

Application for Registration of an Independent School

Form No. IS1

1. THE SCHOOL

Name of School: _____

Postal Address: _____
of school _____

Post Code: _____ Phone Number: _____

Email address _____

Supplementary information about the premises occupied by the school:

2. THE PROPRIETOR

“Proprietor” means “the person responsible for the management of the school and includes any person proposing to be so responsible”.

Name of Proprietor: _____

Postal Address: _____

Post Code: _____ Phone Number: _____

Nature of proprietor’s interest in the premises, eg owner, leaseholder etc:

The Proprietor must have a clear enhanced disclosure certificate from AccessNI in respect of this position.

Does the Proprietor have a clear enhanced disclosure certificate from AccessNI?

Yes/No: _____

3. MANAGEMENT AUTHORITY

Name of the body responsible for the management of the school:

A description of the nature of the body:

Is the body incorporated? Yes/No

The name and address of ***each*** member of the body.

Name:

Postal address:

Post Code:

Each member must have a clear enhanced disclosure certificate from AccessNI in respect of this position.

Does each member have a clear enhanced disclosure certificate from AccessNI?

Yes/No: _____

4. THE PRINCIPAL (HEADTEACHER)

Title: Dr/Mr/Mrs/Miss/Ms: _____

Full Forenames and Surname: _____

Previous Surname (if applicable) _____

Date of Birth: _____

Place of Birth: _____

Qualifications: _____

University/College: _____

Date of Appointment: _____

Is Appointment Full time or Part time? _____

Total Teaching Hours per week:
(if applicable) _____

Name of Previous School taught at: _____

Address of Previous School: _____

Position Held in Previous School: _____

Dates of Previous Teaching Service: _____

The Principal must have a clear enhanced disclosure certificate from AccessNI in respect of this position.

Does the Principal have a clear enhanced disclosure certificate from AccessNI?

Yes/No: _____

5. TEACHING STAFF

The following information must be provided for each teacher
(separate pages may be added)

Title: Dr/Mr/Mrs/Miss/Ms: _____

Full Forenames and Surname: _____

Previous Surname (if applicable) _____

Date of Birth: _____

Place of Birth: _____

Qualifications: _____

University/College: _____

Date of Appointment: _____

Is appointment full time or part time?: _____

Total Teaching Hours per week: _____

Name of Previous School taught at: _____

Address of Previous School: _____

Position Held in Previous School: _____

Dates of Previous Teaching Service: _____

Each teacher must have a clear enhanced disclosure certificate from AccessNI in respect of this position.

Does each teacher have a clear enhanced disclosure certificate from AccessNI?

Yes/No: _____

6. PUPILS

Number of Pupils on the attendance register of the School in the current school year.

Age at 1 July	BOY day pupils	GIRL day pupils	BOY boarders	GIRL boarders
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
Over 18				
Totals				

7. SCHOOL CURRICULUM

Please submit with this application:

- a. A copy of the current school timetable.
- b. The timetable should include for each class:
 - i. the name of the teacher;
 - ii. the number of pupils in the class;
 - iii. the length of time of instruction;
 - iv. the subject of instruction; and
 - v. an analysis showing the number of hours of instruction received weekly by each class in each subject of the school curriculum.
- c. The dates on which the school will be in operation during the school year.

8. SCHOOL ACCOMMODATION:

- a. Rooms used for teaching purposes:

Name designated to Room	Dimensions of Room

- b. Toilet accommodation:
 - i. for boys: _____

 - ii. for girls: _____

9. DECLARATION

- I certify that the information supplied on this form is to the best of my knowledge and belief correct.
- I apply to the Department of Education for the registration of the school as an independent school. I understand this is in accordance with the provisions of Article 38 of the Education and Libraries (Northern Ireland) Order 1986 and the Independent Schools (Registration) Regulations (Northern Ireland) 1974.

Signed: _____

Date: _____

Name in capitals: _____

Status: _____

REGISTRATION OF INDEPENDENT SCHOOLS

GUIDANCE NOTES

REGISTRATION

1. All independent schools are required by law to be registered with the Department of Education.

APPLICATION FORM IS1

2. In order to be considered for registration, the providers of the independent school must make a formal application on Form Number IS1 together with the all requested documentation. All the requested documentation may be submitted by post to:

Department of Education
School Governance Team
Room 109
Rathgael House
43 Balloo Road
Rathgill
BANGOR
Co Down
BT19 7PR

Alternatively, this documentation may be submitted by email to paula.sandford@deni.gov.uk except that sending information by email is not a necessarily secure method.

All applications will be processed as quickly as possible provided all the relevant documentation has been submitted.

Each application will be dealt with objectively and impartially.

The school timetable should be submitted with the application. The timetable must include for each class:

1. name of the teacher;
2. number of pupils in the class;
3. length of time of instruction;
4. subject of instruction; and
5. an analysis showing the number of hours of instruction received weekly by each class in each subject of the school curriculum.

The dates on which the school will be in operation during the school year should also be included with the school timetable.

REGISTRATION REQUIREMENTS

3. An Independent School and anyone responsible or engaged in the management or operation of the school has to comply with public policies and legislation designed to safeguard the welfare of children and young people and public health and safety which includes premises health and safety requirements. Information about how to apply for an enhanced disclosure certificate from AccessNI can be accessed from their website on <http://www.accessni.gov.uk/> .Information about public health and safety can be accessed from the Health and Safety Executive for Northern Ireland website on www.hseni.gov.uk
4. The premises should be suitable for use as a school, having regard to the number, ages, gender and abilities of the pupils in attendance.
5. Efficient and suitable instruction should be provided having regard to the ages, gender and abilities of the pupils in attendance.
6. The Department may refuse an application for the registration of a school, if any of these requirements is not met.

REGISTRATION PROCESS

7. The Department will advise the applicant that the school is provisionally registered as an independent school, when all the documentation associated with the application form IS1 is received provided that the persons holding registered positions are successfully vetted. At this initial stage, the Department will advise the applicant of the time period for the full registration process and the means of redress in the event of the application being refused.
8. The Education and Training Inspectorate is responsible for inspecting the standards of education provision in independent schools and will arrange an inspection visit after the date of the receipt of an application form IS1 for the registration of a new school.
9. The Department will notify the applicant in writing of the outcome of the full registration process no later than 6 months after the date of receipt of all the documentation associated with the application. However, if a complication arises which justifies a delay in taking a decision on the registration of the school as an independent school at the end of the 6 months; the Department is entitled to extend the 6 months deadline by a limited period. If this occurs the applicant will be notified of the period of the extension.
10. When a school acquires full registration as an independent school, it will be required to provide the Department with up to date information on an annual basis about its operation including the number of pupils and staff at the school. The school will also be subject to regular inspections by the Education and Training Inspectorate (ETI) and will receive an inspection report. These are standard procedures which apply to all schools.
11. The Department should be notified immediately, in writing, of any change in the proprietorship or teaching staff or postal address of an Independent School.