



THE REPUBLIC OF UGANDA

MINISTRY OF EDUCATION AND SPORTS

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

(BY PRIVATE SCHOOLS AND INSTITUTIONS DEPARTMENT)

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LIST OF ACRONYMS

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

A. PREAMBLE

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

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

B. PURPOSE/RATIONALE OF THE GUIDELINES

The purpose of the guidelines is to provide more information to the key stakeholders and to operationalize the existing laws, regulations and policies as follows:-

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

C. SCOPE OF THE GUIDELINES

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

D. PRIVATE SCHOOLS/INSTITUTIONS AS PARTNERS IN NATIONAL DEVELOPMENT

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

For instance;

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

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

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

1. Training all teachers using the same syllabi to teach either in Private or Government aided schools/institutions for national standardisation. This is the stock from which private schools select, employ and present to MoES at the time of licensing/registration of the schools.
2. Providing policy guidelines, which affect both Private and Government aided schools/Institutions.
3. Organizing improvement seminars/workshops and in-service courses, which bring together staff from both Private and Government aided schools/institutions.
4. Issuing minimum requirements and minimum standard indicators that are used by both partners as a measure for delivery of quality educational services.
5. Carrying out school inspections by the Directorate of Education Standards (DES) and the District/Municipal Inspectorates so as to ensure that minimum standards

- are kept and also to provide support supervision in both Private and Government aided schools/institutions.
6. Providing professional support to the teachers, Headteachers, learners and the parents in both Private and Government aided schools/institutions under the provisions of the Constitution of the Republic of Uganda, 1995.
 7. Setting, marking and issuing licenses and registration certificates to private schools for public examinations (by examination bodies).
 8. Keep a register of all schools in the country, both government and private.
 9. Registering of teachers.

ROLE OF THE PROPRIETOR

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

NOTE: The proprietor starts, but **MUST NOT** head the school/institution.

ROLE OF THE HEAD TEACHER

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

<h3>F. GENERAL REQUIREMENTS FOR ESTABLISHING A PRIVATE SCHOOL/INSTITUTION</h3>

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

1. An identifiable proprietor; he/she must be a person/organization of good reputation, no criminal record and with the necessary funds to manage the type of institution proposed to be established.
2. An intending proprietor has to get recommendation letters from LCI, LCIII and opinion/religious leader.
3. The planned school/institution must conform to the District/Municipal Education Plan and must be in line with the revised Education Sector Strategic Plan.

4. Written proof of ownership or lease of land on which the school/institution is to be situated or tenancy agreement that is valid for at least (5) five years for a secondary school and 8 years for a primary school (in case of hired buildings) which must have been designed and constructed for purposes of a school.
5. There must be enough land for expansion, playgrounds, school garden and physical education (urban schools may be considered as special cases).
6. There must be a development plan particularly for the licence period, and proof that 10% of the development plan funds are available.

With these in place, the intending proprietor writes to the Permanent Secretary (PS/ES), MoES, explaining his intentions and requesting for guidance.

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

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

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

1. The intending proprietor collects forms for licensing from MoES HQ/district/Municipal Education Office and fills them in triplicate following requirements as listed in Section F above.
2. The proprietor seeks inspection of the school/institution by DIS/MIS and D/MHI to assess compliance with the requirements stipulated in Section 31 of the *Education –(Pre- Primary , Primary and Post- Primary) Act 2008* .
3. The District/Municipal Inspectors of Schools (D/MIS) and District/Municipal Health Inspectors (D/MHI) after inspection write detailed inspection reports, and endorse the application forms and forwards to DEO/MEO to endorse application form as well.
4. The District/Municipal Education Officer forwards (3) three copies of the application forms and the relevant supporting documents on (3) three files to the PS/ES (in case of post primary) and CAO/Town Clerk (in case of Primary).
6. The PS/ES (in case of post primary), CAO/Town Clerk (in case of primary), basing on the reports or recommendations from the district or a report following a physical inspection by the inspectors, approves or rejects the application for licensing.
7. The PS/ES/ CAO/Town Clerk upon approval awards an operational licence to the school/institution to last **for (2)** two school years as stipulated in Section 32 of the *Education –(Pre- Primary , Primary and Post- Primary) Act 2008*, and copies of the licence are also sent to the Director for Directorate of Education Standards, District/Municipal Education Officer, and District/Municipal Inspector of Schools.
8. MoES/DEO/MEO retains one file; the second file is for the DEO (in case of post primary) and the third file is for the school. The proprietor ensures that the school is given a copy.

9. Six months to the expiry of the two-year licence, the proprietor collects from the MoES (Headquarter), District/Municipal Education Offices a form for Registration.
10. In case the school does not qualify for registration, the proprietor must apply for renewal of license within one month of expiry of the license and it is granted once. License renewal is for one year only. If at the end of the year renewal the proprietor is not ready to register the school, it will be closed summarily by PS/ES.
11. All new schools/institutions should start at the beginning of the academic year as set out in the schools/institutions calendar issued from time to time by the Ministry of Education and Sports. Applications for licensing schools, such as Pre – Primary, Primary and Secondary schools, should therefore be submitted to the PS/ES /CAO/Town Clerk starting from June. Licenses will be issued by the 30th December so that schools can start in January or February of the preceding year.
12. The proprietor must provide copies of the occupancy permit for the school structures.

Note:

1. All the above apply to one site only. Any new/subsequent sites/extensions **MUST** be processed separately and independently.
2. The school opens to the general public at the beginning of the calendar year.

<p>H. THE PROCEDURE FOR APPLYING FOR REGISTRATION OF A PRIVATE SCHOOL/INSTITUTION</p>
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The proprietor(s) of the school/institution with intention to apply for a registration certificate of his/her school/institution follow the steps below:

1. Six months to the expiry of the two year license, the proprietor collects from the Ministry of Education and Sports (Head Quarters)/District Municipal Education officer a form for registration and prepares 3 files.
2. The proprietor requests the District Inspector of Schools and the District Health Inspector to re-inspect the school/institution to assess compliance with *section 33 & 34 of the Education(Pre- Primary , Primary and Post- Primary) Act 2008*, and duly sign the application forms and provide the detailed inspection reports.
3. The proprietor requests Director of Directorate of Education Standards (D/DES) through the regional Office to inspect the school to assess compliance to Basic Requirements and Minimum Standards (BRMS). The regional DES Officer gives a report and duly signs the application forms.
4. The proprietor submits three files to the MoES for Registration and Classification
5. The PS/ES, using information and documents attached to the application form or a report based on physical inspection of the school/institution by the Directorate of Education Standards, may award or reject the application and give reasons for doing so to the proprietor. If accepted, the PS/ES awards registration status to the school, indicating the registration number and classification of the school.
6. All licences and registration certificates are entered in the relevant registers kept by the MoES.

7. A school/institution may be de-licensed (closed), or de-registered (closed) by the PS/ES in case of non- compliance with the regulations governing the operations of Private schools/institutions.
8. For institutions whose terms, say open in either March or September, their applications for registration should be submitted to MoES by January and June, respectively for processing.
9. The District/Municipal Inspectors of School should properly scrutinise the applications in order to ensure that all basic requirements are met before they are forwarded to the Ministry of Education and Sports Headquarters for final vetting and issuing of either licence or registration certificate.
10. The registration of the school lasts only 5 years after which the school must be re-inspected by DES. The resultant report will guide the MoES on whether to renew certificate or terminate registration and closure of the school in case the school is no longer operating under the minimum standards.

NOTE:

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

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

Refer to ECD guidelines attached.

Note: Nursery schools are by law supposed to operate as day schools (ECD policy)

J. REQUIREMENTS FOR OPERATING PRIMARY SCHOOLS

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

1. A qualified Headteacher not below Grade V Teaching Certificate in primary education, and must be registered with the Ministry of Education and Sports.
2. All teachers registered and /or licensed with Ministry of Education and Sports.
3. Administrative and financial records.
4. A school bank account.
5. Key statutory documents (e.g. Constitution of the Republic of Uganda (1995), *Education –(Pre- Primary , Primary and Post- Primary) Act 2008*, Local

- Government Act (1997), Public Service Standing Orders, Teachers' Professional Code of Conduct).
6. Functional School Management Committee (SMC), constituted in accordance with the SMC Guidelines and *Education –(Pre- Primary , Primary and Post- Primary) Act 2008* and must be approved by DEO.
 7. A minimum of one staff house on, or near the school compound.
 8. At least 5 acres of land located within a safe and secure environment. (Urban areas can be given special consideration) but classroom size (floor area) should not be below 5.8m by 8.8m (51.04 m²) or 5.8m by 7.8m (45.24 m²).
 9. Proper security arrangement (in accordance with the Basic Requirements and Minimum Standards stipulated in the Disaster reduction and risk management guidelines by Directorate of Education Standards, Ministry of Education and Sports).
 10. First Aid kits.
 11. An enrolment of not more than 40 pupils per class per teacher.
 12. Appropriate sitting facilities for the learners.
 13. Provision of safe drinking water.
 14. One pit latrine stance or toilet (squatting/Asian type preferred) for every 40 pupils by sex.

K. REQUIREMENTS FOR OPERATING SECONDARY SCHOOLS

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

1. A trained and qualified Graduate Head teacher registered with the Ministry of Education and Sports and with not less than 5 years of continuous teaching.
2. All teachers registered and / or licensed with Ministry of Education and Sports.
3. A minimum of 7 teachers working full time, 3 of whom must be science and mathematics teachers in case of post primary.
4. At least one staff house on, or near the compound.
5. At least 10 acres of land (urban areas will be given special consideration) but classroom size (floor area) should not be below 5.8 m by 7.8 m (51.04 m²) Or 5.8 m by 7.8 m (45.24 m²).
6. A minimum enrolment of 45 students per class per teacher, excluding international schools and not more than 60 per class.
7. A general science room/laboratory.
8. A library.
9. Toilet facilities (squatting/Asian type preferred) for 40 students and sanitary facilities (washing and changing) for girl child.
10. Proper security arrangement (in accordance with the Basic Requirements and Minimum Standards stipulated in the safety and health guidelines by the Ministry of Education and Sports).Inspector General of Police guidelines.
11. First Aid kits.
12. Operational school Board of Governors.

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

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

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

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

M. THE DOCUMENTS THAT MUST BE ATTACHED TO THE APPLICATION FORMS FOR LICENSING/REGISTRATION OF A PRIVATE SCHOOL/INSTITUTION

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

1. Photographs showing the general school plant; such as
 - (a) Classrooms with furniture
 - (b) A four classroom block
 - (c) Laboratory/science room with basic equipment for post primary schools/institutions
 - (d) Separate toilets/pit latrines for male and female students
 - (e) Administration block, etc.
 - (f) The school sign post must be visible in at least one of the photographs.
2. Either a land Title or Sales agreement(s)
3. In case of rented premises, provide the tenants Agreements, and the period should not be less than 4 years
4. Building plan technically drawn and clearly indicating school name and building specifications.
5. Location plan clearly showing site
6. Partnership Deeds and Articles of Association in case of partnerships.
7. Authentic certified copies of teacher's academic and professional documents
8. Proprietor's CV's and recent photograph(s)
9. Head teacher's CV's and recent photograph
10. Bank Statement as proof and liquidity of the school (sufficient to pay staff for 3 months)
11. Copy of the document showing terms and conditions of service for the different categories of staff to be employed in the school.

12. School rules/Code of conduct approved by the BOG's and/or Management Committee
13. Detailed District School Inspector's Report
14. Detailed District Health Inspector's Report
15. 3 Referees: LC.1 chairperson, LC 1 secretary for Education and a local religious/opinion leader
16. L.C III Chairperson's letter confirming that the school is within the sub-county plan
17. Evidence of existence of facilities for co-curricular activities: playground
18. Signed Appointment letters and acceptance letters (contracts) lasting at least one year with all teaching and non-teaching staff.

All the above applied to a request for licensing of a school.

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

19. Photographs showing more details of the school; such as
 - (a) An exterior view of the 4 classroom block
 - (b) Students in class ready for a lesson
 - (c) Laboratories with equipment (showing both interior and exterior views)
 - (c) Separate toilets/pit latrines for boys, girls and teachers.
 - (d) Administration block (showing both interior and exterior views)
 - (e) Library with basic text books (showing both interior and exterior views)
 - (f) Play ground with facilities say goal posts, etc.
20. Detailed inspection report by DES.
21. A copy of the 2-year old license letter.
22. Education Management Information System (EMIS) code (number)
23. Evidence of approved BOG/SMC by the Minister of Education and Sports/Chief Administrative Officer.

If the request is for upgrading from 'O' to 'A' Level status of the school, the following documents must be attached to the application, in addition to the documents for registration:

24. A copy of the license letter.
25. The original certificate of registration of the school.
26. Minutes of the BOG approving and/or recommending the up-grading of the school 'A' Level status.
27. The District Inspector of Schools' report showing the status of the following
 - i) The laboratory for 'A' Level with the list of basic chemicals and apparatus available.
 - ii) A list of core books available in the library.
 - iii) Status of the classes for 'A' Level for both Arts and Science subjects.
 - iv) Numbers of furniture in the 'A' Level classrooms.
 - v) Catchment area.
28. Analysis of 'O' Level results of senior 4 candidates handled so far.

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

NOTE:

1. Registration of schools will be carried out in October to Dec of each year.
2. Proprietors intending to register their schools in any given year must ensure that their files are at the MoES head quarters by 30th June of the previous year to enable DES carry out an inspection of the school and advise the Permanent Secretary regarding registration of the school.
3. After a period of 5 years, the certificate of registration **will expire** and another certificate will be issued after revalidation of the school.
4. **Accelerated registration can only be done with express permission of the PS/ES or CAO or Town Clerk for post primary and primary respectively.**

N. REQUIREMENTS TO OPERATE BOARDING SECTION/SCHOOL

Schools that wish to operate as boarding schools or day and boarding will seek permission to do so following the guidelines below.

A. GENERAL REQUIREMENTS

- (i) An identifiable proprietor/foundation body. He/she must be a person or community or organisation of good reputation and reliable financial standing.
- (ii) Written proof of ownership or lease of land on which the school is situated or tenancy agreement for least five years (in case of hired building).
- (iii) The school should have been Licensed and registered by appropriate authority (the Permanent Secretary or Chief Administrative Officer or Town Clerk).
- (iv) For a new school starting, it should fulfil the requirements for Licensing and Registration of schools.

B. SPECIFIC REQUIREMENTS FOR DORMITORY OPERATION

(a) Infrastructural Requirements:

Dormitories and other related Accommodation facilities

1. Provide a separate accommodation for each sex and age group; 3m² to 4m² floor space per learner.
2. Lighting: window area should be at least 10% floor area and ventilation; vents area should be at least 1% of floor area
3. Provide lockable cupboards
4. Only single and double Decker beds must be used in schools and children should not sleep on the floor

5. Every boarding institution should provide adequate facilities for laundry, drying clothes (wire lines), ironing cloth, and maintenance of shoes/clothes
6. Provision of emergency exit at a distance of 30m for each dormitory.
7. Spacing between beds should be 0.4m apart and 0.33m off the wall.
8. Accommodation wall height should be 3m high.
9. Primary school children must have attendants all the time residing within the dormitory building.
10. Dormitories should have adequate and safe lighting and general cleanliness
11. Sockets and circuit breakers must be located in laundry.
12. Dormitory should have approved drawings (building plans)
13. Every dormitory should have an occupancy permit.
14. Internal walls should not be painted with oil paint
The dormitory matrons should be examined medically every six months.
The minimum academic qualifications for matrons will be Primary Seven.
The minimum recommended age is be 30 years.

NB: Accommodation facilities should have been built for that purpose in a location that does not distract the teaching and learning process and provides necessary privacy.

(b) Occupational Safety and Health

Water and Sanitation

1. Boarding school to provide 1 pit latrine stance or 1 water closet per every 15 learners.
2. Internal measurement of a latrine stance should be at least 1m wide, 1.5m long and walls 2m high.
3. Have separate latrines for male and female learners; and male and female staff and Latrines should ensure privacy (have a door shutter and screen wall).

4. Have a special latrine for people with special needs
5. Provide at least 0.5m of urinal for every 25 male learners
6. Pit latrines must be sited at not less than 10m and not more than 50 meters from classroom/dormitory; not less than 30 meters from a water source.
7. Latrines must be kept clean, free from flies and bad smells.
Schools should have provided anal cleansing materials.
8. Latrines must be safe for users, with strong structures and reasonable squat hole and be free from snakes and other dangerous animals and fires/dangerous electrical installations.
9. Schools should empty the pit (VIP) latrine when contents are 1 meter below ground level.
10. Latrines should have a smooth fine floor and internal wall finish.
11. Boarding school latrines must be well lit to ensure proper use at night
12. Schools provide dustbins and refuse pit at least 1.5m deep, 2.5m long, 2m wide.
13. Every school should have facilities for provision and disposal of sanitary towels.
14. Any other requirements from relevant laws or laws which may arise later and degradable wastes.
15. Every school should provide water and soap to the hand washing facility and should be supervised by a teacher and a prefect daily.
16. Boarding schools should have adequate bathrooms each 1m² floor area, roofed and providing privacy (one bathroom per 10 learners).
17. Schools should separate bathing facilities for each sex in boarding schools.
18. Provide for accessible bathing facilities for children with special needs
19. Waste water from any source, particularly bathroom and kitchen should be disposed off in sock away pits
20. Storm water should be harnessed or disposed off using maintained drains

Vermin/Vector Control

1. Mosquito breeding sites must be reduced to a minimum in school environment by bush clearing, drainage of water containers, filling potholes, remove broken tins /bottles and keeping the school drainage system clean
2. Breeding environments must be destroyed by spraying with residual insecticides at least twice a year during holidays.
3. Schools should encourage use of insecticide treated curtains and or bed nets.
4. Dormitories and other related facilities used at night should be mosquito proof (proper fitting shutters and windows, fix mosquito mesh in windows and vents)
5. Each building should have vector proofing for bats
6. Control cockroaches, bedbugs, flies, rodents and other vermin

Food Hygiene

1. School cooks should undergo medical examination at least once a year
2. Catering staff must wear uniforms with headgear inclusive
3. The kitchen must be washed/cleaned daily
4. There must be utensils' drying racks
5. Food stores must have adequate shelves for holding food and should be provided with vermin proofing.
6. Food should be adequately cleaned before cooking, and/or serving and cooked food must be served clean and hot and no food recycling.
7. Good stores management should be practiced
8. Authorized food vendors should be issued with a health permit to sell food in schools and the immediate neighbourhood.
9. Each school should have its food safety and security Committee.

SAFETY PROMOTION AND INJURY PREVENTION

Fire safety systems

1. The boarding facilities should be securely fenced.
2. Every school building block must have a functional fire extinguisher

3. Electrical installations should be properly fixed and insulated by a qualified and licensed personnel
4. Naked flame such as Candle wax (tadoba(s)), are prohibited in dormitories
5. The following should be installed to detect fire;
Smoke detectors, have alarm systems, Control panel, break glass panels, and any other appropriate detection mechanisms.
6. Should be Fire Prevention system such as; Using fire retardance in construction, Emergency preparedness plans, School rules and regulations for safety and health and fire safety mechanisms.
7. There should be Fire Protection Systems such as:
Automatic Fire Sprinkler system, Fire extinguishers, Hydrant points/ring and Hose reel system.
8. There should be Emergency Preparedness:
Emergency contacts display, Train emergency rescue team(s) (swimming pool, fire, etc.), and other relevant measures stipulated in relevant laws and regulation.
9. The school security system should ensure that:
 - School should be appropriately guarded/provide watchmen.
 - Head teachers' house should be within the school compound
 - Whoever enters a school must sign in and out.

C. THE PROCEDURE OF APPLICATION FOR OPERATING A BOARDING SCHOOLS OR BOARDING SECTION?

1. The intending proprietor makes known his or her intention to start operating boarding facilities to the Director of Education and seeks his or her permission to do so in writing.

2. The Director of Education writes back acknowledging receipt and granting or dis-allowing permission.
3. The proprietor receives application forms for operating boarding facilities from the District Education Office.
4. The District Education Officer forwards three copies of the application forms to the Director of Education Ministry of Education and Sports.
5. The Director of Education basing on either the reports or recommendations from the district or a report following a physical inspection by the Directorate of Education Standards recommends or rejects the application for license.
6. The facilities will be inspected at regular basis for validation.

O. INTERNATIONAL SCHOOLS/ INSTITUTIONS

All the above requirements for license and registration of private schools apply to person(s)/organizations wishing to operate International schools, whether primary or post primary. In addition, they must have;

1. A letter of protocol from the relevant embassy/mission detailing the reputation of the intending proprietor, guaranteeing financial ability of the intending proprietor and confirming his/her citizenship.
2. A letter of accreditation from an international examining body validating and verifying the curriculum to be offered. This should be accompanied by a validation and verification report.
3. A suitable person with the requisite academic qualifications to head the school/Institution.
4. Teachers qualified to teach in such a school – their documents have to be equated by UNEB and verified by Teacher and Instructor Education Training Department.

NOTE: The licensing and registration of International Schools will follow the normal procedure of licensing and registration of primary and post primary schools/institutions.

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

All information provided on private schools/institutions is very important to MoES in terms of planning for education and sports for the country. For instance MoES needs to:

1. Capture Bio-data on school/Institution Proprietor, Head teacher and teachers for quality, character and accountability (CV's, photographs).
2. Use this information to safeguard schools/institutions against likely conflicts over ownership by partners and between employer and employees (Partnership deeds, Articles of Association and signed contracts and conditions of service).
3. Ensure safety and security for both the learners and teachers (site and building plans, teachers' qualifications certificates and terms of service, school rules and school photographs, and District/Municipal Health Inspector's report).
4. Ensure community ownership and accountability by proprietors to the community (LCIII recommendation letter, LCI recommendation letter and the District/Municipal Inspector of Schools' report).
5. Ensuring financial sustainability (bank statement, bank guarantee, terms and conditions of service).

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

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

1. **Section 31:** Ensures that the requirements for establishing a Private school/institution are fulfilled.
2. **Section 32:** Gives permission (licence) to operate a Private school/institution.
3. **Section 33:** Awards classification to different categories of Private schools/institutions.
4. **Section 34:** Registers Private schools/institutions.
5. **Section 35:** Keeps a register of all registered and classified Private schools/institutions.
6. **Section 36:** Cancels classification and registration of any Private school/institution already registered by the Ministry of Education and Sports and ordering closure of such a school which:
 - (a) No longer fulfils the requirements of Section 31 of the Act;
 - (b) Is being conducted or managed in contravention of the Act;
 - (c) Ceases to function as a school/institution;
 - (d) Whose owner has failed to comply with requirement of a notice served upon him/her under the provisions of Section 45 of the Act.

5. **Section 37:** Closes any school/institution whose ownership has been changed without prior approval of the Director of Education. The owner of such a school/institution commits an offence and is liable to a fine on conviction.
6. **Section 38:** Rejects or approves any proposed extension to an existing registered school/institution (on grounds that the school/institution extension in question cannot properly be administered as part of the existing registered school/institution) and require the owner to apply for the registration and classification of the proposed extension as a new school/institution.
7. **Section 39:** An Appeals Tribunal, established by the Minister, reviews cases for school/institution owners aggrieved by a decision taken by the Director of Education.
8. **Section 40:** Takes to court for conviction any person who:
 - i. Illegally establishes or maintains a school/institution (i.e. which is not licensed/classified and registered in accordance with the Act);
 - ii. Conducts or permits to be conducted any school/institution which has been ordered to close
 - iii. Conducts or permits to be conducted any school/institution, the classification and registration of which has been cancelled;
 - iv. Administers or permits to be administered any extension as part of an existing registered school/institution in contravention of Section 38 of the Act.
9. **Section 41:** Permits a Private school/institution which has been closed under Section 36 or 37 of the Act to be reopened and entered again in the register.

R. ACTIONS BY THE MINISTER

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

1. **Section 42:** Directs the school/institution which had been closed to be re-opened under the management and control of a **Statutory Manager**. This is after the school/institution owner has been given an opportunity of being heard.
2. **Section 44(3):**
 - a) Issues instructions from time to time to the school owner on aspects of management of the schools with a view of safeguarding the interests of the learners (pupil/students)
 - b) Appoints the BOG in case of post-primary schools/institutions.

S. ACTIONS BY OTHER OFFICIALS OF THE MINISTRY OF EDUCATION AND SPORTS

PS/ES:

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

- b) Maintains a register of all private schools classified under him/her under section 33 of the Education (Pre-primary Primary and Post Primary) Act 2008.
- c) May cancel the classification and registration of a private school/institution already registered by him/her and order such a school to be closed in accordance with section 36 of the Education (Pre-primary Primary and Post Primary) Act 2008.
- d) Approves changes of ownership and location of private schools/institutions.
- e) Approves the extension to an existing registered school/institution if the school/institution meets administrative requirements; or requires the school owner to apply for classification of the proposed extension as a new school/institution.
- f) May permit a school/institution which has been closed for a period not less than 6 months to reopen and to be entered again in the register with a classification as he/she thinks fit without any application being made.

The department responsible for private schools/institutions at the MoES Headquarters under guidance of the PS/ES is charged with:

- 1. Policy and policy guidelines, administration and support supervision of all private schools/institutions both at primary and post primary level
- 2. Licensing and registering private post primary schools/institutions.

DES is responsible for quality control of the education institutions in the country – sets standards for education institutions in Uganda.

T. ACTIONS CALLING FOR DISCIPLINARY MEASURES

The following are the actions which call for disciplinary measures:-

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

U. DEFINITION OF TERMS/FURTHER ADVICE TO INTENDING PROPRIETORS

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

- 1. **Academy:** This is a school which offers a particular skill, for instance; a Military Academy, a Music Academy, a Drama Academy, etc.
- 2. **College School:** Is a secondary school attached to a college and used by the college to demonstrate skills taught in the college. Often a college school is opened by the college to which it is attached. For instance Makerere College School was

opened by Makerere School of Education while Kyambogo College School was opened by Institute of Teacher Education Kyambogo (ITEK).

3. **A College**, on the other hand is a school for advanced studies where one can get a Bachelors degree or one in which a particular subject or skill is taught e.g. a teacher training college leading to a skills certificate or diploma.

NOTE:

Ordinary secondary schools will no longer be licensed or registered as colleges and Academies

1. **Demonstration School:** This is a primary school opened by, and attached to a teacher training college for purposes of demonstration such as Iganga Demonstration Primary School was opened by Iganga Primary Teachers College and Shimon Demonstration primary school opened by Shimon Primary Teachers' College.
2. **Commonly used names:** School names like Progressive, Comprehensive, Uganda Martyrs, Saints' (St.), Standard, should be accompanied by distinguishing words such as St. Johns SS Kasokoso/Uganda Martyrs SS Kyamulibwa, Standard SS Bweyogerere.
The distinguishing words could be names of areas where the institutions are located such as, parishes or villages. It is advisable not to use the district name given the current wave of creation of new districts in the nation resulting in changes of district names.

Note: The PS/ES reserves the right to advise otherwise.

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

V. SECTION FOR CLASSIFICATION OF PRIVATE SCHOOLS/INSTITUTIONS
--

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

Pre-Primary

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

Primary

1. All primary schools are licensed as day. The license runs for 2 years and it is only after completion of these years that a school may apply for registration.

2. Boarding facilities for primary school can only be permitted on the recommendation of the Directorate of Education Standards and granted by PS/ES
3. Classification for primary schools is as follows:
 - a. Boys only
 - b. Girls only
 - c. Mixed (boys & girls)

Secondary:

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

Classification

The type of classification offered to the secondary school at registration is based on the fulfilment of Basic Requirements and Minimum Standards for the type. Schools may be classified as:

1. **Purely Day:** This school operates as Day whereby learners come to school every morning from their homes.
2. **Purely Boarding:** This school operates as boarding with all learners residing at school in dormitories constructed for this purpose. The Dormitories must comply with the safety and security regulations and guidelines from the office of the Inspector General of Police. If a school is mixed, there must be separate dormitories for girls and boys with proper enclosure and clear demarcations for each sex. The boarding section of the school must comply with the guidelines from DES.
3. **Day and Boarding:** This school operates as both day and boarding with some learners coming from home to school every day, and others reside at school. The Boarding section in this school must be separate from the classroom area and well enclosed according to BRMS.
4. **Mixed School (i.e. Boys and Girls):** This school operates with learners of both sexes –boys and girls attending classes together.
5. **Purely Girls:** This school operates with all the learners being girls only.
6. **Purely Boys:** This school operates with all the learners being boys only.

Note:

- a) **For a school to be classified as boarding, it must fulfil requirements outlined in N above.**
- b) **Hostels are not part of this classification.**

- c) **In a boarding school, the learners, and school property must be mandatorily ensured by the school administration.**

CHANGE OF CLASSIFICATION STATUS:

A school may change from one status to another on condition that it satisfies the requirements for the desired status.

Procedure for change of status:

The proprietor applies to the Permanent Secretary MoES/ CAO/Town Clerk, requesting to have the status changed. The application must have 3 reports attached:

- a) The District Inspector of Schools;
- b) The District Health Inspector; and
- c) The Directorate of Education Standards in the region where the school is located.

W. CHANGE OF SCHOOL OWNERSHIP AND LOCATION

Change of ownership of a school

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

Process

The current owner writes to the PS/CAO/Town Clerk informing of the intention to change ownership and attaches: -

- a) Original registration certificate of the school
- b) School bank statement showing the financial status
- c) Financial report showing the creditors and debtors of the school
- d) Land title/ tenancy agreement transfer
- e) Staff lists/student registers
- f) Inventory records (school structures, equipment, instructional material s)
- g) Other school records such as UNEB centre award letter, students' UNEB certificates and a record of those taken/ not taken
- h) School lay out plan
- i) Curriculum offered in the school (subjects offered)

The new owner has to get a letter from the PS/ES or CAO/Town Clerk allowing him/her to take over ownership.

In order for the new owner to get the letter, he/she has to apply attaching the following:

- a) Evidence of legal change of ownership and this should include copies of sales agreement.
- b) A 5-Year Development Plan
- c) His/her Curriculum Vitae and passport photographs
- d) His/her bank statement as evidence of sound financial status

- e) Evidence of teaching staff- for purposes of smooth transition it would be good to continue with the existing staff unless there are strong reasons to change
- f) A filled up application form for registration showing all particulars of the new owner.

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

Adherence to Change

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

Change of Location of a school

- a) A school is licensed, registered and classified under a specific location and name (Section 32(2) of the *Education –(Pre- Primary , Primary and Post- Primary) Act 2008*). This location specifies the land title /tenancy agreement.
- b) Any school owner who wishes to change the location of the school must seek approval by the PS/ES/CAO/Town Clerk before the school location is changes.
- c) The school owner who wishes to change location of his/her/their school should apply to PS/ES or CAO/Town Clerk and attach the following: - .
 - i. District Inspector of schools' report;
 - ii. District Health Inspector's report;
 - iii. DES' report of the new site and location;

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

Note: Change of the school location must be at the end of the school year to avoid interrupting the teaching and learning

ANNEXES

Form: 1(PROCESS IS FREE OF CHARGE)



THE REPUBLIC OF UGANDA

**MINISTRY OF EDUCATION AND SPORTS
P.O.BOX 7063,
KAMPALA**

APPLICATION FOR LICENCE TO OPERATE A NEW PRIVATE PRIMARY (UNDER SECTION 32/33 OF THE *EDUCATION – (PRE- PRIMARY, PRIMARY AND POST-PRIMARY) ACT 2008*)

(TO BE COMPLETED IN TRIPLICATE)

**To: The Chief Administrative Officer
Thru: The District Education Officer**

Thru: The District Inspector of Schools

SECTION ONE:

TO BE COMPLETED BY THE APPLICANT

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

The applicant should attach the following documents:

- a. Duly signed copies of “partnership-deed, article of association”
- b. Personal CVs, showing records of employment

- c. Letters from three referees, one of which should be from the current or last employer (s) one other should be from LC111
- d. Three passport size photographs for each of the proprietor (s)
- e. District Health Inspectors report
- f. Copy of school rules
- g. List of members of the School Management Committee

Note:

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

1. (a) Name of Institution: _____

(b)PostalAddress: _____

(c)Telephone No. _____

2. (a) Name of School Owner/Proprietor(s): _____
Add extra paper if many owners

(b) Postal Address: _____

(c) Telephone No. _____

3. Particulars of institution to be established:

a. Boys _____

b. Girls _____

c. Mixed: _____

Note: All schools are licensed as day schools

4. Location of proposed institution.

a) Village _____

b) Parish _____

c) Sub-county _____

d) County _____

e) District _____

f) Block/Plot Number: _____

g) Street/Road _____
 5. Institution Land:
 (a) Area: _____ Hectares/Square Km

(b) Owned by: _____

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

6. (a) Capital available for establishment of the institution shs 6,000,000/= (Attach a copy of Bank statement opened in the name of school or proprietor)

(b) Fee charged per child/student per year, shs. _____

(c) Expected Annual income shs. _____

(d) Sources of income: _____

7. **Classes, Stream and Enrolment**

Classes								
Streams								
Girls								
Boys								
Total								

8. (a) Name of Headteacher _____

(Attach His/her CV and recent photograph)

9. Teaching Staff:

No.	Names	Qualification	ESC No.	REG	Monthly Salary

Attach copies of their Academic Certificate, Registration Certificates and full CVs

10. **Also if there are more than (9) teachers attach their names and qualifications)**
Facilities and Equipment/Furniture

- (a) Number of Classrooms _____ (b) Number of Dormitories _____
- (c) Library _____ (d) Number of Administrative offices _____
- (e) Number of staff houses _____ (f) Staff Room _____
- (g) Kitchen _____ (h) Stores _____
- (i) Toilets (No. of Stances): _____
- (j) Number of school buildings:-
- Permanent materials _____
 - Semi-permanent _____
 - Temporary materials _____
- (l) Adequacy of furniture _____
- (m) Adequacy of other teaching aids/equipment _____
- (n) Adequate play/sports ground _____

11 **Declaration:**

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

Date: _____ Signature _____

Title: _____ Names _____

Proprietor: _____

SECTION TWO:

A. TO BE ENDORSED BY THE DISTRICT/MUNICIPAL INSPECTOR OF SCHOOLS

I recommend /I do not recommend licensing of

Remarks: _____

Date: _____ Signature & Stamp _____

Full Names: _____ DIS/MIS

B. TO BE ENDORSED BY THE DISTRICT/MUNICIPAL HEALTH INSPECTOR

I recommend /I do not recommend licensing of

Reasons:

Date: _____ Signature & stamp _____

Full Names: _____

DISTRICT HEALTH/MUNICIPAL INSPECTOR

C. TO BE ENDORSED BY THE DISTRICT/MUNICIPAL EDUCATION OFFICER

I recommend /I do not recommend the application:

Reasons:

Date: _____ Signature & Stamp _____

Full Names: _____ DEO/MEO

D. TO BE ENDORSED BY MoES HQ OFFICER

I recommend/do not recommend the licensing of.....

.....

Reasons for not recommending.....

.....

Full name..... Title.....

Signature..... Date.....

If recommended:

License No. _____

Name of school _____

Full Names: _____ Title.....

Signature _____ Date.....

SECTION THREE:

A. TO BE ENDORSED BY THE COMMISSIONER BASIC EDUCATION (C/BE)

Approved/Not approved _____

Reasons _____

License number is _____ and expiry date is _____

Full Names: _____ Signature _____

Date: _____ C/BE

Form: 2(PROCESS IS FREE OF CHARGE)



THE REPUBLIC OF UGANDA

**MINISTRY OF EDUCATION AND SPORTS
P.O.BOX 7063,
KAMPALA**

**APPLICATION FOR REGISTRATION AND CLASSIFICATION OF A PROVISIONALLY
LICENSED PRIVATE PRIMARY SCHOOL/INSTITUTION UNDER SECTION 33/34 OF
THE PRE-PRIMARY, PRIMARY, & POST PRIMARY EDUCATION ACT 2008**

(TO BE COMPLETED IN QUADRUPLICATE)

To: The Commissioner Pre-Primary and Primary department

Thru: The Chief Administrative Officer

SECTION ONE:

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

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

1. (a) Name of School

(b) Postal Address

(c) Telephone Contact

2. (a) Name of school Owner/proprietor(s) – Add extra paper if many owners

(b) Postal Address:

(c) Telephone Contact

3. School Particulars

(a) Boys/Girls/Mixed _____

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

(c) Postal address _____

(d) Telephone contact _____

(e) I/We –name(s)

apply for this school to be registered and classified as Private Primary School

4. Location of Proposed Institution

(a) Village _____

(b) Parish _____

(c) Sub-county _____

(d) County _____

(e) District _____

(f) Block/Plot Number: _____

(g) Street _____

5. School Land:

(a) Area: _____ Hectares/Square Km

(b) Owned by: _____

6. Classes, Stream and Enrolment

Classes								
Streams								
Girls								
Boys								
Total								

7. Fees charges

(a) Tuition: _____

(b)

(c)

(d)

(e) Others (specify) _____

8. (a) Name of Headteacher

(b) Qualification:

9. Teaching Staff:

No.	Names	Qualification	REG No.	Monthly Salary

**Attach copies of their certificates, registration and full CVs
Also if there are more than (9) teachers attach their names and qualifications)**

10. Facilities and Equipment/Furniture

Number of Classrooms _____ (b) Library _____

(c) Number of Administrative offices _____ (d) Number of staff houses _____

(e) Staff Room _____ (f) Kitchen _____

(g) Stores _____ (h) Toilets (No. of Stances): _____

(j) Number of school buildings:-

- Permanent materials _____

- Semi-permanent _____

- Temporary materials _____

(m) Adequate of furniture _____

(n) Adequacy of other teaching aids/equipment _____

(o) Adequate play/sports ground _____

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

(a) Has the school got a school farm Yes/No _____

(b) If yes specify type of agriculture farm _____

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

12 Declaration:

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

Date: _____ Signature _____

Title: _____ Names _____

Proprietor: _____

SECTION TWO:

A. TO BE ENDORSED BY THE DISTRICT/MUNICIPAL INSPECTOR OF SCHOOLS

I recommend /I do not recommend registration of _____

Under number _____ and classified as _____

_____ Expiry date is _____

Remarks: _____

Date: _____ Signature _____

Full Names: _____ **DIS/MEO**

B. TO BE ENDORSED BY THE DISTRICT/MUNICIPAL HEALTH INSPECTOR

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

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

Date: _____ Signature _____

Full Names: _____
DISTRICT/MUNICIPAL HEALTH INSPECTOR OF SCHOOLS

C. TO BE ENDORSED BY THE DISTRICT EDUCATION OFFICER

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

Give reasons: _____

Date: _____ Signature _____

Full Names: _____
DISTRICT/MUNICIPAL EDUCATION OFFICER

D. TO BE ENDORSED BY MoES HQ OFFICER

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

.....

Reasons for not recommending.....

.....

Full name..... Title.....

Signature..... Date.....

If recommended:

Registration No. _____

Registration Name _____

Classification _____

Full Names: _____ Title.....

Signature _____ Date.....

E. TO BE ENDORSED BY COMMISSIONER BASIC EDUCATION

I approve

Name..... Signature.....
C/PSI

Form: 3 (PROCESS FREE OF CHARGE)



THE REPUBLIC OF UGANDA

**MINISTRY OF EDUCATION AND SPORTS
UDCBUILDING
P O BOX 7063
KAMPALA**

**APPLICATION FOR LICENSE TO OPERATE A NEW PRIVATE SEONDARY SCHOOL (UNDER SECTION 32/33 OF EDUCATION – (PRE- PRIMARY, PRIMARY AND POST- PRIMARY) ACT 2008
TO BE COMPLETED IN TRIPLICATE**

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

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

SECTION ONE:

TO BE COMPLETED BY APPLICANT

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

Attach the following:

- a) Copies of partnership deed, articles of association duly signed.
- b) Personal CVs showing records for employment
- c) Letters from three referees, one of which should be from the current or last employer(s) and one of which should be from LC.III and
- d) Three passport size photographs for each of the proprietor(s)
- e) District Health Inspector's report

- f) Copy of school rules.
- g) List of members of the School Management Committee/Board of Governors.

Note:

- (i) In case of a joint venture, if one of the partners dies or changes his mind, then the Ministry should be notified and
- (ii) The application should be supported by recognized local authority at Divisional, zonal and sub-county levels confirming the appropriateness of the school in the area.

2. Owner's Name and Address:

.....

3. Institution to be established:

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

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

4. Location of the Proposed Institution:

- (a) Village.....(b) Parish
- (c) Sub-county/Division..... (d) County
- (e) District (f) Town/Municipal/City
- (g) Taking Road

5. Land for the proposed Institution

- a. Area Hectares/Squares KM
- b. Owned by

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

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

7. Name of Head teacher

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

8. Teacher to be engaged:

NAME	QUALIFICATION & REGISTRATION No.	TERMS OF SERVICE (PERMANENT/TEMPORARY)
1.
2.
3.
4.
5.
6.
7.
8.
9.

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

9. Name and status of Nearest School	Distance (in Kms)	Government-Aided/Private
(a)
(b)
(c)
(d)
(e)

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

Date Signature (of applicant)

Title: Name (of applicant)

Proprietor:

SECTION TWO:

TO BE ENDORSED BY THE DISTRICT OFFICE

A. TO BE ENDORSED BY THE DISTRICT/MUNICIPAL INSPECTOR OF SCHOOLS

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

Full name: Signature & stamp:

DIS/MIS

Date:

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

B. TO BE ENDORSED BY THE DISTRICT HEALTH OFFICER,

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

.....

.....

Full namesSignature & stamp:

DISTRICT HEALTH INSPECTOR

Date:

Note: Attach a detailed health inspection report

C. TO BE ENDORSED BY THE DISTRICT EDUCATION OFFIER

I recommend/do not recommend the application.

Give reasons:

.....

Full names:Signature
DIS/MEO

Date:

SECTION THREE:

A. TO BE ENDORSED BY THE MoES HQ OFFICER

I recommend/do not recommend

The licensing of

.....

.....

Reasons:

.....

Status:

Full Names..... Title.....

Signature.....

Date:

B. TO BE ENDORSED BY THE PS/ES

Approved/not approved

.....

.....

Full names Sign
PS/ES

Date:

Form 4(PROCESS FREE OF CHARGE)



THE REPUBLIC OF UGANDA

**MINISTRY OF EDUCATION AND SPORTS
UDCBUILDING
P O BOX 7063
KAMPALA**

**APPLICATION FOR REGISTRATION AND CLASSIFICATION OF A PROVISIONALLY
LICENSED PRIVATE SECONDARY SCHOOL**

TO BE COMPLETED IN TRIPLICATE)

To: The Permanent Secretary
MoES
P O Box 7063
KAMPALA

Thru: Commissioner Private Schools/Institutions
MoES
P O Box 7063
KAMPALA

SECTION ONE:

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

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

1. (a) Name of School
 - (b) Postal Address
 - (c) Telephone Number Fax Number
2. (a) Name of School Owner(s)/proprietor(s):

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

- (b) Postal Address
 - (c) Telephone Number Fax Number
3. Declaration of nature of ownership:
 - a) Individual (sole owner)

- b) Community (i.e. Parish/village/sub county)
- c) Partnership (more than one person)
- d) NGO.(this includes FBO)
- e) Company

4. School Particulars:
- (a) Boys only
 - (b) Girls only
 - (c) Mixed (Boys and Girls)
 - (d) Day/
 - (e) Boarding
 - (f) Day and Boarding

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

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

6. School Land:
- (g) Area Hectares/Square Km
 - (h) Owned by

7. Classes, streams and Enrolment:
- | | Total |
|---------------|-------|
| Classes | |
| Streams | |
| | |
| Enrolment | |
| Boys | |
| Girls | |
| Total | |

8. Fees Charged:
- (i) Tuition
 - (j)
 - (k)
 - (l)
 - (m) Others (specify

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

Teaching Staff:

NAMES	QUALIFICATIONS	UTS REG/UC. NO	MONTHLY SALARY
1.....
2.....
3.....
4.....
5.....
6.....
7.....
8.....
9.....
10.....
11.....
12.....

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

10. Facilities and equipment/furniture:

- (a) Number of Classrooms:
- (b) Number of Dormitories
- (c) Biology laboratory
- (d) Physical science laboratory
- (e) Multi-purpose science lab
- (f) Library
- (g) Number of workshops
- (h) Number of special rooms
- (i) Number of Administration offices.....
- (j) Staffroom.....
- (k) Number of staff houses
- (l) Stores
- (m) Kitchen
- (n) Toilet: (No of stances)

- (o) Number of school buildings in permanent materials
- (q) Adequacy of furniture
- (r) Adequacy of laboratory or workshop equipment.....
- (s) Adequacy of other teaching aids/equipment
- (t) Adequate play/sports ground

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

- (n) Has the school got a farm? Yes/No
- (o) If yes, specify type of agriculture farm
- (p) If no, state all other income generating projects/activities
.....

12. Declaration:

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

Date: Signature:

Title: Name:

Proprietor:

SECTION TWO

TO BE ENDORSED BY THE DISTRICT INSPECTOR OF SCHOOLS

I recommend/do not recommend registration and classification of

Remarks:

Date: Signature:

Full Names: DISTRICTINSPECTOR OF SCHOOLS

SECTION THREE

TO BE ENDORSED BY DISTRICT HEALTH INSPECTOR

I recommend/do not recommend registration and classification of

Remarks:

The school fulfils the requirements of the Health Act /the school does not fulfil the Health Act requirements

.....

Full Names: **Signature:**

DISTRICTHEALTHINSPECTOR

Date:

SECTION FOUR

TO BE ENDORSED BY THE DISTRICT EDUCATION OFFICER

To: The Permanent Secretary/Education and Sports

I recommend/ do not recommend registration and classification of

.....

Remarks

.....

.....

Full Names: **Signature:**

DISTRICTEDUCATION OFFICER

Date:.....

SECTION FIVE

TO BE ENDORSED BY THE DIRECTORATE OF EDUCATION STANDARDS

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

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

Full Name..... TitleSignature.....

.....
DIRECTORATE OF EDUCATION STANDARDS (REGIONAL OFFICE)

Date:

SECTION SIX

TO BE ENDORSED BY THE MoES OFFICER

To: Commissioner Private Schools

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

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

Classification is.....

Registration Number.....

Full NamesSignature.....

ASSESSING OFFICER

Date:

TO BE ENDORSED BY THE PERMANENT SECRETARY /EDUCATION AND SPORTS

I approve/do not approve -----to

be registered and classified.

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

Date:

If approved:

RegistrationNumber_____Date:_____

Registration Na
| _____me_____

Classified as_____

Full Names: _____Signature_____

PERMANENT SECRETARY /EDUCATION AND SPORTS

Date: _____

Annex 5: Copy of Registration Certificate

MINISTRY OF EDUCATION AND SPORTS



THE REPUBLIC OF UGANDA

Serial No

Registration Certificate for a Private Secondary School

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

Registration Name: _____

Registration Number: _____

Date of Registration: from _____ to _____

License number & Date: _____

EMIS No: _____

Classification: _____

Location by
District: _____

Sub County: _____

Village: _____

Ownership (proprietor(s) name):

.....
Permanent Secretary

Annex 6: Copy of assessment form for licensing a secondary school
MINISTRY OF EDUCATION AND SPORTS
LICENSING OF A PRIVATE SECONDARY SCHOOL
ASSESSMENT FORM

NAME OF SCHOOLDISTRICT
 PROPRIETOR'S NAME(S)

NO.	Requirements (To be filed in 3 PLASTIC SPRING FILES)	Initials of assessor	Remarks
1.	Application form duly signed by District Health Inspector, D.I.S and D.E.O		
2.	Photographs of the school (a) showing the general school plant with school signpost in the photo another showing students in class		
3.	Land Title/Sales agreements		
4.	Tenants Agreements: Not less than 4 years		
5.	Building plan technically drawn and clearly indicating school name and building specifications.		
6.	Location plan clearly showing site		
7.	Partnership Dees/Articles of Association		
8.	Authentic teacher's academic and professional documents		
9.	Proprietor's CV's and photograph (s)		
10.	Head teacher's CV's and photograph		
11.	Bank Statement as proof and liquidity of the school (sufficient to pay staff for 3 months)		
12.	Signed -Appointment letters/contracts for all teaching and non-teaching staff & acceptance letter for each staff.		
13.	School rules/Code of conduct approved by the BOG's and/or Management Committee		
14.	Detailed School Inspector's Report		
15.	Detailed health Inspector's Report		
16.	3 Referees: LC.1 chairperson, LC 1 secretary for Education and a local religious/opinion leader		
17.	L.C III Chairperson's letter confirming that the school is within the sub-county education plan.		
18	Evidence of existence of facilities for co-curricular activities: playground		

Observations

.....

Signature: Date

NB: The 2008 Act of Education Section 11 states "No persons shall teach in any public or private school of any description if she/he is not registered as a teacher or licensed to teach

Annex 7: Copy of assessment form for registration of a private secondary school

MINISTRY OF EDUCATION AND SPORTS
 PRIVATE SCHOOLS/INSTITUTIONS DEPARTMENT
 REGISTRATION OF PRIVATE SECONDARY SCHOOLS
 ASSESSMENT FORM

NAME OF SCHOOL

DISTRICT

PROPRIETOR'S NAME

NO.	Requirements (To be filed in 3 PLASTIC SPRING FILES)	Initials of assessor	Remarks
1.	Application form duly signed by District Health Inspector, D.I.S and D.E.O		
2	Copy of license letter		
3	4 Photographs of the school (a) showing the general school plan with school signpost in the photo, students in class (if request is for Registration), (b) Laboratory equipment and chemicals (c) A classroom with furniture. (d) Teaching and non teaching staff. Attach license if request is Registration.		
4.	Either a Land Title or Sales agreements or Tenants agreements: With a period not less than 4 years to expire at the time of registration		
5.	Building plan technically drawn and clearly indicating school name and building specifications.		
6.	Location plan clearly showing site		
7.	Partnership Deed/Articles of Association for a school with more than one owner		
8.	Authentic teacher's academic and professional documents		
9.	Proprietor's CV's and photograph (s)		
10.	Head teacher's CV's and photograph		
11.	Bank Statement as proof and liquidity of the school (sufficient to pay staff for 3 months)		
12.	Signed Appointment letters/contracts with all members of staff & each one's acceptance		
13.	School rules/Code of conduct approved by the BOG's and/or Management Committee		
14.	Detailed School Inspector's Report		
15.	Detailed health Inspector's Report		
16.	Detailed Directorate of Education Standards' Report		
17.	3 Referees: LC.1 chairperson, LC 1 secretary for Education and a local religious/opinion leader		
18.	L.C III Chairperson's letter confirming that the school is within the sub-county education plan.		
19	Evidence of existence of facilities for co-curricular activities: playground		
20.	Copy of the most recently filled EMIS form dully endorsed		

Observations

.....
 Signature: Date

NB: The 2008 Act of Education Section 11 states "No persons shall teach in any public or private school of any description if she/he is not registered as a teacher or licensed to teach"

Annex 8: Copy of assessment form for upgrading a secondary school

**MINISTRY OF EDUCATION AND SPORTS
PRIVATE SCHOOLS/INSTITUTIONS DEPARTMENT
ASSESSMENT FORM FOR UP GRADING TO 'A' LEVEL**

NAME OF SCHOOL: **DISTRICT:**

REQUIREMENTS FOR UPGRADING TO 'A' LEVEL

S/No.	ITEM(S) PARTICULARS	Initials of Assessor
1.	Duly filled 'A' level status application form (this form)	
2.	Minutes of the meeting of the BoG approving and/or recommending the up-grading of school to 'A' level status	
3.	Detailed inspection report from the DIS clearly showing the status of:	
a)	The laboratory (ie) ('A' Level)/Inspector to give list of basic chemicals and apparatus available.	
b)	The Library/Inspector to give list of core books available	
c)	The Classrooms i.e. those for Arts and Sciences	
d)	Furniture in the rooms:/Number viz avis enrolment)	
f)	Catchment area	
4.	Detailed inspection report of the health Inspector, clearly indicating state of infrastructure and sanitation.	
5.	Detailed Directorate of Education Standards' Report	
6.	List of graduate teachers, their qualifications (Registration Certificates) and academic and professional documents, appointment letters at this level and the subjects they teach.	
7.	Analysis of UCE examination results for the last 3 years if school has been in existence for 5 years and above.	
8.	Original School Registration Certificate.	
9.	Photocopy of license letter.	
10.	Photographs of the Laboratory (the whole interior of the laboratory), Library, Classrooms and photo of teachers employed to teach the 'A' level classes.	
11.	Copy of most recently filled & endorsed EMIS from	

Observations

.....
.....

Signature: Date

ASSESSOR FROM MoES HQ