

FORM 6



**APPLICATION FOR REGISTRATION OF A PRIVATE SCHOOL/
PRIVATE PART-TIME CENTRE**
(Section 76(1), Regulation 57(1))

SECTION A: (INFORMATION ABOUT SCHOOL AND OWNER OR GOVERNING BODY)

A1. Name of the private school/private part-time centre

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A2. Year of commencement of the school/centre

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A3. How will the school function:

- | | | |
|--|------------------------------|-----------------------------|
| o Full-time face-to-face method | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| o Full-time Online method | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| o Full-time Blended teaching and learning | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| o Part-time candidates using face-to-face or distance education methods? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

A4. Postal Address:

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A5. Regional Education, Arts and Culture Office, Circuit and cluster in which the school is situated

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A6. Full name, address and contact details of the legal owner of the private school

Name

Address

Contact details Tel code no. ()

 Email

 Cell

Attached certified copy of Identity document.

A7. Full name, address and contact details of the applicant, if the applicant is not the owner

Name

Address

Contact details Tel code no. ()

 Email

 Cell

Attached certified copy of Identity document.

A8. Capacity of applicant (e.g. owner: board member, etc)

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A9. Names and addresses of any other educational institutions or schools, and their current status, operated by or that were operated by, the same owner or governing body of which the owner was a member

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A10 Competence and experience of owner or governing body of school

A10.1 Owner of school

QUALIFICATIONS*	EXPERIENCE IN EDUCATION	OTHER RELEVANT EXPERIENCE	Employed by MoEAC Yes/No

(*Certified copies of qualifications must be attached to application form.)

A10.2 Members of governing body (if established)

Indicate if any of the board members are employed by Ministry of Education, Arts and Culture

NAME	QUALIFICATIONS	ADDRESS	RELEVANT EXPERIENCE	Employed by MoEAC (Yes/No)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

A11. Is the private school registered with Business Intellectual Property Authority (BIPA)?

Yes No

If yes, provide the name and address under which the school is registered. Attached a certified copy of the Founding Statement obtained from Business Intellectual Property Authority (BIPA)

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A12. I understand that registration of my company with BIPA does not permit me to provide education to the Namibian Child without approval being granted for the registration of my school/centre by the Ministry of Education, Arts and Culture.

Yes No

Signature:

SECTION B: PRIVATE SCHOOL DETAILS

B1. Details of curriculum, teaching and learning materials and extra-curricular activities

B1.1 Pre-Primary offered Yes No

Government Curriculum Yes No

Specify if other curriculum being followed:

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- If a curriculum different from that applicable to state schools should be followed, please see paragraph B3.
- Provide details of the teaching and learning materials.

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B1.2 Junior Primary offered
(Grades 1 – 3)

Yes

No

Government Curriculum

Yes

No

Specify if other curriculum being followed:

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- If a curriculum different from that applicable to state schools should be followed, please see paragraph B3.
- Provide details of the subjects/**other curriculum subjects** that will be offered.

SUBJECTS	GRADES

- For the non-government curriculum, attach **the list of the learning materials** (textbooks, worksheets, etc.)

- Will the school provide the learners with the learning/teaching support materials or must they buy their own materials?

Yes

No

- Provide information on the extra-curricular and extra-mural activities the school will provide to the junior primary learners, **Specify**.

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- Will the school accommodate learners with impairments? Yes No
 If yes, which impairments?

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- Are you aware of the ministerial policies on assessment and how will the home school implementing these policies? Yes No
- Will the school accommodate learners with impairments? Yes No

B1.4 Junior Secondary
(Grades 8 – 9)

Yes No

Government Curriculum

Yes No

Specify if other curriculum is being followed:

- If a curriculum different from that applicable to state schools should be followed, please see paragraph B3.
- Provide details of the subjects /other curriculum subjects that will be offered.

Compulsory Promotional Subjects	Elective Subjects

- Provide details of the languages, the field of study subjects and the elective subjects for each of the fields of study offered.

Language subjects	Field of Study Subjects	Elective Subjects
1.	1.	
2.	2.	
3.	3.	
1.	1.	
2.	2.	
3.	3.	

For the non-government curriculum, attach the list of the **learning materials** per subject (textbooks, worksheets, etc.) learners will need and a list of the **teaching materials** teachers will use.

- Will the school provide the learners with the learning/teaching materials or must they buy their own materials?

Yes

No

- Provide information on the extra-curricular and extra-mural activities the school will offer to the junior secondary learners.

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- Are you aware of the ministerial policies on assessment and how will the home school implementing these policies?

Yes

No

- Will the school accommodate learners with impairments? Yes No

If yes, which impairments?

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- For the government curriculum, attach the list of the **learning materials** per subject (textbooks, worksheets, etc) which learners must have and a list of the **teaching materials** teachers must use.
- Will the school provide the learners with the learning/teaching support materials or must they buy their own materials?

Yes, School will provide No, They must buy their own
- Provide information on the extra-curricular and extra-mural activities the school will offer to the senior secondary learners, **Specify**.
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- Will the school accommodate learners with impairments? Yes No

If yes, which impairments?

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- Does the school have the facilities and resources, and the teachers with the qualifications and experience to implement the compulsory Course Work/School Based Assessment in the subjects to be taken at NSSC Ordinary level?

Yes No

IF NO, provide detailed explanation on how the subjects will be thought to ensure proper teaching and learning at the school?

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B1.6 Senior Secondary, Advanced Subsidiary Level:

NSSCAS (Grade 12) Full-time

Yes

No

NSSCAS (Grade 12) Part-time

Yes

No

Government Curriculum

Yes

No

Specify if other curriculum being followed:

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- If a curriculum different from that applicable to state schools should be followed, please see paragraph B3.
- List the **Advanced Subsidiary/other curriculum subjects** that will be offered.

Advanced Subsidiary

- For the government curriculum, attach the list of the **learning materials** per subject (textbooks, worksheets, etc) which learners must have, and a list of the **teaching materials** teachers must use.
- Will the school provide the learners with the learning/teaching support materials or must they buy their own materials?

Yes, school will provide

No, they must provide their own

- Provide information on the extra-curricular and extra-mural activities the school will offer to the senior secondary learners. **Not Applicable for Part-Time Centres**

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- Will the school accommodate learners with impairments? Yes No

If yes, which impairments?

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- Does the school have the facilities and resources, and the teachers with the qualifications and experience to implement the compulsory Course Work/School Based assessment to be taken in the subjects at **Advanced Subsidiary** syllabuses?

B2. Medium(s) of instruction

Pre-Primary

Junior Primary

Senior Primary

Junior Secondary

Senior Secondary

B3. *Please note, the application for approval of a curriculum, languages as medium of instruction, or examining body for a **private school which is different from that applicable to state schools**, the application must be accompanied by:

- a) a full motivation and reasons for the use of a different medium of instruction, curriculum and examining body;
- b) a full broad curriculum document or documents, examples of subject syllabuses, principles of assessment and examples of subject textbooks, proof of approval by the institution that owns the curriculum to use that specific curriculum in the case of different curriculum; and
- c) the credentials of the examining body, proof of NQA recognition, regional and international recognition of the qualifications issued by the examining body, in the case of different examining body.

(The documents must accompany the application)

B4. What school calendar will be followed for the school phase(s) offered?

Calendar for government schools Yes No

For non-government school calendar, attach the calendar that will be followed.

Attached the calendar Yes No

B5. For each school phase and the subjects offered attach a timetable for a week indicating the number of periods and the duration of the periods per day.

B6. Daily starting time.....and daily closing time..... of the school.

B7. Nearest school(s) offering education in the same school phases applied for in this application.

SCHOOL PHASE	NAME OF SCHOOL	APPROXIMATE DISTANCE
Pre-Primary		
Junior Primary (Grade 1 –3)		

Senior Primary (Grades 4 – 7)		
Junior Secondary (Grades 8–9)		
Senior Secondary Ordinary Level (Grades 10–11)		
Senior Secondary Advanced Subsidiary (Grade 12)		

B8. Attach the following information, as separate attachments.

- A motivation letter for the establishment of the private school which intends to provide information about the aspects mentioned in section 76(2) of the Act.
- The vision and mission of the school.
- The admission policy of the school.
- Sample of agreement between the private school and parent(s)/guardian(s)

B9. Annual fees payable per learner (indicate as applicable)

TYPE OF FEE	AMOUNT PER ANNUM
Registration or enrolment fee	N\$
Tuition	N\$
Hostel	N\$
Examination	N\$
School Development Fund	N\$
Fees for textbooks and other learning materials	N\$
Any other type of fee (specify)	
.....	N\$
.....	N\$
Total:	N\$

B10. Complete the following table by indicating the envisaged enrolment and teacher: learner ratio (as per educational phase applied for).

		Number of learners	Numbers of classrooms available	Number of Teachers	Teacher :learner ratio
Pre-Primary	PP				
Junior Primary	Gr 1				
	Gr 2				
	Gr 3				
Senior Primary	Gr 4				
	Gr 5				
	Gr 6				
	Gr 7				
Junior Secondary	Gr 8				
	Gr 9				
Senior Secondary	Gr 10				
	Gr 11				
Senior Secondary	Gr 12				
Other (specify)					

B11. Describe any specific needs to be catered by this private school which are not provided for in government schools?

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B12. Information about principal and teaching staff (Complete Annexure B14.1 and B14.2 attached at the end of section B)

B13. Hostel accommodation

Does the school provide hostel accommodation? Yes No

1. If yes, how many boys and girls can be accommodated

B14. Buildings, furniture, equipment, etc.

Provide the following information regarding

B14.1 Buildings

Type	Number in Existence	Total size in Square meters In existence	Number still To be constructed	Total size in Square meters Not in existence	Construction Material e.g bricks
Classrooms					
Principal's office					
Offices: Heads of Departments					
Office: School Secretary					
Staff room					
Library					
Storeroom/steel cabinet					
Safe facility (strong room) /steel cabinet					
Laboratory for Sciences: Physics/Chemistry/Biology					
Other Specialized rooms (specify)					
Toilet facilities for girls					
Toilet facilities for boys					
Toilet facilities for staff members					
Sport facilities					
Any other facilities (specify)e.g					

B14.2 Furniture equipment and office stationery

Type	Number available	Number still to be obtained	Total	Remarks
Desks for learners				
chairs for learners				
Teachers tables				
chairs for teachers				
Lockable steel Cabinets				
First Aid Kits				
Telephones				
Internet connectivity				
computers and laptop				
printers				
Photo copiers				
Recording devices and USB-players				
Other (specify)				

B14.3 Records and registers

Type	Records/Registers available	Records/registers still to be established	Remarks
Admission register			
Attendance register			
Cum card records of individual learners: Full-time schools only			
Promotion records/schedules of learners. Full-time schools only			
Copy of Examiners' Reports of National examinations: Senior Secondary Schools/part-time centres only			
Copies of Ministerial Circulars & Regional Directives,			
Copy of Education Act and its regulations, Labour Act, etc.			

B14.4 Electricity and water

- Does the school have electricity? Yes No
- Does the school have access to clean water? Yes No

B15. Financial provision

- I understand that I have the right to establish and maintain a private school at my own expense without any financial (assistance) subsidy from the Ministry of Education, Arts and Culture.

Yes No

Signature:.....

B16. Are the learners expected to enter into an agreement with the school?

Yes No

If yes, what type of agreement? Attach copy.

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SECTION C: (PRIVATE SCHOOL OR PART-TIME EXAMINATION CENTRE)**C1 Which of the following national examinations is the school/centre applying for?**

- The Namibia Senior Secondary Certificate **Ordinary Level** (NSSCO)?

Full-time Part-time

- The Namibia Senior Secondary Certificate **Advanced Subsidiary** (NSSCAS)?

Full-time Part-time

- Is the school/centre applying for any other examination than NSSCO or NSSCAS? Yes No

- If it Yes, specify:.....

C2. Date of first national examination.

NATIONAL EXAMINATION	YEAR
NSSCO	
NSSCAS	
Any other Examinations than NSSCO or NSSCAS	

C3. Facilities to administer the National Examinations**C3.1 Number of rooms/halls appropriate for the sitting of examinations are available at the school/centre?**Halls Rooms **C3.2 Do the rooms/halls have tables, chairs and sufficient lighting, ventilation, a low noise level, and do conditions that are conducive for candidates to perform optimally prevail?**Yes No

C3.3 Will the space, furniture, number of invigilators etc. be sufficient to simultaneously accommodate the candidates sitting for their national examinations and for the learners in the intermediate grades to continue with their classes (or write their **internal examinations**)?

Yes

No

C3.4 Will the school/centre be able to accommodate NSSCO (Grade 11) or NSSCAS (Grade 12) part-time candidates for the national examinations?

Yes

No

C3.5 Number of candidates sitting for each of the following examinations can be accommodated at the same time in the examination hall/room? Consider the required spacing of 1.25 meters.

NATIONAL EXAMINATIONS	FULL-TIME CANDIDATES	PART-TIME CANDIDATES
NSSCO (Grade 11) examination		
NSSCAS (Grade 12) examination		

C4. Secure Storage of National Examination material

C4.1 Does the school have safe storage facilities big enough to securely store all the examination materials of both the national examinations (question papers, answer books, answer scripts, OMR Forms, etc.) and the examination materials of the **internal examinations**? (Pictures of safe storage facilities must be attached to the application form).

Yes

No

What are the internal dimensions of the safe/safe storage facilities?

Length metres

Height metres

Width metres

C4.2 Which one of the following describes the safe facilities best at your school/centre?

- a) A **strong** room with lockable safe door
- b) A **store** room with lockable burglar barred door and windows
- c) A **store** room with lockable burglar barred door and windows with a lockable steel cabinet for the examination materials.
- d) A steel cabinet in the principal's office which has a lockable burglar barred door and burglar barred windows.
- e) A heavy free standing steel safe in the principal's office.
- f) If not any of the above mentioned, describe the type of safe facilities available.

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- g) How many keys for the safe/safe facilities are in use at the centre?

Yes No

- h) Will the centre make a spare key available to the Regional Office?

Yes No

- i) Will the key register be opened and who will be in control of the register?

Yes No

- j) Are duplicate keys for the safe or safe facilities available and where are they kept?
If yes where

Yes No

- k) Will other materials be stored in the safe or safe facilities together with the examination materials?

Yes No

C5. Who will be the Head of the Examination Centre responsible for the overall supervision and secure and proper administration of the national examinations (e.g. security: safekeeping of examination materials; registration of candidates; handling of collected state monies; receipt and dispatch of examination materials; etc.)

- Name:
- Years experience (as teacher): as principal: HOD etc.)
- Qualifications:
.....

C6. Has the Head of Examination Centre been trained by the Directorate National Examinations and Assessment or the Regional Office in the principles and procedures of examination administration and invigilation?
If yes, when was the training done?

Yes

No

C7. Are the teachers who will invigilate the national examinations trained by the Directorate of National Examinations and Assessment or the Regional Office in the principles and procedures of invigilation? If yes, when was the training done?

Yes

No

C8. Are the Head of Examination Centre and teachers aware that they could, in terms of Education Act 2001, No. 16 of 2001, be charged with misconduct, or for a criminal offence, if the Examination Rules and Treasury Instructions are not adhered to, and that the results of candidates can be declared null and void if they are involved in malpractices?

Yes

No

C9. Collection of examination registration fees and other examination related monies

Yes

No

C9.1	Is the centre registered as a sub-receiver of revenue or cashier's office to collect state monies and issue receipts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If school is not registered as Sub Receiver, specify the location of the nearest Sub receiver		
C9.2	Is the school in possession of a copy of the Treasury Instructions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C9.3	Is the school in possession of a Receipt Book/ Credit Note Book?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C9.4	Is the school in possession of the Rules and Regulations for the administration of national examinations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C10 Capacity and resources to administer school based assessments			
C10.1 NSSC Ordinary or Advanced Subsidiary Level Examinations			
Indicate the availability of the following:			
a)	Laboratory to administer the practical examination in Biology, Physics and Chemistry.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b)	Recording devices and USB-players to administer the Listening Comprehension examination for languages.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- c) Facilities, equipment and materials for the practical examination and School based assessment in Home Economics.

Yes

No

- d) Facilities, equipment and materials to do the school based assessment in Fashion and Fabrics/Hospitality.

Yes

No

- e) Facilities, equipment and materials to do the school based assessment in Agricultural Science.

Yes

No

- f) Facilities, equipment and materials to do the Coursework in Art and Design.

Yes

No

- g) Facilities equipment and materials to do the Coursework in Design and Technology.

Yes

No

- h) Equipment and materials to administer the national examinations to Physical impaired candidates.

Yes

No

SECTION E: (TO BE COMPLETED BY THE INSPECTION TEAM AT THE REGIONAL OFFICE)

E1. Verification of the information provided by the private school

E1.1 The school was visited by an inspection team of the regional office.

NAME	POSITION	DATE OF INSPECTION

E1.2 The information provided on the application form was verified with the owner/ Governing body/Board Directors of the private school by the inspection team is available

Yes No

Comments:

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E1.3 Were discrepancies found between the information provided in the application and the situation found at the school? Yes No

E1.4 If discrepancies were found, provide the details.

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E2. Evaluation of Information by Inspection Team

E2.1 Is there according to the judgment of the inspection team a need for this private school in the region?

Yes

No

E2.2 What are the Specific need(s) this school will provide for?

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Describe the needs referred to in E2.2

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E2.4 The judgement of the inspection team after having considered the terms and conditions in Basic Education Act, 2020 and the Regulations made under the said Act, is that the school:

(Tick appropriate box)

• Meets the terms and conditions to be registered as a private school/centre with tuition and examination centre status the application must be accompanied by:

• Only meets the terms and conditions to be registered as a tuition centre but not as an examination centre, **therefore question papers for the national examinations will be kept at the Regional Education Directorate and be delivered on daily basis.**

• Does not meet the terms and conditions to be registered as both a tuition and an examination centre and must re-apply when the shortcomings have been rectified.

• Comments (if any)

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E2.5 SIGNATURES OF INSPECTION TEAM

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Inspector of Education, Arts and Culture Date

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Education Officer: Planning and Development Date

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Regional Examination Official (REXO) Date

other (specify) Date

Other: Date

