

MINISTRY OF EDUCATION AND TRAINING



EDUCATION AUTHORITY AND SCHOOL REGISTRATION POLICY

2025

Table of Contents

Foreword by the Minister for Education and Training	3
Introduction by the Director General for the Education.....	4
Abbreviations.....	5
Definitions	6
Background.....	7
Current Education Statistics (2024)	8
School Registration Status	8
Student Enrolment.....	8
Recognised Education Authorities.....	8
Policy Alignment:	9
Policy Consultations	9
Policy Purpose and Goals.....	9
Registration Committee	10
Policy Priority Areas.....	10
Priority Area 1 – Registration of an Education Authority (EA)	10
Standards for Registration	10
Priority Area 2 – Registration of Schools.....	11
Standards for Registration	11
Priority Area 3 – Re-Registration, Cancellation, Transfers, and Change of Name	12
Re-Registration.....	12
Cancellation of Registration.....	12
Transfer of Authority	12
Change of School Name or Location	12
Priority Area 4 – Appeals Process.....	12
Registration Fees	12
Accessing the Public Register	13
Policy Timeframe	13

Foreword by the Minister for Education and Training

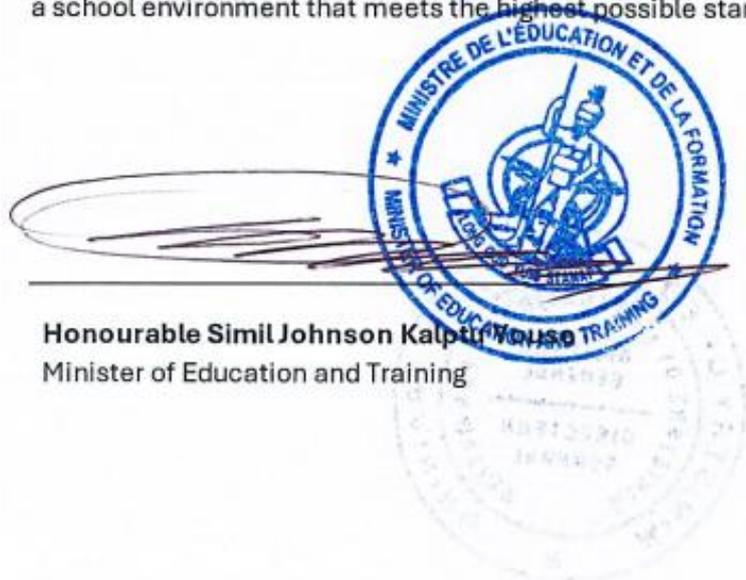
Under the **Education Act No. 9 of 2014**, the Ministry of Education and Training (MoET) is mandated to ensure that all educational institutions in Vanuatu operate within a regulated framework that guarantees access, quality, and accountability. This responsibility is not only a legal obligation but also a moral commitment to the children and communities of our nation.

The **Education Authority and School Registration Policy** have been reviewed to provide a clear and consistent framework for the registration and regulation of Education Authorities and schools across the country. It sets out the standards, expectations, and governance requirements that all providers, whether government, government-assisted, or private, must meet to be formally recognised by the Ministry.

The purpose of this policy is to ensure that every school established in Vanuatu meets minimum standards of safety, infrastructure, teaching and learning, administration, and accountability. By enforcing these standards, we protect the rights of students to learn in safe and supportive environments, ensure the effective use of public and community resources, and strengthen the foundation of our national education system.

This policy ensures fairness and equity in decision-making and provides the framework through which MoET, Provincial Education Boards, Education Authorities, and communities can work together to achieve common educational goals. It also establishes mechanisms for renewal, cancellation, transfers, and appeals, ensuring that accountability and transparency remain central to our education system.

Education is the cornerstone of Vanuatu's development. By strengthening governance through this policy, we are not only safeguarding the quality of education today but also investing in the future prosperity of our nation. I call upon all stakeholders, Provincial Governments, Education Authorities, teachers, parents, and communities, to uphold the principles and standards set out in this policy. Together, we can ensure that every child in Vanuatu has the opportunity to thrive in a school environment that meets the highest possible standards.



The image shows a blue ink signature of the Minister of Education and Training, Simil Johnson Kalpi, written over a circular official seal. The seal features a central figure holding a staff and a shield, surrounded by the text 'MINISTRE DE L'ÉDUCATION ET DE LA FORMATION' and 'MINISTRY OF EDUCATION AND TRAINING'. Below the signature, the name and title of the minister are printed.

Honourable Simil Johnson Kalpi
Minister of Education and Training

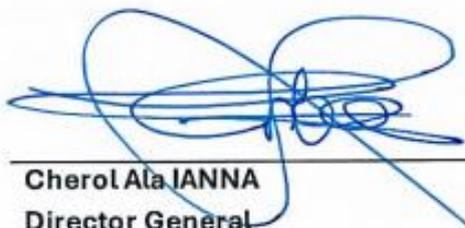
Introduction by the Director General for the Education and Training

Education is one of the most critical drivers of national development, enabling a country to fully realise its human potential. Achieving this begins with ensuring that quality schools are established where they are most needed, forming the foundation of a strong and responsive education system. The Government of Vanuatu, through the Ministry of Education and Training, carries the responsibility of providing access to a coherent, progressive, and relevant education pathway for all citizens. When this objective is met, individuals are better equipped to reach their potential and contribute meaningfully to their communities and to the nation.

To fulfil this mandate, the Ministry must develop and maintain policies, procedures, and processes that safeguard the required standards for establishing schools. These mechanisms ensure that the location and development of schools provide the best possible outcomes for communities, while making effective and efficient use of limited resources. Because national resources are finite, it is essential that they are allocated wisely and in ways that deliver the greatest impact.

As the principal authority for education across the country, the Ministry of Education and Training oversees all matters related to school registration. This policy outlines the guidelines that communities, Education Authorities, and government bodies must follow, promoting equity by ensuring transparency in applications and decision-making processes. It also enhances future planning by enabling reliable data collection and evidence-based recommendations on school establishment and placement. The overarching aim is to support proactive planning that anticipates both community priorities and national needs.

A shared commitment is required from all stakeholders to ensure that the most appropriate schools are established in the locations where they are needed most. Only by working together can we achieve an education system that serves the best interests of every child and strengthens the future of Vanuatu.



Cherol Ala IANNA
Director General
Minister of Education and Training



Abbreviations

CP	Corporate Plan
EA	Education Authority
EASRP	Education Authority and School Registration Policy
ECCE	Early Childhood Care and Education
ESD	Education Services Directorate
FAD	Finance and Administration Directorate
ICT	Information and Communication Technology
MoET	Ministry of Education and Training
MOU	Memorandum of Understanding
NSDP	National Sustainable Development Plan (2016-2030)
PEB	Provincial Education Board
PEO	Provincial Education Office
PPD	Policy and Planning Directorate
PSET	Post-School Education and Training
RC	Registration Committee
SSP	School Strategic Plan
STR	Student Teacher Ratio
VEMIS	Vanuatu Education Management Information System
VETSS	Vanuatu Education and Training Sector Strategic Plan (2020-2030)
VQA	Vanuatu Qualifications Authority
WASH	Water, Sanitation and Hygiene
WinS	WASH in Schools

Definitions

The following list of definitions applies throughout this document.

Daycare facility	Where a commercial self-funded facility or government funded facility offers daycare services to children 0-3 years old.
Director General (DG)	The administrative head of the Ministry of Education and Training, responsible for implementing education policy and overseeing the Ministry's operations.
Early Childhood Care and Education (ECCE)	A formal program of learning and development for children aged 4 to 5 years, designed to prepare them for entry into primary school.
Education Authority	An organisation which is not government but an external entity, who establishes and manages schools. This includes individuals or groups that are part of churches, religious and philanthropic organizations, and private entities.
Government school	When the PEB is responsible for a school's operation, it is referred to as a government school
Minister	The Minister for Education and Training
Non-Government Assisted schools	Schools whose EAs have established a Memorandum of Agreement with the MoET to receive assistance from the government.
Non-Government School	Schools which are independently operated, managed, and financed.
Provincial Education Board	A governance entity of the MoET responsible for governing education services in the province
Provincial Education Office	An administrative entity of the PEB and MoET responsible for the operation and management of education services in the province
Registration	The formal process by which the Ministry of Education and Training (MoET) officially recognizes that an Education Authority or school has met the minimum standards set out in this policy and grants it the authority to operate.

Background

Following independence in 1980, Vanuatu inherited a fragmented dual education system from the former colonial administrations, marked by differences in language of instruction, administrative structures, curricula, and assessment practices. Since then, successive governments have worked to harmonise and standardise education policy, aiming for coherence across all levels of the system.

The first **School Registration Policy**, introduced in 2017, established the mandate for registering both government and **Education Authority (EA)** schools against defined standards. This framework informed provincial planning, improved accountability, and supported a more consistent delivery of education services nationwide.

This updated **Education Authority and School Registration Policy (EASRP)** builds on that foundation, responding to new challenges and opportunities:

- **Expansion of providers and schools:** With the rapid growth of education providers, there's a need for stronger regulation to ensure schools are established with sound infrastructure, efficient use of resources, and equitable service delivery. The Education Act now covers the entire school sector, including **Early Childhood Care and Education (ECCE)** and **Post-School Education and Training (PSET)**, requiring a comprehensive approach to registration.
- **Rising expectations in a diversifying economy:** As Vanuatu's economy grows, schools must not only expand access but also deliver quality teaching and learning that equips students with the skills needed for national development.

The scale of these challenges is evident in the 2024 educational statistics. The data shows a vast school landscape with significant registration gaps, particularly in early education. Total student enrolment now exceeds 100,000, but a major demographic issue exists, with nearly 70% of students being over the official age for their grade level. This system is delivered through a partnership between the government and numerous providers, including 11 officially recognised Church-based Education Authorities that play a crucial role.

The **Policy and Planning Division (PPD)**, under the authority of the Ministry of Education and Training, is the designated body responsible for the effective implementation, monitoring, and enforcement of this policy.

Current Education Statistics (2024)

The following data from 2024 illustrates the current state of Vanuatu's school system in detail.

School Registration Status

As of 2024, the register of schools shows a significant number of institutions, particularly in early childhood education, that are not yet officially registered or have closed.

School Type	Registered Schools	Provisionally Registered Schools	Non-Registered Schools	Closed Schools
ECCE	499	0	222	794
Primary (Years 1–6)	448	4	13	18
Senior Secondary	117	9	29	6
Total	1,064	13	251	818

Student Enrolment

Enrolment data from the 2024 academic year reveals a major challenge with over-age students across all levels of the education system.

School Type	Official Age Enrolment	Underage	Over Age	Total Enrolment
ECCE (4–5 years)	10,577	168	5,023	15,768
Primary (6–11 years)	14,763	960	40,381	56,104
Junior Secondary (12–15 years)	3,181	218	21,426	24,825
Senior Secondary (16–19 years)	917	87	6,842	7,846
Total	29,438	1,433	73,672	104,543

Recognised Education Authorities

A key part of Vanuatu's education landscape is the role of Church (Government Assisted) Education Authorities. The following are officially recognised:

- Anglican Church of Melanesia (ACOM)
- Apostolic Church (APO)
- Assemblies of God (AOG)
- Bahai Church (BAHAI)
- Catholic Education Authority (CATH)
- Church of Christ (CHCHR)
- Fédération de l'Enseignement Libre Protestant (FELP)
- Freedom Education Authority (FEA)
- Presbyterian Church of Vanuatu (PCV)
- Seventh Day Adventist (SDA)

Policy Alignment:

The revised policy aligns with the values and goals articulated in the **National Sustainable Development Plan (People’s Plan 2016–2030, Society 2)** and the **Vanuatu Education and Training Sector Strategy (VETSS 2021–2030)**, both of which are organised around the three central pillars of **Access, Quality, and Management**. The Ministry’s **Corporate Plan (CP)** further specifies the implementation of these national frameworks.

The values underpinning this policy include:

- Transparency, fairness, equity, and respect
- Governance and accountability focused on results
- Embeddedness in Ni-Vanuatu cultural values
- Openness to the knowledge of the world
- A collaborative, family-oriented approach to supporting students

Policy Consultations

- Minister
- Director General (DG)
- Chairperson of the Teaching Service Commission
- Chief Executive Officer – VQA
- Minister’s Cabinet
- Office of the Director General
- Policy and Planning Directorate (PPD)
- Education Services Directorate (ESD)
- Finance and Administration Directorate (FAD)
- Tertiary Education Directorate (TED)
- All Provincial Education Officers
- Teaching Services Commission Secretariat
- Education Authorities

Policy Purpose and Goals

The EASRP provide the framework through which the MoET ensures that all EAs and schools in Vanuatu operate within a regulated, transparent, and accountable system. Its purpose is to guarantee that every educational institution, from Kindergarten to Year 13, whether government or non-government, meets minimum standards of quality, safety, and governance before being formally recognised. In doing so, the policy safeguards equity of access, strengthens institutional accountability, and ensures that education provision contributes meaningfully to national development.

The specific goals of the policy, when consistently and effectively implemented, 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”.
- This policy ensures schools meet approved standards in the areas of infrastructure, teaching and learning, administration and management, and governance and accountability
- This policy enables the MoET to monitor school provision and plan appropriately for new schools without duplication of services, and aligns with available government resources
- The policy enables the MoET to monitor schools according to the outcomes listed in the NSDP, the VETSS and the CP

Registration Committee

The DG establishes the Registration Committee (RC) to oversee the registration of all EAs and schools in Vanuatu. The Committee is composed of representatives from relevant MoET Directorates, with the Director of PPD serving as Chair and the PEO PPD acting as Secretariat. Its responsibilities are to:

- Oversee implementation of this policy
- Maintain the national EA and School Registration database in the Vanuatu Education Management Information System (VEMIS)
- Review and decide on applications for EA and school registration, re-registration, transfers, and name changes
- Recommend cancellations of registration where necessary

Final endorsement of decisions rests with the Director General.

Policy Priority Areas

Priority Area 1 – Registration of an Education Authority (EA)

Standards for Registration

All applications to register as an EA must be submitted to the Provincial Education Office (PEO).

Any organisation or individual applying to be recognised as an Education Authority (EA) must demonstrate capacity in the following domains:

- 1. Management and Administration**
 - An organisational and governance framework that clearly defines lines of authority, accountability, and decision-making.
 - A Development Plan aligned with the Ministry’s CP and sectoral priorities.
 - A system for staff performance management, supervision, and ongoing professional development.
- 2. Physical Facilities, Equipment, and Utilities**
 - Adequate and permanent office space with sufficient equipment and materials to support effective administration.
 - Secure storage and reliable distribution mechanisms for learning materials.
 - Reliable means of transport and communication, including vehicles, boats, telecommunication facilities, and internet connectivity.

- Reliable access to power and potable water.
- 3. Finances and Personnel**
- Demonstrated financial capacity through an annual budget and audited accounts.
 - Qualified and experienced administrative personnel, including financial managers.
 - Systems and policies for transparent accounting, budgeting, and financial reporting.

An Education Authority must have a signed Memorandum of Understanding (MOU) with the Ministry of Education and Training (MoET) prior to establishing a school in Vanuatu.

Priority Area 2 – Registration of Schools

Standards for Registration

Schools seeking registration must meet the following minimum standards:

- 1. Infrastructure**
 - Safe location protected from environmental risks.
 - Adequate classrooms are ventilated and well-lit, with student-teacher ratios (STRs) in compliance with national policy and regulations.¹
 - Access to potable drinking water.
 - Sanitation facilities compliant with the WASH in Schools Policy (1 toilet per 20 students, with gender-segregated facilities).
 - Accessibility for students with disabilities.²
 - Compliance with MoET-approved design³ and construction standards.⁴
- 2. Teaching and Learning**
 - Implementation of the National Curriculum or approved alternative.⁵
 - Adequate and qualified teachers recruited within STR guidelines⁶ (Kindergarten 15:1; Primary 30:1; Secondary 25:1).
 - Availability of teaching and learning materials appropriate to each grade level.
 - Provision of adequate play and learning equipment for kindergartens and daycare centres.
- 3. Administration and Management**
 - A principal who meets MoET qualification requirements, with ICT, financial management, and leadership competencies.⁷
 - A School Strategic Plan (SSP) aligned to MoET outcomes⁸.
- 4. Governance and Accountability**
 - Systems for monitoring enrolment, retention, transition, and completion.⁹
 - Annual financial audits and reporting to MoET.¹⁰

¹ Education Regulation Order No.44 of 2005.

² Inclusive Education Policy

³ Primary School Infrastructure Policy and Guidelines

⁴ National Building Code

⁵ National Curriculum Statement

⁶ Education Regulation Order No.44 of 2005

⁷ Teacher Development Policy

⁸ Vanuatu Harmonized School Standards

⁹ Open VEMIS Policy

¹⁰ Ministry of Education and Training Finance Policy

- Effective teacher performance management mechanisms.

All applications for the registration of a school must be submitted through the Provincial Education Office.

Priority Area 3 – Re-Registration, Cancellation, Transfers, and Change of Name

Re-Registration

- School registration is valid for **five (5) years**.
- Renewal is based on demonstrated performance against standards and outcomes, including access and quality indicators.

Cancellation of Registration

Registration may be cancelled if a school:

- is deemed unsustainable due to resource or demographic constraints.
- Repeatedly breaches conditions of registration.
- Is merged as part of the rationalisation program.

MoET will ensure continuity of learning for students in the event of cancellation.

Transfer of Authority

- Transfers of responsibility mean the transfer of administrative AND financial responsibility of a school to ensure minimal disruption to learners.
- Approval requires consultation with the DG, Minister, and relevant stakeholders.

Change of School Name or Location

- DG approval is required for changes of school name or location to avoid duplication and ensure continued service coverage.

Priority Area 4 – Appeals Process

- Appeals against registration decisions may be lodged by an EA or PEO.
- Appeals are heard by an **Appeals Board**, appointed by the Minister.
- Membership includes representatives from MoET, Provincial authorities, EAs, PEBs, and the Vanuatu Law Commission.
- The Minister's decision, communicated via PPD, is final.

Registration Fees

As per Education Regulation Order 44 of 2005, fees are required for most registration services. There is no fee for the initial pre-registration process. This applies to all schools, including government, non-government assisted, and non-government institutions. In addition, no fee is required for registering a school fully funded by the government.

All payments should be made to the government cashier at your Financial Services Bureau (FSB) or at the Ministry of Finance and Treasury in Port Vila. You must attach the payment receipt to your application form.

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

Accessing the Public Register

The Public Register of all Education Authorities (EAs) and schools shall be compiled and published annually. The register is a public document. To view it, you must apply in writing to the Director of PPD and pay a fee outlined in the Education Regulation, Order No. 44, 2005.

Policy Timeframe

Effective Date: 2025

Review Date: 2030