

PRIVATE SECONDARY EDUCATION AUTHORITY

THE EDUCATION ACT 1957 AND PSEA ACT 2016

APPLICATION FOR REGISTRATION OF A SCHOOL

Date Address of School

.....

.....

Director
Private Secondary Education Authority
BEAU BASSIN

I wish to run a day school, particulars of which are set out below and request that it may be registered and a certificate of registration be issued.

Name of person to be registered as Manager :
(Block Letters)

(Signature of person to be registered as Manager)

P A R T I C U L A R S

I (a) Proposed Name of School :

(b) Proposed address of school :

Telephone Number :

Fax Number :

email address :

(c) Whether (1) for boys only (2) for girls only

(3) co-educational

(d) i) Whether school will provide post primary education up to School Certificate (SC) / Higher School Certificate (HSC)* – Yes / No*

ii) If No, please give details and submit equivalence to SC or HSC as appropriate.

.....

.....

(e) Particulars of teachers and non-teaching staff to be employed (section 5 of Appendix A)

(f) List of subjects to be taught at the school (Section 6 of Appendix A)

(g) Particulars of school premises (Section 8 of Appendix A).

- II I attach an application for registration as Manager of the school.

- III I attach an accurate plan of the school premises (with dimensions), signed and dated.

- IV I attach the proposed scheme of work (term-wise, subject-wise) of each class.

- V I attach the school workload allocation to the different classes (Section 7 of Appendix A).

The contents of these particulars and attached documents are true to the best of my knowledge, information and belief.

Date :

.....
Signature of person to be registered as Manager

PRIVATE SECONDARY EDUCATION AUTHORITY

APPENDIX 'A'

APPENDIX TO APPLICATION FOR THE REGISTRATION OF A SCHOOL

1. (a) Proposed Name of School :
(BLOCK LETTERS)

Boys/Girls/Co-educational :

Forms to be taught :

(b) Address of School (Main Department)

.....

Phone Number :

Fax Number:.....

email Address :

Other Departments :

.....

2. Name of Proposed Manager :
(Surname to be underlined) (BLOCK LETTERS)

Date of Birth :

Qualifications :

.....

Home Address:

..... Phone No.email address.....

Registration Number :

3. Name of Proposed Principal/Rector :
(Surname to be underlined) (BLOCK LETTERS)

Date of Birth :

Qualifications :
.....

Home Address :
..... Phone No.
email address.....

4. If the school will run Form VI class/classes, please put a tick in the appropriate box.

ART SIDE

SCIENCE SIDE

ECONOMICS SIDE

TECHNICAL SIDE

.....
(Signature of person to be registered as Manager)

5 (a) Particulars of teachers to be employed (according to grades)

Name of Teachers to be employed (Surname first) Mr/Mrs/ Miss	Date of proposed Appointment	Date of Birth	Address (in full) & Phone Number	Regn & File No. (if any)	Q U A L I F I C A T I O N S			Whether following any course (with dates)	Subjects to be taught and level/s	No. of periods and teaching time (in minutes weekly)	Full-Time Part-Time	Gross Salary (Monthly)	Teaching experience in years	Q.T. Status (Pink Card) Yes/No
					Academic	Professional	Grade of Post							

Signature of Manager :

5. b) **Particulars of Non - Teaching Staff**

Name of Non-Teaching Staff to be employed (in full) (Surname first) Mr/Mrs/ Miss	Marital Status	File Number (if any)	Date of Birth	Job Title	Address & Phone Number	Qualifications	Date of proposed Appointment	Temporary or Permanent	Full-Time or Part-Time	Hours of Work	Gross Salary per Month

Signature of Manager:

6. **Subject Combinations to be offered**

GRADES 7 TO 9: Core Subjects
English, French, Mathematics, Science,
Social and Modern Studies, Business and
Entrepreneurship Education, Design and
Technology, Food & Textiles Studies, ICT
Art & Design

Electives : Languages (Kreol Morisien, Spanish, German,
Arabic, Asian Languages
Islamic Studies or Religious Studies (Bible
Knowledge) or Hinduism
Agriculture

**Non-Core
Subjects:** Performing Arts, Physical Education, Life
Skills and Values, Sexuality Education,
Values Education, Library

GRADE 10
1st Combination
2nd Combination
3rd Combination
4th Combination

GRADE 11
1st Combination
2nd Combination
3rd Combination
4th Combination

GRADE 12 PRINCIPAL LEVEL SUBSIDIARY LEVEL
1st Combination
2nd Combination
3rd Combination
4th Combination

GRADE 13 PRINCIPAL LEVEL SUBSIDIARY LEVEL
1st Combination
2nd Combination
3rd Combination
4th Combination

GRADES 7 TO 9 :Core Subjects

GRADE 10
1st Combination
2nd Combination
3rd Combination
4th Combination

GRADE 11
1ST Combination
2nd Combination
3rd Combination
4th Combination

GRADE 12 PRINCIPAL LEVEL SUBSIDIARY LEVEL
1st Combination
2nd Combination
3rd Combination
4th Combination

GRADE 13 PRINCIPAL LEVEL SUBSIDIARY LEVEL
1st Combination
2nd Combination
3rd Combination
4th Combination

Signature of person to be registered as Manager :

7. **Proposed Distribution of Periods** **Proposed Books to be used**

	Subjects	No. of Periods per week	Books :	Title & Author
--	-----------------	--------------------------------	----------------	---------------------------

A. **GRADE 7**

Core

1.	English
2.	French
3.	Mathematics
4.	Social/Commercial Studies
5.	Science

Electives

1.
2.
3.
4.
5.
6.

Non Examinable Subjects

1.
2.
3.

TOTAL _____

B. **GRADE 8**

Core

1.	English
2.	French
3.	Mathematics
4.	Social/Commercial Studies
5.	Science

Electives

1.
2.
3.
4.
5.
6.

Non-Examinable Subjects

1.
2.
3.

TOTAL _____

Proposed Subjects	Proposed No. of Periods per week	Proposed Books	: Title & Author
C. <u>GRADE 9</u>			
Core			
1. English
2. French
3. Mathematics
4. Social/Commercial Studies
i) History
Geography
Sociology &
ii) Economics
Accounts
Commerce
5. Sciences –			
i) Chemistry
ii) Physics
iii) Biology
iv) Agricultural Science
Electives			
1.
2.
3.
4.
5.
6.
<u>Non-Examinable Subjects</u>			
1.
2.
3.
TOTAL	=====		

Proposed Subjects	Proposed No. of Periods per week	Proposed Books	: Title & Author
D. <u>GRADE 10</u>			
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
E. <u>GRADE 11</u>			
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.
TOTAL	=====		
<u>Non-Examinable Subjects</u>			
1.
2.
3.
4.

Managers should ensure that texts for Literature used in Forms IV – VI are as prescribed by Cambridge.

Proposed Subjects	Proposed No. of Periods per week	Proposed Books : Title & Author
--------------------------	---	--

F. **GRADE 12 – Principal Level**

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.

TOTAL =====

Subsidiary level

1.
2.
3.
4.
5.

Non-Examinable Subjects

1.
2.
3.

TOTAL =====

Subject Combinations

Main Level

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Subsidiary level

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Signature of Manager :

Proposed Subjects	Proposed No. of Periods per week	Proposed Books	: Title & Author
G. <u>GRADE 13 – Principal Level</u>			
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
<u>Subsidiary Level</u>			
1.
2.
3.
4.
5.
<u>Non-Examinable Subjects</u>			
1.
2.
3.
TOTAL		=====	

Signature of person to be registered as Manager :

8. Particulars of the different school premises proposed to be used
 (Please use separate sheets for different departments).

Address of each Building	Owner Name & Address	If Rented Rent Paid	Type of Building Concrete, Wooden mixed	Classrooms			Laboratories/ Specialist rooms/Workshops		Offices/Staffrooms/ Restroom/Library/ Reading Room/ Hall		Gymnasium, Indoor recreational space, playgrounds (football, volleyball, Basket ball, specify others)		Sanitary facilities (Taps, toilets, urinals).	
				Room No.	Floor area of each in m ²	Class Capacity determined by PSSA	Subject	Floor area of each in m ²	Room No.	Please specify use against Room No. Floor area of each in m ²	Area of each in m ²	Number required	Number Available	Open space (excluding building/s & playgrounds) in m ²

Date : Signature of person to be registered as Manager :

Name of person to be registered as Manager in Block Letters :

Please note that space area registered for library and reading room, specialist room, workshops, laboratories, indoor recreation, staffroom/s and office/s should not be considered as classroom area when computing maximum number of pupils to be accommodated.

PRIVATE SECONDARY EDUCATION AUTHORITY

NOTES OF GUIDANCE

REGISTRATION OF A PRIVATE SECONDARY SCHOOL

The notes of guidance as laid down below indicate the main provisions of the Education Act and Education Regulations which pertain to the registration of a private secondary school and they are not deemed to be exhaustive.

1) Registration of Schools

- (1) Every private secondary school has to be registered in accordance with the provisions of the Education Act before it begins to function.
- (2) An application for the registration of a school shall be made by the person desirous of becoming the manager of such school not later than 31 July of the year preceding the year in which the proposed school is to begin to function.
- (3) Such application shall be made in the prescribed form and shall be accompanied by the documents specified therein.
- (4) On receipt of any such application, the Private Secondary Education Authority (PSEA) shall after such inquiry as deemed appropriate, register or refuse to register the school.
- (5) Where the PSEA agrees to register a school a certificate of registration shall be issued to the proposed Manager of the school.
- (6) The certificate of registration shall be valid for a period of one year but may be renewed annually.
- (7) The PSEA may, on the issue of the certificate of registration attach to it such conditions as it thinks fit to impose.
- (8) The PSEA may cancel the registration of any school whose manager fails to comply with any condition attached to the certificate of registration issued in respect of such school.
- (9) A private secondary school shall, on registration, be classified according to such criteria as may be approved by the Minister.
- (10) A private secondary school shall not by reason only of its registration be entitled to grants under the Private Secondary Education Authority Act.

2) Grounds for Refusal to Register a School

- (1) The PSEA may refuse to register a school or to renew the certificate of registration issued in respect of a school if it appears :-
 - (a) that the proposed school premises constitute a dangerous building, or are structurally unsuitable to contain a school, or are insufficiently protected against the hazard of fire;
 - (b) that the proposed school premises are or are likely to be insanitary or for reasons of health unsuitable to contain a school;
 - (c) that the school does not conform to the regulations made under the Education Act and/or other relevant legislation;
 - (d) that the proposed teachers do not possess the prescribed qualifications;
 - (e) that the proposed school premises or equipment will not allow of efficient tuition in the subjects to be taught in the school;
 - (f) that the proposed manager is not a fit and proper person to act as such; or
 - (g) that in the application for registration a statement has been made or information has been furnished which knowingly or recklessly is false in any material particular.
- (2) The PSEA may refuse to register a school if it is established that the opening of such school would be detrimental to the interests of Mauritius or of the public.

3) Documents to be submitted along with application for Registration of School

When applying for the registration of a school, the proposed Manager will be required to submit :

- a) a Clearance Certificate from the Ministry of Health
- b) a Clearance Certificate from the Fire Services
- c) a Certificate from a registered Professional Engineer
- d) Title deed of the land
- e) Building and land use permit

4) Physical conditions

- (1) The proposed school premises shall not be situated in or over any go down, shop, store or factory unless the PSEA is satisfied that no danger or hazard will be created thereby and that the health or well being of the pupils will not be adversely affected.

Where permission is granted for the use of school premises over go downs, shops, stores or factories provision shall be made for fire control measures to the satisfaction of the Controller, Fire Services.

- (2) Every building wholly or partly used as school premises and all floors of such buildings above the ground floor shall be provided with no less than two independent satisfactory means of egress.
- (3) Every building wholly or partly used as school premises shall be adequately ventilated and lighted.
- (4) No roof, loft, verandah, balcony or cellar shall be used as a class-room or for the teaching of physical education, or for recreational purposes, without the written approval of the Minister.
- (5) Every building wholly or partly used as school premises shall be maintained in a clean and sanitary condition.
- (6) As per the Building Regulation 2005, all new private colleges which are under construction or will be constructed, should make provision for access facilities for disabled students.
- (7) Every school shall be provided with adequate and suitable furniture and equipment.
Writing space :-
- (a) for secondary school children, shall not be less than 24 inches in length by 18 inches in width, measured on the bench or table top.
- (8) Every classroom in every school shall, save in exceptional circumstances approved by the PSEA-
- (a) have at least one blackboard or white board with a minimum dimension of 8 feet by 3 ½ feet (243 cms by 106 cms) and a soft board.
- (b) be provided with a single or double seaters with back rest for pupils with a minimum writing space of 24 inches by 18 inches (60 cms x 45 cms) for each pupil together with a suitable table and chair for the teacher;
- (c) have -
- (i) a door for independent access;
- (ii) windows to provide for adequate ventilation and natural lighting;
- (iii) double-panelling wooden or other appropriate partitions;

- (d) be of an area of not less than 225 square feet (21 square metres) calculated on the basis of 8 square feet (0.75 square metre) per pupil exclusive of 7 feet (2 metres) between the blackboard and the first row of benches;
 - (e) not accommodate more than 40 pupils at a time.
- (9) Every school shall have –
- (a) a well furnished and well equipped office for the Rector and staffroom;
 - (b) a well equipped and functional library;
 - (c) well equipped specialist rooms, computer room, laboratories and workshops for the teaching of practical based subjects;
 - (d) where it offers agricultural and related subjects, the necessary agricultural space and facilities within the school premises or in its vicinity.
- (10) All school premises shall be properly fenced.
- (11) Provision should be made for access facilities for students with disabilities.

5) Health and Sanitation

- (1) All schools shall be open to medical and sanitary inspection by the Permanent Secretary, Ministry of Health, or any officer deputed by him for such purpose.
- (2) In every school separate water closet accommodation with flushing systems shall be provided for each sex on the following basis –

No. of W.Cs		
No. of Children enrolled	for Girls	for Boys
30	2	1
70	3	2
100	4	3
For every additional 100 boys	-	1
For every additional 40 girls	1	-

- (3) Properly sheltered urinals provided with sparge pipes shall be provided for boys at the rate of ten feet of urinal space for the first hundred boys and five feet for every additional hundred boys enrolled.
- (4) where lavatories are built together in one block there shall be separate entrances for boys and girls.

- (5) Every school at which more than 300 pupils are enrolled shall be provided with toilets and urinals on a scale to be fixed by the Ministry of Health, having regard to the scales set out in paragraphs (2) and (3).
- (6) Every school shall be provided with an adequate and wholesome supply of drinking water and a properly maintained and clean water tank. These shall be at least one tap for every 80 pupils.
- (7) There shall be provided in every school at least one first-aid box, stocked in accordance with the instructions of the Ministry of Health.
- (8) Every school shall –
 - (a) be provided with an adequate, safe and salubrious area for open air recreation and its own playing fields or arrange for the provision of such facilities.
 - (b) provide the necessary equipment and facilities for sports and games it is registered to provide.

6) Name of School

At or near the entrance to every school there shall be prominently displayed a board or other form of notice bearing in conspicuous lettering the registered name of the school.

7) GENERAL CONDITIONS

- 1. The application form must be signed by the person to be registered as manager of the Private Secondary School.
- 2. Every page of Appendix A duly filled in and any supplementary document required for the Appendix must be signed by the person to be registered as Manager of the School.
 - i) Every classroom and number of pupils accommodated therein shall be strictly according to standing regulations. Measurements should be in accordance with International System of Units (SI).
 - ii) Facilities as laid down in the regulations shall have to be provided and the space area registered for Library and Reading Room/Specialist Rooms/Workshops/Laboratories/Indoor recreation/Staffroom(s) and office(s) should not be considered as classrooms area when computing maximum number of pupils to be accommodated.
- 3. When taking action on Section IV of the application form, information should be provided on paper of **A4 size**.

4. The accurate plan or diagram referred to in Section III of the application form should be drawn on paper of double foolscap size (i.e approximately 42 cms x 33 cms), and show the following information:
 - a) Layout of ground floor, and of each floor for storeyed building with exact internal dimensions of all rooms (including Laboratory/ies, Demonstration Room/s, Workshop/s). Rooms used as classroom should be numbered (e.g classroom No. 1, classroom No. 2, etc.) for ease of reference.
 - b) Distance from neighbouring boundaries.

8) OTHER REQUIREMENTS

In the process of considering the application for registration of a private secondary school, the PSEA may request for information or documents which may be reasonably required for that purpose.

10 April 2019