

Part II: Establishing and Running a School

Chapter 3: Procedures for Registration

Governments generally insist that all schools should be officially registered, including schools that are independently managed and financed. They do this (a) to assess the geographical coverage of education, and (b) so that they can enforce regulations on the quality of provision.

Community leaders who are considering opening schools should first obtain copies of the government regulations and application forms from their Ministry of Education. It may be convenient to approach a District Education Office first; but if no office is nearby, or if the office does not have the documents, it should be possible to obtain them by writing to the Ministry. Community leaders would be wise to discuss their intentions with education officers before submitting formal applications.

1. Stages in Approval

Most systems have several stages before a school can be fully registered. The procedure in Imo State of Nigeria may be given as an example. In Imo State the government agrees to pay all teachers once the communities have put up the schools, and the government insists on certain building designs. Such arrangement may not

apply in all countries, but the procedures for gaining permission are probably fairly typical:

- (a) Applications to establish new schools should be made in the month of August, 12 months preceding the academic year in which the school is due to open (e.g. August 1988 for opening in September 1989). The forms should be submitted to the Zonal Inspector of Education, who then sends them to the State Ministry of Education with his comments.
- (b) On receipt of the application, the Ministry checks whether the school conforms with government policies (i.e. whether it is in a suitable place, whether the government is able to pay the required grants, etc.).
- (c) The Ministry may demand satisfactory evidence from the community that the school can actually be built, and that the community has adequate land, labour and finance. Currently it insists on the community having at least N50,000 in a bank account.
- (d) The Ministry then writes to the community indicating whether or not the application is approved-in-principle.
- (e) The community must accept the following conditions in writing:
 - i) Government will not accept responsibilities for any school unless its phases have been completed in accordance with government specifications.
 - ii) Schools must be open to students from areas other than the places where the institutions are sited.
 - iii) The government will not pay compensation when it takes over a school.
 - iv) Government shall be free to decide on the type of courses that the school will offer.
- (f) When communities have received written permission, and in turn have given their written agreement to the rules, they may commence building.
- (g) When the buildings are ready, they are inspected by the government.
- (h) If the buildings are satisfactory, the government gives final approval to the school, and posts teachers to it. However, the government insists that the buildings must have reached a

satisfactory standard at least two months before the date on which the school is due to open.

2. Application Forms

Most Ministries have specific forms which must be submitted to achieve initial registration. Pages 21 and 22 show the form used by the Zimbabwe Ministry of Education. Zimbabwe has a slightly different bureaucratic procedure from Imo State, but again has similarities to other systems. It is worth noting that:

- (a) The form commences with a reference to the relevant law and regulations, which gives it a proper context.
- (b) The form is carefully designed, with five parts reflecting the five stages through which it must pass before registration can be fully approved. At each stage, an officer must sign it.
- (c) The person requesting registration must complete two copies of the form and submit them to the District Education Officer (DEO) responsible for the area in which the school is to be sited. The DEO makes a recommendation, and then forwards both copies to the Regional Director. In turn, the Regional Director makes a decision, retains one copy of the forms for his files, and sends the other to a Planning Officer in the Ministry.
- (d) If registration is not recommended, the Regional Director should send the form back to the applicant with an explanatory letter. However, no written comments are required if registration *is* recommended. Governments in other countries might consider it desirable to require first the DEO and then the Regional Director to write a few words of justification to avoid the danger of the application being recommended simply because the officers wished to save themselves work.
- (e) The form must be accompanied by a sketch map. This indicates where the school is or will be, and helps the authorities to see whether it is a suitable location in relation to other schools and to centres of population. Sketch maps may not always be very accurate, however, and the authorities should check details before putting too much trust in them.

MINISTRY OF EDUCATION

**APPLICATION FOR THE REGISTRATION/RE-REGISTRATION
OF A PRIMARY SCHOOL**

Part A should be completed by the Responsible Authority and two copies of the form submitted, together with a sketch map showing the location of the school site in relation to the main access roads in the area.

(Please delete the inapplicable)

PART A

TO: DISTRICT EDUCATION OFFICER

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In terms of the Education Act, 1979 and the Education (Registered Schools) Regulations, 1980, application is hereby made for the registration/re-registration of the undermentioned primary/special school, with effect from and for payment of the appropriate grants.

- 1. Name of School Previous Registration No. (if any)
- 2. Location
- 3. Name of Responsible Authority
- 4. Address
- 5. Proposed initial enrolment by grade and sex:--

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- 6. *It is confirmed that every teacher who is employed will be a proper person with appropriate qualifications to be a teacher at the school.*
- 7. *The specifications for classrooms set out in Part I of the First Schedule to the Education (Registered Schools) Regulations, 1980 will be/have been met and provision will be made for the maintenance of the school. Provision will also be made in succeeding years for the additional facilities required for approved expansion.*
- 8. *Sanitation and a water supply will be provided and maintained to the satisfaction of the Ministry of Health in accordance with the provisions of Part II of the First Schedule to the Education (Registered Schools) Regulations, 1980.*
- 9. *I am aware that the school may not function until approval for it to do so has been given and that this approval is subject to the submission of a completed Buildings and Furniture Certificate (Form ED.30) and of a satisfactory Sanitation and Water Supply Certificate (Form ED.30A).*

Date Signed on behalf of the
Responsible Authority:

Address Name (Printed)

..... Position held

.....

**Application for the Registration/Re-registration
of a Primary School**

PART B

TO: REGIONAL DIRECTOR

This application (two copies), together with the relevant sketch map, is forwarded and recommended/not recommended.

Date District Education Officer

PART C

TO: SECRETARY FOR EDUCATION (Planning Officer)

This application for registration (one copy plus sketch map) is recommended.

Date
Regional Director

(NOTE: If the application cannot be recommended it should be returned to the applicant together with an explanatory letter.)

PART D

TO: EDUCATION OFFICER (EDUCATION ADMINISTRATION)

Registration approved in principle with effect from including/not including the payment of grants, subject to forms ED.30 and ED.30A being satisfactory.

Date
Planning Officer

(N.B. Once the application has been approved in principle, the Regional Director must be informed and asked to ensure that the outstanding forms are submitted prior to the proposed date of opening of the school.)

PART E

TO: EXECUTIVE OFFICER (ADMINISTRATION)

I confirm that forms ED.1, ED.30 and ED.30(A) are satisfactory and that the school should be registered with effect from including/not including the payment of grants.

Date
Education Officer (Education Administration)

- (f) The form also reminds the person who fills it about the agency's obligations in relation to teachers, classrooms, sanitation and water supply for both present and future needs. By signing the form, the person has provided a formal acknowledgement of awareness of the regulations and their obligations.
- (g) The last two sections require officers to approve the form, first in principle and then in full following receipt of the certificates confirming that the buildings, sanitation and water supply are satisfactory.

3. Registration of Managers

Some governments also require communities to register the managers of their schools. They do this so that (a) they have proper records of who the managers are, (b) they can ensure that managers are suitable individuals/organisations, and (c) they can ensure that communities are well organised, and that managers know their responsibilities.

Pages 24 and 25 show a translation of the form used in Tanzania. The original was in Swahili. Note that in addition to the information required, the person signing the form undertakes to follow the education laws.

It must be emphasised, however, that all these regulations refer to ideal situations (see box below).

 * **The Regulations may not Always be Followed** *
 *
 * *In the late 1960s the government of Kenya introduced* *
 * *a lot of regulations to control Harambee schools and rationalise* *
 * *the education system. But as the elections of 1969 drew near,* *
 * *politicians became very active in the education sector. The* *
 * *Ministry of Education was forced into widespread commitments* *
 * *of ad hoc aid and extra teachers, with little regard for* *
 * *regulations and the requirements of the education plan.* *
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 * *Source: Anderson (1973), p. 27.* *
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UNITED REPUBLIC OF TANZANIA
MINISTRY OF NATIONAL EDUCATION

APPLICATION FOR PERMISSION TO BE MANAGER OF A SCHOOL

(Education Act No. 25 of 1978)

SECTION 17

To: *The Commissioner for Education*
Ministry of Education
Dar es Salaam

ufs Regional Education Officer

PART 'A' To be filled by applicant.

- 1. Full name
- 2. Occupation/Business
- 3. Address: (a) Business District Region
- (b) Residence District Region
- 4. Name of Proposed school District/Town
- (a) Type of school
- (b) Highest form (class) to be attained
- 5. Bias to be offered
-
- 6. (a) Name of owner of school
- (b) Address

PART 'B' If the Manager is an Organisation, this part to be filled by an authorised representative.

- 7. (a) Name of authorised officer
- (b) Position in the Organisation
- 8. (a) Name of Organisation
- (b) Registration No. Dated

If the Organisation is not registered under any law in Tanzania, give details, objectives and structure of the organisation:

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Application for Permission to be Manager of a School

PART 'C' To be filled by the applicant.

9. Details of other schools managed by the applicant.

Name of school	Owner of school	Location	Address
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10. Applicant's assurance:

I confirm that the above is correct and that should I be permitted to be Manager of the school I will run the school according to Education Act No. 25 of 1978 including regulations and Ministry directives.

Signature of applicant Date

PART 'D' To be filled by DEO.

This application has been considered at a sitting on by the Education Authority and it is/not recommended because

.....

Date 19.... District Education Officer

SECTION 'E': Recommendation of the REO.

My opinion on this application is that:.....

.....

Date 19.... REO

PART 'E' Decision of the Commissioner for Education.

I agree/disagree.

Date 19.... Commissioner for Education

4. Advice to Community Leaders

- * It is always desirable to have personal contact. Talk with the District Education Officer and other relevant people about your proposal before you submit it.
- * Prepare yourself properly for your meetings with government officials. Bring the necessary documents with you.
- * Bureaucratic processes always take time, and in some systems papers often get lost or mislaid. When you request registration, ask how long the process of approval is likely to take. You may be advised that committees only meet at certain times of the year and that you should expect delays. If you have not received a response within a reasonable time, politely approach the authorities to ask about progress.
- * The example from Kenya in the box on page 23 shows that sometimes it is possible to sidestep the regulations. This is dangerous, however. The government could later decide to clamp down, and the community might find that it had wasted a lot of effort.

5. Advice to Governments

- * Make sure that copies of the regulations and necessary forms are readily available at the community level.
- * Avoid forms that are complicated and hard to understand.
- * Ensure that applications are actioned thoroughly but rapidly.
- * Do not allow applications to be scrapped just because of minor details. If some essential detail is missing, take steps to get the information. Be flexible.
- * Keep communities informed about their applications — what they are waiting for and when they can expect it.
- * Be sympathetic to communities' problems. Offer helpful technical and management advice when it is needed.
- * The example from Kenya in the box on page 23 shows that official regulations may not always be followed. In a highly politicised situation, there may not be much that Ministry officers can do about it. But District Education Officers and other personnel can at least monitor the situation. And if they think a school is starting illegally, they can report it to their superiors.