



EASTERN CAPE DEPARTMENT OF EDUCATION

APPLICATION FOR REGISTRATION OF AN INDEPENDENT SCHOOL FOR LEARNERS

1. Proposed name of the school

2. Postal address of the school

3. Residential address of school

4. District

5. Region

6. Name and address of owner of the school.

7. Information of the nearest school with the same classes:

NAME	TYPE	DISTANCE

8. Is the school to be managed on behalf of a religious society or some other body?

YES	NO
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9. If yes, give the name and address of the society or body concerned

10. The owner of the land on which the school is to be built:

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11. Will the school be situated within: (mark with a X in appropriate block)

An area under the control of an urban local authority		On private land or farm	
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12. Have occupational rights in respect of the site been obtained for school purposes?

YES	NO
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13. If yes state the date and reference number:

Date	Y	Y	M	M	D	D	Reference Number	
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14. Have the local authorities approved the site / building for school purposes?

YES	NO
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15. Estimated enrolment:

Gr. R	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Gr. 9	Gr. 10	Gr. 11	Gr. 12	TOTAL

16. Number of pupils from outside the feeder area

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17. Particulars from where the pupils in no. 16 are from:

18. Number of educators needed

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(Please attach detailed breakdown of grades/subjects to be taught and include the teachers' qualifications)

19. How many classrooms will be provided?

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20. Will the curriculum and syllabi of this Department be followed?

YES	NO
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21. If the answer in 20 is "No" a complete memorandum must accompany this application, indicating the different subjects per standard offered by the school and the time allocation per week for each of the subjects.

22. If pupils are to be taught in Grade 12, will this Department's final examination be written?

YES	NO
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23. If the answer in 22 is “No”, reasons must be given and the name of the examining body where examinations will be written must be indicated.

24. Do you intend applying for the school to be registered as an Examination Centre?

YES	NO
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25. Language/s that will be used as Medium of instruction

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26. Does applicant intend applying for subsidy?

YES	NO
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If so, state reasons :

27. Does applicant intend following the school calendar of this Department?

YES	NO
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28. If the answer in 27 is “No”, full details of the school calendar to be followed must be submitted with this application, indicating the number of school days per term.

29. Plans: - A sketch plan or plans of the school must accompany this application, school grounds and hostels (if any), showing the dimension and position of the rooms, buildings and outbuildings. The estimated distance from the school to the nearest public road and buildings must also be shown. A note should be added to show the material used for walls (i.e. brick, stone, etc.) and roofing as well as the total window area of each room.

30. I, _____ the undersigned, being the owner / duly authorised agent of the owner, of the afore-mentioned school, hereby applies to the Permanent Secretary : Department of Education, Culture en Sport for the registration of such school. I hereby declare that the particulars furnished above are true and correct.

Signature of the owner or his agent

Date

Capacity in which application is made

Place

31.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">RECOMMENDED</td> <td style="width: 50%; text-align: center;">NOT RECOMMENDED</td> </tr> </table>	RECOMMENDED	NOT RECOMMENDED					
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- | THE FOLLOWING DOCUMENTS TO ACCOMPANY APPLICATION | |
|--|---|
| 1. | Fully completed application forms |
| 2. | Detailed breakdown of standards / subjects to be taught and include the educators' qualifications. |
| 3. | A sketch plan/s of the school, school grounds and hostels if any, showing the dimensions and position of the rooms, buildings and outbuildings. |
| 4. | A report from a Departmental official about the space, design and facilities. |
| 5. | A health report issued by the Health inspector of the local authority. |
| 6. | A certificate in which the property is rezoned for a school and that the building is suitable for the purpose it will be used for. |
| 7. | A business plan indicating the financial planning and viability of the school. |