (DG)** issues a decision regarding the EA's application. The outcome will be one of the following:

- **Approval Granted:** If the review is positive, the DG formally authorises the EA to proceed with the detailed preparations required for full school registration.
- **Provisional Approval:** The school may be granted **provisional pre-registration** if there are correctable shortcomings in the application (e.g., related to funding, land, or planning). This allows the EA a specified timeframe to address the identified issues and resubmit for approval.
- **Application Denied:** If the DG finds significant issues such as service duplication, insufficient student population, or inadequate funding, it will be indicated that the registration of the proposed school is not possible at this time.

Primary feeder schools operating Year 1–3 or below may be registered as annexes to a registered primary school to which they are formally linked. These feeder schools will not be registered as separate institutions but will fall under the registration of the parent primary school. Approval of feeder school status must be granted by the Registration Committee based on documented justification from the Provincial Education Office and the Education Authority.

Feeder schools are approved strictly on the condition that:
- They do not expand beyond the approved early primary year levels
- They remain administratively accountable to the parent school
- They are reviewed regularly to assess the continuing need for this exceptional arrangement.

Registering a School

The requirements for registering a school are set out in Part 3 and Part 4 of the Education Act No. 9 (2014). The Education Regulation, Order No. 44 of 2005 and the relevant Directorate's policy documents provide more details on each of the areas outlined below. These requirements apply to all daycare centres, kindergartens, and all primary, junior, and senior secondary schools.

Infrastructure requirements

- The site or location of the school is relatively protected from natural disasters.
- Sufficient rooms for the expected number of Student-Teacher ratio (STR) below; well ventilated, and well-lit with artificial or natural light.
- Availability of drinking water
- One toilet per 20 students in primary school (UNICEF). Separate toilets for girls and boys in primary and secondary schools.
- Accessible to students with special needs (e.g. ramps for physically disabled students).
- Blackboard and storage for safekeeping of instructional materials.

- School buildings (semi-permanent and permanent) must meet the MoET's building design standards.
- Secondary schools have access to libraries, science laboratories, and the internet.

Teaching and Learning Requirements

- Prepared to implement the national curriculum. Schools intending to offer other curricula must obtain endorsement and approval from the National Curriculum and Assessment Board.
- Qualified teachers recruited according to Student Teacher Ratios (STRs) for kindergartens, which is 15:1 and for primary, 30:1 and junior and senior secondary, 25:1.
- If teacher qualifications are unclear, the availability of teachers' test results documenting subject content and/or pedagogical knowledge level must accompany the application.
- Availability of the necessary teaching and learning materials for teachers and students according to grade level.
- Schools with attached kindergarten and daycare institutions have the necessary play equipment.
- Teachers have the necessary books for record keeping – student attendance, in-class test results, and teaching notes.

Administration and management requirements

- A qualified principal will manage the school.
- Principals have the necessary computer skills for record-keeping.
- Principals have the necessary financial management skills.
- Principals have the skills to develop School Strategic Plans to systematically develop the school to achieve the outcomes and intermediate outcomes listed in the CP.

Governance and accountability requirements

- Principals can monitor and report on student enrolment, retention, transition, completion, and learning.
- Principals can perform financial audits.
- Principals can manage and oversee teacher performance.
- Principals are prepared to assess SSP implementation to inform planning for the subsequent year.
- Principals can report on school functioning.

Requirements for Registering a Daycare Institution

The following are the requirements for registering a daycare institution

- There must be a designated Manager who accepts responsibility for the daily operation of the facility and who must always be on duty (or, in their absence, delegate that responsibility).
- The Manager must be an adult and understand the obligations under the Education Act of 2014, MoET's Child Protection Policy, and have knowledge of first aid.
- The facilities must be clean, with sufficient toilets, and must monitor attendance.
- The ratio of carers to children should be no more than 1:6, and 2 carers over the age of 16 in the facility at any time.
- The facility should offer clean and safe rooms with running water and toilet facilities.

Process for Registering a New School

The PEO submits the request to the PPD to register a government school, and the EA to register a non-government assisted and non-government school. Figure 2 summarises the process.

Step 1

- ➤ Review the requirements listed above.
- ➤ A non-government-assisted, or non-government school, may obtain the advice of the PEO in meeting the above requirements.
- ➤ Establish the school according to the above requirements or with the ability to demonstrate that these requirements will be followed once registration is received.
- ➤ Pay registration fees listed in Part 5.

Step 2

When the school is ready to apply for registration:
- ➤ Document a response on each requirement based on a careful review of the proposed or existing school.
- ➤ Fill out the application to register the school.
- ➤ Submit the application package to the PPD. The package consists of (i) a document showing compliance with requirements, (ii) the application for registration, and (iii) the registration fee.
- ➤ The package is submitted to the PPD no later than **March 31.**

Step 3

- ➤ The Registration Committee reviews the application. The PPD submits the Committee's review with the application package for approval to the SMT.
- ➤ The SMT provides recommendations to the MoET DG. The DG, on receiving the recommendation from the SMT, must consult with the Minister before informing the applicant of the decision.

> ➢ Once approval to establish a school is received in writing, signed by the DG, the applicant can proceed with establishing the school.

Step 4

> ➢ If the DG's response is positive, this response will also include details on the additional financing by the government that will be provided to the school.
> ➢ A Memorandum of Understanding is signed by the EA and DG agreeing to the defined financial terms.
> ➢ If the application receives a conditional decision, the applicant will be notified of the conditions that need to be fulfilled for a fully positive decision.
> ➢ If the application receives a negative decision, the applicant will be notified of the reasons why it was rejected.

Step 5

> ➢ In case of a partially positive decision, the applicant proceeds with addressing the shortcomings and resubmits the request for registering the school. A negative response indicates that there are fundamental issues that need to be resolved before resubmitting the application. The provisional registration may not be given in this situation.
> ➢ In a fully positive response, the school will receive a Certificate of Registration.
> ➢ In a partially positive or provisional decision, the school will be issued a provisional registration. Provisional registration is valid for either 1 year or up to 2 years, depending on how many requirements the school still needs to meet. During this period, the PPD is advised whether the school will resubmit its application and when the revised documents will be submitted.
> ➢ The Registration Committee reviews the resubmitted application and comes to a final decision.
> ➢ The Certificate of Registration is always displayed in a visible place in the school.
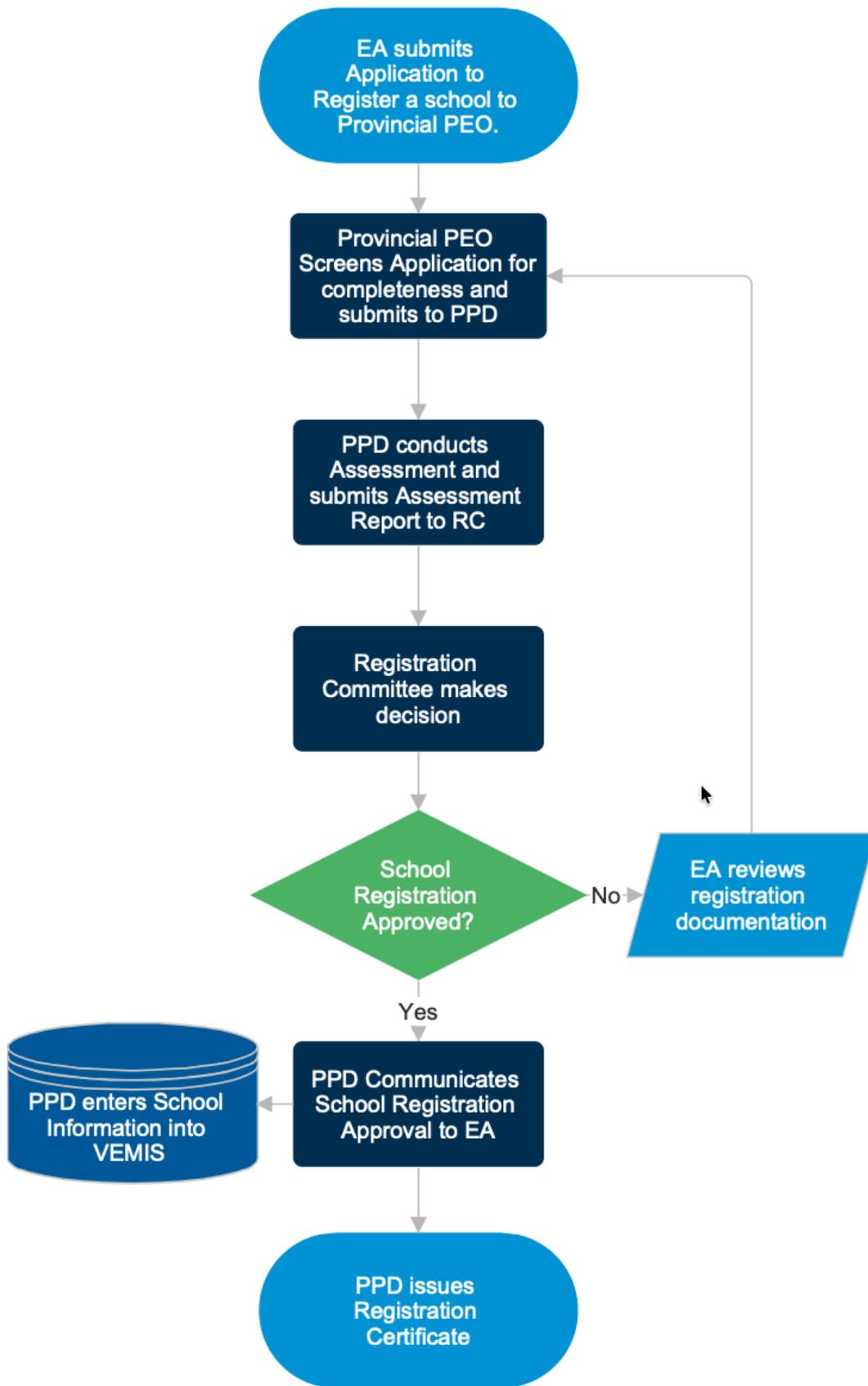
The School Registration Process

Figure 2 - The School Registration Process

Part 3: Registration Renewal, Cancellation of Registration, Transfers, And Change of Name

Registration renewal

The registration of a school is valid for 5 years. In other words, after a school receives its first registration, the process of re-registration commences in the 4th year of operations. The application for school registration renewal is submitted to the PPD in the 5th year. An existing school without registration would use this process of re-registration to obtain registration for the first time. The application forms for renewal are found in Annex D. The existing school will be granted provisional registration while an application package for full registration is prepared. **It must be noted that it is against the law to operate a school without a valid registration certificate.**

The process and requirements for registration renewal are the same as for registration. However, rather than documenting the preparedness of the school to fulfil the listed requirements, the school reviews how it has performed over the previous 2 to 4 years. The proof of implementation is what needs to be submitted for registration renewal. In addition to the listed requirements, the documentation submitted includes school performance on the overall outcomes and intermediate outcomes for the access and quality pillars listed in the Corporate Plan.

The cost for renewal of school registration is provided in Part 5 of this policy. The process is the same as registration with the application, requirements documentation and receipt of fees submitted to the PPD.

Cancellation of registration

If a PEO or an EA wishes to cancel registration of a school, the entity must apply for de-registration to the PPD. Like the registration request, the province forwards the PEO or EA request to cancel registration to the PPD. It is the PPD's responsibility to ensure, the Minister and DG are informed. The outcome of that submission will be communicated to the EA, relevant units within the Ministry and the Province. The MoET may wish to cancel or deregister a school's registration for the following reasons:

- o The school is deemed (based on consultation and agreement) unviable from a resource and location perspective (Rationalisation/School Planning Program).
- o The school has continually breached registration requirements and/or conditions during the registration renewal of the school.
- o The school has been combined with another school.

MoET ensures that students in schools that are no longer registered can complete the level of study and/or appear for the relevant year examinations. If this is not possible, alternative arrangements are made with nearby schools.

Take over of a school from one authority to another

Application for Take Over (Full Ownership Transfer)
In accordance with the Education Act No. 9 of 2014, Part 5, Sections 31(2) and (3), and Part 6, Sections 56(1), (2) and (3), a take over refers to the total transfer of ownership and responsibility of a school and its associated property from one Education Authority to another, or between an Education Authority and the Government.
A separate procedural guideline shall govern the detailed management of the take-over process, including requirements for property assessment and valuation, due diligence checks, transition planning, and handover arrangements.
Final approval for any take over shall be issued by the Director General upon recommendation from the School Registration Committee and Senior Management Team, in accordance with the Education Act.
All approved take-over decisions shall be formally recorded in the National School Register and Open VEMIS.

Transfer of Management (Management Only Transfer)
In accordance with the Education Act No. 9 of 2014, Part 2, Section 11(2), the Minister may enter into an agreement with an Education Authority for the transfer of management responsibility only of a school, without transfer of ownership of land, buildings, or property.
All management transfer agreements and decisions shall be documented and recorded in the National School Register and Open VEMIS.

Application to Change Name or Change Location of a Registered School

The Authority may wish to change the name of its registered school or change its location. Before proceeding with the name change or location change, the PPD needs to be requested to confirm this course of action by ensuring that the name change, and location change are appropriate and there is no duplication of the new name with the name of another school or the new location already provides education services. The application form to change the name of the school is found in Annex F and the application to change location is found in Annex H. PPD is responsible for recording this name change or location change in Open VEMIS.

Part 4: Appeal Process

The PEO or EA can appeal a decision of the Registration Committee. It will be heard by an Appeals Board established by the Minister, especially for this purpose. Like the Registration Committee, the PPD will provide executive support to the Appeals Board. The Board shall consist of the following:

- o A representative of the MoET (but not on the Registration Committee)
- o A representative of the department of local authority
- o A representative from a PEB
- o A representative of the EA
- o A representative of the Vanuatu Law Commission

Appeals should be forwarded to the PPD, who informs the Minister through the DG and requests that the Appeal Board be convened. The function of the Board is to hear the appeal, based on information submitted by the EA, the MoET and any other interested stakeholders (e.g. Communities). The Board can receive written and verbal submissions. Based on this report, the Minister will confirm the outcome to be managed by the PPD. Where new appeal cases are submitted following an initial appeal, each case shall be treated independently and follow the same appeal procedure outlined above.

Part 5: All Registration Fees

The pre-registration process for an EA or school has no fee. To register a school fully funded by the government, there are no fees to any of the stakeholders involved. For all other registration applications, the required payment is set out in the Education Regulation Order 44 of 2005
Payment of this amount must be made at the Government cashier in the Provincial Office or at the Ministry of Finance and Treasury cashier in Port Vila. **Always submit the payment receipt** along with the application. Figure 3 below listed applications that requires payments.

Figure 3 – Required Payments (See Regulation Order)

1.	Application to register as an Education Authority
2.	Application to establish a new school
3.	Application to relocate a school
4.	Application to cancel registration/close a school
5.	Application to take over an existing school from another Education Authority
6.	Application to change name of a school

The record or register of all EAs and schools that are registered is a public document. Any person or authority wishing to view or access the register must apply in writing, with

payment to the Director, PPD. Refer to the Education Regulation, Order No. 44, 2005, for the cost for a full copy of the register or for any part of the register.

ANNEX

Annex A: Application to register an Education Authority

EDUCATION AUTHORITY REGISTRATION FORM

Instructions to Applicants

Complete all sections of this application form accurately.
Provide a descriptive response to all the requirements for the Registration of the School Authorities. Attach relevant supporting documents.
Attach the payment receipt of the fees.
Submit the completed package for registration through PEOs Office to the **Policy and Planning Division (PPD)**. Incomplete applications will not be processed.

1. General information

Name of applicant	Click or tap here to enter text.
Address of applicant	Click or tap here to enter text.
Contact Information	
Telephone	Click or tap here to enter text.
Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.
Primary Contact Person	
Full Name	Click or tap here to enter text.
Position/Title	Click or tap here to enter text.
Phone	Click or tap here to enter text.
Email	Click or tap here to enter text.

2. Details of the applicant

How long have you operated in Vanuatu?	Click or tap here to enter text.
Describe your familiarity with the education sector?	Click or tap here to enter text.
Do you have support from outside the country?	Yes ☐ No ☐ If yes, provide detail of support with your application.
Do you have support from your own institutions from in-country?	Yes ☐ No ☐ If yes, provide detail of support with your application.
Have you adopted Ministry of Education and Training child protection policies for your entity?.	Yes ☐ No ☐

3. Requirements for registering as an Education Authority

3.1 Management and Administration

A Clear Management Structure
Attach a clear diagram or chart showing how your Education Authority is managed. Include the roles and responsibilities of leaders and staff.

Development Plans for the Entity
Does the Education Authority develop annual plans? If so, what are your goals in education and were you able to achieve these goals? Will the plan you have work to achieve these goals?

Professional Development and Supervision Structure
Write about the training or support your staff receives to improve their skills. Also, explain how your institutions ensure staff do their jobs well and maintain good standards in education.

3.2 Physical Facilities, Equipment, and Utilities

Office Space
Do you have enough office space to oversee the running of the school? Please specify the space you have.

Equipment and Material
Do you have sufficient equipment to be able to monitor activities in the school and oversee school functioning? Will you have sufficient printing paper and writing instruments to monitor and oversee? Please describe how you will do this.

Storage and Distribution
Explain how you safely store educational materials and how you deliver them to those who need them

Transport and Telecommunication
List the vehicles, boats, phones and other communication tools your office uses. Please specify if the Authority owns this or is are available for use.

Power and Water Facilities
Specify the resources available to ensure reliable power and water supply for operations.

3.3 Finances and Personnel

Annual Budget
Submit a copy of the applicant's current annual budget, detailing income, and expenditures. Please provide details on how the applicant will be financially responsible for overseeing and monitoring the functioning of the school.

Human Resources
Education is dependent on a comprehensive understanding of the sector. Please provide: ▪ The Qualifications and Experience or all key staff (Attach résumés/CVs). ▪ Highlight staff with budgeting, accounting, or other relevant skills. • Identify staff with an awareness of the outcomes and intermediate outcomes listed in the Corporate Plan.

4   Declaration

I, the undersigned, hereby certify that the information provided in this application is accurate and complete. I understand that any false statements may result in the rejection of this application.

Details	Provided Information
Name	Click or tap here to enter text.
Position/Title	Click or tap here to enter text.
Signature	
Date	Click or tap to enter a date.

5. Attachments Checklist

Organizational Chart	☐
Development Plan	☐
Office Facilities Documentation (Layout/Photos)	☐
List of Equipment Materials	☐
Storage and Distribution Systems Details	☐
Transport and Telecommunication Documentation	☐
Power and Water Utility Proof	☐
Annual Budget	☐
Résumés/CVs of Key Personnel	☐

Certificate of Education Authority Registration

Government of Vanuatu

Ministry of Education & Training

Certificate of Registration

This is to certify that

№ 1

Name of Authority: Torba Provincial Education Office

Contact Phone:

Location: Gaua

Mobile:

Postal Address: PMB 13, Sola | Vanua Lava

Email Address:

Being an Approved Education Authority, is hereby authorized under the terms of the Education Act N° 9 of 2014 to operate the school identified below

Name of School: Losolava

Registration № R 010106

Contact Phone: 38561

Year of Establishment: 1971

VEMIS ID 010106

Mobile:

Location of School: Namasari

School Type: Primary

Email Address:

Island:

Authorized Level: Years 1 - 6

Province:

Language of Instruction: E

Period of Authorization From   To

Authorized by: _____ Jesse Dick Joe, **Director General**

Date of Issue: 3/12/2013

Annex B: Application for school pre-registration

PRE-REGISTRATION APPLICATION FORM

1. Education Authority Details

Government or non-government Authority	Click or tap here to enter text.
Name of Education Authority	Click or tap here to enter text.
Contact Details of Government or non-government authority	
Email Address	Click or tap here to enter text.
Telephone	Click or tap here to enter text.
Village/town	Click or tap here to enter text.
Island	Click or tap here to enter text.
Area Council	Click or tap here to enter text.
Province	Click or tap here to enter text.

2. School Information

School Name	Click or tap here to enter text.
Expected enrolment	
Proposed Start Date	Click or tap to enter a date.
Proposed Location	
Village	Click or tap here to enter text.
Island	Click or tap here to enter text.
Area Council	Click or tap here to enter text.
Province	Click or tap here to enter text.
Type of School *(Please indicate with ⊠ the correct school type*	
Government	☐
Non-Government Assisted	☐
Non-Government	☐
Level of Education *(Please indicate with ⊠ the correct school level applying for)*	
Pre-school	☐
Kindergarten	☐
Primary	☐
Junior Secondary	☐
Senior Secondary	☐

3. Catchment Area Analysis – Area Council

Area Council	
Area Council Population Size	Click or tap here to enter text.
Area Council Primary school age population size	Click or tap here to enter text.

Area Council Junior secondary school age population size	
Area Council Senior secondary school age population size	
Schools within the same area council	
Number of Primary Schools	Click or tap here to enter text.
No. of Preschool/Kindergartens	Click or tap here to enter text.
No. of Primary	Click or tap here to enter text.
No. of Junior Secondary	Click or tap here to enter text.
No. of Senior Secondary School	Click or tap here to enter text.

4. Catchment Area Analysis – Village Council

Population size of the area *(Please attached with this application, additional information to support this section)*	
Village population size	Click or tap here to enter text.
Village Primary school age population size	Click or tap here to enter text.
Village Junior secondary school age population size	Click or tap here to enter text.
Village Senior secondary school age population size	Click or tap here to enter text.
Schools within the same village	
Number of Schools	Click or tap here to enter text.
School Types	
No. of Preschool/Kindergartens	Click or tap here to enter text.
No. of Primary	Click or tap here to enter text.
No. of Junior Secondary	Click or tap here to enter text.
No. of Senior Secondary	Click or tap here to enter text.

5. Needs and Justification for Additional Education Services

Needs for Additional Education Services	
How many students with special needs? List Specific Education Needs for this group.	*Please attach this information with your application*
Reasons for proposed new school	*Please attach this information with your application*

6. *Applicants Declaration*

I hereby declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that pre-registration approval is subject to review and may be contingent upon meeting the requirements outlined in the Education Authority and School Registration Policy	
Applicants Signature	
Date	Click or tap to enter a date.
Witness to the Application (Provincial Education Board)	

Name of Witness	Click or tap here to enter text.
Position of Witness	Click or tap here to enter text.
Recommendations for this Application	*Please attach this information with your application*
Date	Click or tap to enter a date.
Signature of this Witness	

Annex C: Application for Registering a School

I. | **EARLY CHILDHOOD CARE AND EDUCATION REGISTRATION FORM**

Instructions to Applicants

- Complete all sections of this application form accurately.
- Provide a descriptive response to all the requirements for the Registration of the School Authorities. Attach relevant supporting documents. Attach the payment receipt of the fee.
- Submit the completed package for registration through PEOs Office to the **Policy and Planning Division (PPD)**.. Incomplete applications will not be processed.

Years of Instruction to be Established	
ECCE Centre	☐ 4 Years olds
	☐ 5 Years olds
Child Care	☐ 6 Months
	☐ 1-3 Years
	☐ 4-5 Years
Home-Based	☐ 6 Months
	☐ 1-3 Years
	☐ 4-5 Years

1. General Information

School Details	
Name of School	Click or tap here to enter text.
Island	Click or tap here to enter text.
Province	Click or tap here to enter text.
Nearest Village/community	Click or tap here to enter text.
Language of Instruction	Click or tap here to enter text.

1. A. Current Development Status of the School Site

Indicate the status of physical development on the ground:

☐ No development yet (land identified only)

☐ Development ongoing (construction in progress)

☐ Development completed (school facilities already built)

☐ School already operation without registration

*If ongoing or completed, attach a short **Development Report** describing what has been developed (e.g., classrooms, toilets, water supply, sports field, dormitories, etc.), supported with photos if available.*

2. Projected Enrolment in the next school year

Complete as appropriate. List the students expected for next 2 years where possible.

Age Group	Enrolment projected for the next school year	Age Group	Enrolment projected for the next school year
6 months		6 months	
1		1	
2		2	
3		3	
4		4	
5		5	
Total		Total	

3. Staffing

Complete the following table. The information provided is to relate to the plans made for the following school year assuming approval of the application for ECCE Centre/Child Care or Home-based situation.

Teacher	No. Years Training	Qualification	Indicative Salary	Funded by	Role
1					
2					
3					
4					
5					
6					
7					

Key to completing the above table:	
Teacher	*Names are not required. Complete one row for each planned teachers*
No. of Years Training	*List the years if formal training successfully undertaken by teacher. If less than one year, enter zero.*
Indicative Salary	*Budgeted salary of proposed appointee*
Funded by	▪ *Government* ▪ *Church* ▪ *Community* ▪ *Volunteer Agency* ▪ *Private*
Qualification	*List year where Qualified and to what level*

4. Budget

Complete relevant items.

Income	Amount	% of Total
Fee		

After School Care Fees		
Other Student derived Fees		
Government Salary Grant		
Other Government Grants		
Other		
Total		
Minus Expenditure		
Teacher Salaries		
Administrative Salaries		
Other wages		
Administrative Services		
Education programme		
Other		
Total		
Surplus of Income over Expenditure		

5. *Site and Infrastructure Information*

Land and Site Information	
Land Title / Lease / Written Consent of Landowners attached	Yes ☐ No ☐
If contested, state who contests ownership	Click or tap here to enter text.
Site protected from natural disasters	Yes ☐ No ☐
Accessible for students with special needs (e.g., ramps)	Yes ☐ No ☐
Facilities Available (Tick where applicable)	
Classrooms	Yes ☐ No ☐ If yes, provide number Click or tap here to enter text.
Toilets available	Yes ☐ No ☐ *If yes, indicate the following* Separate toilets Boys/Girls ☐
Clean drinking water available	☐
Storage space for instructional materials	☐
Blackboard(s) in classrooms	☐
Sports field / playground / sports complex	☐
Farmland/garden for agricultural activities	☐
Library	☐
Internet Access	☐
Electricity source	☐

Buildings comply with MoET design standards	Yes ☐ No ☐

6. Teaching and Learning

A. Curriculum	
Will the school follow the National Curriculum?	Yes ☐ No ☐
If offering an alternative curriculum, has approved been obtain?	Yes ☐ No ☐
Approved document attached?	Yes ☐ No ☐
B. Teacher Details	
Number of teachers (planned/appointed)	Click or tap here to enter text.
Teacher Qualification Documents Attached	Yes ☐ No ☐
C. Learning Resources	
Teaching materials available for all grades	Yes ☐ No ☐

7. Administrative and Management

Principal/Manager Details	
Name of proposed Principal/Manager	Click or tap here to enter text.
Principal's Qualification	Click or tap here to enter text.
Strategic Plan available (attach if available)	Yes ☐ No ☐

8. Attachments and Documentations

Please attach the following:
i. Lease Agreement (if applicable)
ii. Curriculum Approval Document (if offering alternative curriculum)
iii. Teacher qualification documents
iv. Strategic and Financial Plans (if available)
v. Payment receipt for application fee

9. Applicants Declaration

I hereby declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that school relocation is subject to review and approval by the Ministry of Education and the relevant Education Authority. I agree to abide by the standards, procedures, and process outlined in the Education Authority and School Registration Policy.	
Applicants Signature	
Date	Click or tap to enter a date.
Witness to the Application (Provincial Education Board)	
Name of the Witness	Click or tap here to enter text.

Position of the Witness	Click or tap here to enter text.
Recommendations for this Application	Click or tap here to enter text.
Signature of the Witness	
Date	Click or tap to enter a date.

10. Application Checklist

The following information's are provided and attached with this application form.	
School information provided	☐
Development status indicated	☐
Education Authority details provided	☐
Land ownership documents attached	☐
Site & Infrastructure details provided	☐
Teaching and Learning details provided	☐
Administrative and Management details provided	☐
All required documents attached	☐

II. PRIMARY CYCLE REGISTRATION FORM

Instructions to Applicants

- Complete all sections of this application form accurately.
- Provide a descriptive response to all the requirements for the Registration of the School Authorities. Attach relevant supporting documents. Attach the payment receipt of the fees.
- Submit the completed package for registration through PEOs Office to the **Policy and Planning Division (PPD)**.. Incomplete applications will not be processed.

Indicate the Type of Application	
Completely New School	☐
Expansion of an existing school to a new school type	☐

1. General Information

School Details	
Name of School	Click or tap here to enter text.
Island	Click or tap here to enter text.
Province	Click or tap here to enter text.
Nearest Village/community	Click or tap here to enter text.
Language of Instruction	Click or tap here to enter text.

1. A. Current Development Status of the School Site

Indicate the status of physical development on the ground:

☐ No development yet (land identified only)

☐ Development ongoing (construction in progress)

☐ Development completed (school facilities already built)

☐ School already operation without registration

*If ongoing or completed, attach a short **Development Report** describing what has been developed (e.g., classrooms, toilets, water supply, sports field, dormitories, etc.), supported with photos if available.*

2. Education Authority Details

Management Type	☐ Government ☐ Non-Government
Management Name *(If, PEB,Church or private, please provide name)*	Click or tap here to enter text.
Location of Management *If non-government, complete the following details)*	
Village/town	Click or tap here to enter text.
Island	Click or tap here to enter text.
Area Council	Click or tap here to enter text.
Province	Click or tap here to enter text.
Contact Details of Education Authority	
Email Address	Click or tap here to enter text.
Telephone	Click or tap here to enter text.

3. Site and Infrastructure Information

Land and Site Information	
Land Title / Lease / Written Consent of Landowners attached	Yes ☐ No ☐
If contested, state who contests ownership	Click or tap here to enter text.
Site protected from natural disasters	Yes ☐ No ☐
Accessible for students with special needs (e.g., ramps)	Yes ☐ No ☐
Facilities Available (Tick where applicable)	
Classrooms	Yes ☐ No ☐ If yes, provide number Click or tap here to enter text.
Toilets available	Yes ☐ No ☐ *If yes, indicate the following* Separate toilets Boys/Girls ☐
Clean drinking water available	☐
Storage space for instructional materials	☐
Blackboard(s) in classrooms	☐
Sports field / playground / sports complex	☐
Farmland/garden for agricultural activities	☐

Library	☐	
Internet Access	☐	
Electricity source	☐	
Buildings comply with MoET design standards	Yes ☐ No ☐	

4. Teaching and Learning

D. Curriculum		
Will the school follow the National Curriculum?	Yes ☐ No ☐	
If offering an alternative curriculum, has approved been obtain?	Yes ☐ No ☐	
Approved document attached?	Yes ☐ No ☐	
E. Teacher Details		
Number of teachers (planned/appointed)	Click or tap here to enter text.	
Teacher Qualification Documents Attached	Yes ☐ No ☐	
F. Learning Resources		
Teaching materials available for all grades	Yes ☐ No ☐	

5. Administrative and Management

Principal/Manager Details	
Name of proposed Principal/Manager	Click or tap here to enter text.
Principal's Qualification	Click or tap here to enter text.
Strategic Plan available (attach if available)	Yes ☐ No ☐

6. Attachments and Documentations

Please attach the following:
vi.   Lease Agreement (if applicable)
vii.   Curriculum Approval Document (if offering alternative curriculum)
viii.   Teacher qualification documents
ix.   Strategic and Financial Plans (if available)
x.   Payment receipt for application fee

7. Applicants Declaration

I hereby declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that school relocation is subject to review and approval by the Ministry of Education and the relevant Education Authority. I agree to abide by the standards, procedures, and process outlined in the Education Authority and School Registration Policy.	
Applicants Signature	
Date	Click or tap to enter a date.
Witness to the Application (Provincial Education Board)	

Name of the Witness	Click or tap here to enter text.
Position of the Witness	Click or tap here to enter text.
Recommendations for this Application	Click or tap here to enter text.
Signature of the Witness	
Date	Click or tap to enter a date.

8. Application Checklist

The following information's are provided and attached with this application form.	
School information provided	☐
Development status indicated	☐
Education Authority details provided	☐
Land ownership documents attached	☐
Site & Infrastructure details provided	☐
Teaching and Learning details provided	☐
Administrative and Management details provided	☐
All required documents attached	☐

III. **SECONDARY CYCLE REGISTRATION FORM**

Instructions to Applicants

- Complete all sections of this application form accurately.
- Provide a descriptive response to all the requirements.
- Attach relevant supporting documents, including a copy of the payment receipt of the application fee.
- Submit the completed package for registration through PEOs Office to the **Policy and Planning Division (PPD)**. Incomplete applications will not be processed

Indicate the Type of Application	
Completely New School	☐
Expansion of an existing school to a new school type	☐

Years of Instruction to be Established	
Junior Secondary (Years 7-10)	☐
Senior Secondary (Years 11- 13/14)	☐

Type of School Operation	
Day	☐
Boarding	☐
Both (Day & Boarding)	☐

1. General Information

School Details	
Name of School	Click or tap here to enter text.
Island	Click or tap here to enter text.
Province	Click or tap here to enter text.
Nearest Village	Click or tap here to enter text.
Language of Instruction	Click or tap here to enter text.

1. A. Current Development Status of the School Site

Indicate the status of physical development on the ground:

☐ No development yet (land identified only)

☐ Development ongoing (construction in progress)

☐ Development completed (school facilities already built)

☐ School already operation without registration

*If ongoing or completed, attach a short **Development Report** describing what has been developed (e.g., classrooms, toilets, water supply, sports field, dormitories, etc.), supported with photos if available.*	

2. Education Authority Details

Name of proposed Education Authority	Click or tap here to enter text.
Location of the Authority	
Village/town	Click or tap here to enter text.
Island	Click or tap here to enter text.
Area Council	Click or tap here to enter text.
Province	Click or tap here to enter text.
Contact Details of Education Authority	
Email Address	Click or tap here to enter text.
Telephone	Click or tap here to enter text.

3. Site and Infrastructure

Land and Site Information	
Land Title / Lease / Written Consent of Landowners attached	Yes ☐ No ☐
If contested, state who contests ownership	Click or tap here to enter text.
Site protected from natural disasters	Yes ☐ No ☐
Accessible for students with special needs (e.g., ramps)	Yes ☐ No ☐
Facilities Available (Tick where applicable)	
Classrooms	Yes ☐ No ☐ If yes, provide number Click or tap here to enter text.
Toilets available	Yes ☐ No ☐ *If yes, indicate the following* Separate toilets Boys/Girls ☐
Clean drinking water available	☐
Storage space for instructional materials	☐
Blackboard(s) in classrooms	☐
Sports field / playground / sports complex	☐
Farmland/garden for agricultural activities	☐
Library	☐
Internet Access	☐
Electricity source	☐
Buildings comply with MoET design standards	Yes ☐ No ☐

4. Infrastructure

Curriculum	
Will the school follow the National Curriculum?	Yes ☐ No ☐

If offering an alternative curriculum, has approved been obtain?	Yes ☐ No ☐
Approved document attached?	Yes ☐ No ☐
Teacher Details	
Number of teachers (planned/appointed)	Click or tap here to enter text.
Teacher Qualification Documents Attached	Yes ☐ No ☐
Learning Resources	
Teaching materials available for all grades	Yes ☐ No ☐

5. Teaching and Learning

Principal/Manager Details	
Name of proposed Principal/Manager	Click or tap here to enter text.
Principal's Qualification	Click or tap here to enter text.
Strategic Plan available (attach if available)	Yes ☐ No ☐

6. Administrative and Management

Please attach the following:
xi.   Lease Agreement (if applicable)
xii.   Curriculum Approval Document (if offering alternative curriculum)
xiii.   Teacher qualification documents
xiv.   Strategic and Financial Plans (if available)
xv.   Payment receipt for application fee

7. Applicants Declaration

I hereby declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that school relocation is subject to review and approval by the Ministry of Education and the relevant Education Authority. I agree to abide by the standards, procedures, and process outlined in the Education Authority and School Registration Policy.	
Applicants Signature	
Date	Click or tap to enter a date.
Witness to the Application (Provincial Education Board)	
Name of the Witness	Click or tap here to enter text.
Position of the Witness	Click or tap here to enter text.
Recommendations for this Application	Click or tap here to enter text.
Signature of the Witness	
Date	Click or tap to enter a date.

8. Attachments and Documentations

The following information's are provided and attached with this application form.	
School information provided	☐
Development status indicated	☐
Education Authority details provided	☐
Land ownership documents attached	☐
Site & Infrastructure details provided	☐
Teaching and Learning details provided	☐
Administrative and Management details provided	☐
All required documents attached	☐

Annex D: Application for School Registration Renewal

SCHOOL REGISTRATION RENEWAL FORM

Instructions to Applicants

Complete all sections of this application form accurately.

Provide a descriptive response to all the requirements for the Registration of the School Authorities. Attach relevant supporting documents.

Attach the payment receipt of the fees.

Submit the completed package for registration through PEOs Office to the **Policy and Planning Division (PPD)**. Incomplete applications will not be processed.

1. General Information

School Details	
Name of School	Click or tap here to enter text.
Type of School (Indicate as ☒)	
i. Daycare	☐
ii. Kindergarten	☐
iii. Primary (Yrs.1-6)	☐
iv. Junior Secondary (Yrs. 7-10)	☐
v. Senior Secondary (Yrs11-13/14)	☐
Island	Click or tap here to enter text.
Province	Click or tap here to enter text.
Nearest Village	Click or tap here to enter text.
Language of Instruction	Click or tap here to enter text.

2. Education Authority Details

Name of proposed Education Authority	Click or tap here to enter text.
Location of the Authority	
Village/town	Click or tap here to enter text.
Island	Click or tap here to enter text.
Area Council	Click or tap here to enter text.
Province	Click or tap here to enter text.
Contact Details of Education Authority	
Email Address	Click or tap here to enter text.
Telephone	Click or tap here to enter text.

3. Site Information

Is the site protected from Natural disasters	Yes ☐ No ☐
Accessibility for students with special needs (e.g., ramps)	Yes ☐ No ☐
Total land area (hectares)	Click or tap here to enter text.

4. Infrastructure

1. Classrooms		
Number of classrooms	Click or tap here to enter text.	
Average Size (Square Meters)	Click or tap here to enter text.	
Ventilation (Indicate as ⊠)		
i.	Good	☐
ii.	Fair	☐
iii.	Poor	☐
Lighting (Indicate as ⊠)		
i.	Natural	☐
ii.	Artificial	☐
iii.	Both	☐
Condition (Indicate as ⊠)		
i.	Good	☐
ii.	Fair	☐
iii.	Poor	☐
2. Sanitation and Drinking Water		
Total number of toilets	Click or tap here to enter text.	
Ratio (Students per toilet)	Click or tap here to enter text.	
Separate toilets for boys and girls?	Yes ☐ No ☐	
Is clean drinking water available)	Yes ☐ No ☐	
3. Facilities (Secondary schools only)		
Library	Yes ☐ No ☐	
Science Laboratory	Yes ☐ No ☐	
Internet Access	Yes ☐ No ☐	

4. Building standards	
Does the school comply with MoET's building design standards?	Yes ☐ No ☐

5.   Teaching and Learning Renewal

Curriculum	
National Curriculum	Click or tap here to enter text.
If offering an alternative curriculum, has approved been obtain?	Yes ☐ No ☐
Approved document attached?	Yes ☐ No ☐
Teacher Details	
Number of teachers	Click or tap here to enter text.
Average teachers-Student Ratio (STR)	
Teacher Qualification Documents Attached	Yes ☐ No ☐
Learning Resources	
Are teaching materials available for all grades?	Yes ☐ No ☐
For daycare/kindergarten: are play equipment's and resources provided?	Yes ☐ No ☐
Record Keeping	
Attendance Register maintained?	Yes ☐ No ☐
Teacher Notes maintained?	Yes ☐ No ☐

6.   Administrative and Management

Principal/Manager Details	
Name	Click or tap here to enter text.
Qualification	Click or tap here to enter text.
Financial Management Skills?	Yes ☐ No ☐
Computer Literacy Certification Attached?	Yes ☐ No ☐
Strategic Planning	
Does the principal have a school strategic plan?	Yes ☐ No ☐
Was it implement and reviewed on past 2-4 years?	Yes ☐ No ☐

7.   Additional Requirements for Daycare Institutions

Principal/Manager Details	
Name	Click or tap here to enter text.

Age	Click or tap here to enter text.
First Aid Certification	Yes ☐ No ☐
Supervision	
Number of carers	Click or tap here to enter text.
Ratio of carer to children	Click or tap here to enter text.
Facilities	
Are the facilities clean and safe?	Yes ☐ No ☐
Are there running water and adequate toilet facilities?	Yes ☐ No ☐

8. Attachments and Documentations

Please attach the following:	
i. Performance Reports (Access and Quality Outcomes: *For **registration renewal**, schools must submit **evidence of performance** against both **Access** and **Quality** outcomes over the previous 2 to 4 years. These outcomes are aligned with the Ministry of Education and Training's Corporate Plan and sector policies.*	
ii. Curriculum Approval Document	☐
iii. Site and Infrastructure Review	☐
iv. Teacher Certification Documents	☐
v. Strategic and Financial Plan Implementation Report	☐
vi. First Aid Certification (for daycare institutions)	☐
vii. Lease agreement (if applicable)	☐
viii. Fee Payment	☐

9. Applicants Declaration

I hereby declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that school relocation is subject to review and approval by the Ministry of Education and the relevant Education Authority. I agree to abide by the standards, procedures, and process outlined in the Education Authority and School Registration Policy.	
Applicants Signature	
Date	Click or tap to enter a date.
Witness to the Application (Provincial Education Board)	
Name of the Witness	Click or tap here to enter text.
Position of the Witness	Click or tap here to enter text.
Recommendations for this Application	Click or tap here to enter text.

Signature of the Witness	
Date	Click or tap to enter a date.

10. Application Checklist

The following information's are provided and attached with this application form	
School Information and Performance Review	☐
Education Authority Details	☐
Site and Infrastructure Review	☐
Detailed Infrastructure Information	☐
Teaching and Learning Documentation	☐
Administrative and Management Reports	☐
Daycare-Specific Information (if applicable)	☐
All Required Attachments and Fee Receipt	☐

Annex E: Application to cancel or close registration of a school.

APPLICATION FORM FOR SCHOOL CLOSURE

Instructions to Applicants

Complete all sections of this application form accurately.

Provide a descriptive response to all the requirements for the Registration of the School Authorities. Attach relevant supporting documents.

Attach the payment receipt of the fees.

Submit the completed package for registration through PEOs Office to the **Policy and Planning Division (PPD)**. Incomplete applications will not be processed.

1. General Information

Details for school proposed for closure		
Name of School		Click or tap here to enter text.
Type of School (Indicate as ⊠)		
i.	Daycare	☐
ii.	Kindergarten	☐
iii.	Primary (Yrs.1-6)	☐
iv.	Junior Secondary (Yrs. 7-10)	☐
v.	Senior Secondary (Yrs11-13/14)	☐
Location of School		
i.	Island	Click or tap here to enter text.
ii.	Province	Click or tap here to enter text.
iii.	Nearest Village	Click or tap here to enter text.
1.4	Language of Instruction	Click or tap here to enter text.

2. Education Authority Details

Name of Education Authority for the proposed school		Click or tap here to enter text.
Location of the Authority		
i.	Village/town	Click or tap here to enter text.
ii.	Island	Click or tap here to enter text.
iii.	Area Council	Click or tap here to enter text.
iv.	Province	Click or tap here to enter text.
Contact Details of Education Authority		
i.	Email Address	Click or tap here to enter text.

ii.	Telephone	Click or tap here to enter text.

3. Reason for Cancellation or Closure

Reason(s) for closure (Tick all that apply):
☐ Low student enrolment
☐ Lack of financial resources
☐ Unsafe infrastructure
☐ Merging with another school

☐ Other (please specify):
_____
_____
_____

Explanation of the reason(s) selected:
_____
_____
_____
_____
_____

4. School Assets and Student Arrangements

In the event of a school closure, the following key questions must be addressed regarding the management of school assets and the arrangement for students. Please provide a detailed answer to these questions in a separate attachment.

School Assets:
What will happen to the schools' physical assets (e.g., furniture, technology, educational materials, sports equipment, etc.)?
Student Arrangements:

▪ Will the students be transferred to another school? If yes:
    o Which schools will they be transferred to?
    o Are there any arrangements already in place for the transfer?
    o How will transportation or other logistical concerns be addressed?
▪ If no, please explain why students will not be transferred to other schools.

5. Administrative and Management Information

Name of Principal/Manager	Click or tap here to enter text.
Qualification (*List qualifications obtain*)	Click or tap here to enter text.
Financial Management Skills	☐ Yes ☐ No
Computer Literacy Certification Attached	☐ Yes ☐ No

6. Approvals and Declaration

Applicant Declaration	
Applicant's Name	Click or tap here to enter text.
Applicant's Position	Click or tap here to enter text.

Signature	
Date	Click or tap to enter a date.

7. Application Checklist

The following information's are provided and attached with this application form	
Detailed information of the school proposed for closure	☐
Education Authority Details for the School proposed for closure	☐
Reasons for Cancellation provided	☐
Plans for Management of School Assets and Students Arrangements attached	☐
Administrative and Management	☐
Attached ALL Required documentations	☐

Annex F: Application for Change of name of a school

REGISTERED SCHOOL CHANGE OF NAME FORM

Instructions to Applicants

Complete all sections of this application form accurately.
Provide a descriptive response to all the requirements for the Registration of the School Authorities. Attach relevant supporting documents.
Attach the payment receipt of the fees.
Submit the completed package for registration through PEOs Office to the **Policy and Planning Division (PPD)**. Incomplete applications will not be processed.

1. General Information

Name of School		Click or tap here to enter text.
School ID		Click or tap here to enter text.
Certificate of Registration Number		Click or tap here to enter text.
Proposed New Name for School		Click or tap here to enter text.
Reasons for Changing the School's Name		Click or tap here to enter text.
Location of the School		
I.	Island	Click or tap here to enter text.
II.	Province	Click or tap here to enter text.
III.	Nearest Village/Area	Click or tap here to enter text.
Language of Instruction		Click or tap here to enter text.

2. Education Authority Details

Name of Education Authority		Click or tap here to enter text.
Location of the Authority		
I.	Village/Town	Click or tap here to enter text.
II.	Island	Click or tap here to enter text.
III.	Area Council	Click or tap here to enter text.
IV.	Province	Click or tap here to enter text.
Contact Details of Education Authority		
I.	Email Address	Click or tap here to enter text.
II.	Telephone	Click or tap here to enter text.

3. Support for the Proposed Change

Principal Chief of the School's Catchment Area		
I.	Name	Click or tap here to enter text.
II.	Signature	Click or tap here to enter text.
III.	Date	Click or tap here to enter text.
Chairman of the School Committee / Council		
I.	Name	Click or tap here to enter text.
II.	Signature	Click or tap here to enter text.
III.	Date	Click or tap here to enter text.
Chairman of the School-Community Association		
I.	Name	Click or tap here to enter text.
II.	Signature	Click or tap here to enter text.
III.	Date	Click or tap here to enter text.

4. Applicant Declaration

Applicant Declaration	
Applicant's Name	Click or tap here to enter text.
Applicant's Position	Click or tap here to enter text.
Signature	
Date	Click or tap to enter a date.

5. Application Checklist

The following information's are provided and attached with this application form	
Supporting documentation relevant to this application	☐
Application report	☐

Annex G: Application to take over an existing school from another Education Authority

APPLICATION FORM TO TAKE OVER AN EXISTING SCHOOL FROM ANOTHER EDUCATION AUTHORITY

Instructions to Applicants

Complete all sections of this application form accurately.
Provide a descriptive response to all the requirements for the Registration of the School Authorities. Attach relevant supporting documents.
Attach the payment receipt of the fees.
Submit the completed package for registration through PEOs Office to the **Policy and Planning Division (PPD)**. Incomplete applications will not be processed.

1. School Information

School Name	Click or tap here to enter text.
School Open Vemis ID	Click or tap here to enter text.
Physical Location of School	
Village/Town	Click or tap here to enter text.
Area Council	Click or tap here to enter text.
Island	Click or tap here to enter text.
Province	Click or tap here to enter text.
Years of Initial Registration	Click or tap to enter a date.
Current Education Authority	
Name of Education Authority	Click or tap here to enter text.
Village/Town	Click or tap here to enter text.
Area Council	Click or tap here to enter text.
Island	Click or tap here to enter text.
Province	Click or tap here to enter text.

2. Proposed Education Authority

Detail of proposed Education Authority	
Name of Education Authority	Click or tap here to enter text.
Village/Town	Click or tap here to enter text.
Area Council	Click or tap here to enter text.
Island	Click or tap here to enter text.
Province	Click or tap here to enter text.
Justification for Transfer *(Attach supporting Documents)*	
Governance and Management Improvement	☐
Financial Sustainability	☐
Infrastructure Development	☐
Community or Stakeholder Request	☐
Other (Please specify):	☐
Type of Transfer Requested (Tick one or more)	

Management only[1] *(The EA will manage the school but not own or fund it)*	☐
Financial only *(The new EA will finance the school but not manage it)*	☐
Full transfer *(Management and Financial responsibility)*	☐
Full ownership *(including assets, land, and full control)*	☐

3. Approval from the Current Education Authority

3.1	Name of current Education Authority	Click or tap here to enter text.
3.2	Position	Click or tap here to enter text.
3.3	Signature	
3.4	Date	Click or tap to enter a date.
3.5	Official Stamp (if applicable)	

4. Proposed Education Authority Declaration

4.1	Representative Name	Click or tap here to enter text.
4.2	Position	Click or tap here to enter text.
4.3	Signature	
4.4	Date	Click or tap to enter a date.
4.5	Official Stamp (if applicable)	

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[1] As per Part 2, Section 11(2) of the Education Act No.9 of 2014

6. Application Checklist

The following information's are provided and attached with this application form	
Detailed School Information	☐
Proposed Education Authority Details	☐
Approval from Current Education Authority	☐
Declaration from proposed Education Authority	☐
Attached ALL Required documentations	☐

Annex H: Application to relocate a school

APPLICATION FORM TO RELOCATE A REGISTERED SCHOOL

Instructions to Applicants

➢ Complete all sections of this application form accurately.
➢ Provide a descriptive response to all the requirements for the Registration of the School Authorities. Attach relevant supporting documents.
➢ Attach the payment receipt of the fees.
➢ Submit the completed package for registration through PEOs Office to the **Policy and Planning Division (PPD)**. Incomplete applications will not be processed.

1. Education Authority Details

Name of Education Authority	Click or tap here to enter text.
Location of the Authority	
Village/town	Click or tap here to enter text.
Island	Click or tap here to enter text.
Area Council	Click or tap here to enter text.
Province	Click or tap here to enter text.
Contact Details of Education Authority	
Email Address	Click or tap here to enter text.
Telephone	Click or tap here to enter text.

2. School Information

School Name		Click or tap here to enter text.
Current Location		
i.	Village	Click or tap here to enter text.
ii.	Island	Click or tap here to enter text.
iii.	Area Council	Click or tap here to enter text.
iv.	Province	Click or tap here to enter text.
Proposed Location		
i.	Village	Click or tap here to enter text.
ii.	Island	Click or tap here to enter text.
iii.	Area Council	Click or tap here to enter text.
iv.	Province	Click or tap here to enter text.
Type of School *(Please indicate with ☒ the correct school type)*		
i.	Government	☐
ii.	Non-Government Assisted	☐
iii.	Non-Government	☐
Level of Education *(Please indicate with ☒ the correct school level applying for)*		
i.	Pre-school	☐
ii.	Kindergarten	☐

iii.	Primary	☐
iv.	Junior Secondary	☐
v.	Senior Secondary	☐
vi.	Tertiary	☐
Current Enrolment		Click or tap here to enter text.
Proposed relocation Date		Click or tap to enter a date.

3. Reasons for Relocation

Please indicate with ☒, the reason(s) for relocation. Attach details of the reason(s) with this application.		
i.	Educational Needs (*Increased enrolment, lack of resources, inadequate facilities*)	☐
ii.	Community Input *(Community support or opposition to relocation*	☐
iii.	Infrastructure Improvements *(Access to roads, utilities, transportation)*	☐
iv.	Safety Concerns (*Natural Disaster, security risks*)	☐
v.	Other Relevant Factors (*Economic, Social, Environmental*)	☐

4. Proposed Relocation Plan

Please attach details of the following with this application	
i.	Timeline for Relocation
ii.	Transportation Arrangements *(Bus, Boat, other means)*
iii.	Accommodation for students and staffs *(Temporary housing, relocation assistance)*
iv.	Curriculum Continuity *(measures to ensure uninterrupted learning)*
v.	Community Engagement (Involvement of parents, students and local leaders)

5. Impact Assessment

Please attach details of the following with this application	
i.	Education Impact: *(Potential effects on student achievement, access to education)*
ii.	Community Impact*: (Economic, Social and Cultural implications)*
iii.	Environment Impact: *(Effects on natural resources, ecosystem)*

6. Supporting Documents

Please attach details of the following with this application	
i.	Community Consultation Records: (Minutes of meetings, surveys, petitions)
ii.	Infrastructure Assessments: (Reports on road conditions, utility access)
iii.	Financial Projections: (Costs associated with relocation)
iv.	Risk Assessment: (Potential challenges and mitigation strategies)

7. Applicants Declaration

I hereby declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that school relocation is subject to review and approval by the Ministry of Education and the relevant Education Authority. I agree to abide by the

standards, procedures, and process outlined in the Education Authority and School Registration Policy.

Applicants Signature	
Date	
Witness to the Application (Provincial Education Board)	
Name of the Witness	Click or tap here to enter text.
Position of the Witness	Click or tap here to enter text.
Recommendations for this Application	Click or tap here to enter text.
Signature of the Witness	
Date	Click or tap to enter a date.

8. Application Checklist

The following information's are provided and attached with this application form	
Detailed information of the school	☐
Detailed reasons for School Relocation	☐
Detailed School Relocation Plan	☐
Detailed School Relocation Impact Assessment Report	☐
Community Consultation Report	☐
Infrastructure Assessment Report	☐
Financial Projection Report for School Relocation	☐
School Relocation Risk Assessment	☐