

1.0 BASIC STANDARD REQUIREMENTS FOR REGISTRATION OF EDUCATIONAL AND TRAINING INSTITUTIONS IN THE MINISTRY OF EDUCATION

1.1 INTRODUCTION

All Educational and Training institutions must be registered by the Ministry of Education **IN ACCORDANCE WITH** Section 17 of the Education Act Cap 211 1968 (Revised 1980).

1.2 PROCEDURE

See appendix **I** for the procedure

1.2.1 REGISTRATION

- (a) The intent to start a school or related training institution must be communicated in writing to the District Education Board (DEB) upon which the DEB will:
 - i. Check on suitability of the site.
 - ii. Consider the need based in light of school mapping and issues of access in the area, especially for public schools. Among the considerations will be
 - The population of the area
 - Distance to the nearest schools. The distance should not be more than 2½ kms for ECD and primary schools
 - Number of schools in the area
 - Size of the land/acreage
 - Site plan
 - iii. Grant permission to construct or lease the physical facilities (see appendix **II** on basic physical facilities requirements for registration of institutions).

NB: There must be evidence that the DEB has visited the site. The DEB should provide an approval letter for site visit.

- (b) Once the basic facilities are put in place the owner/community requests for inspection of the institution by Quality Assurance and Standard Officers and Public Health Officers.
- (c) The DEB should authenticate the assessment reports before deliberating on them
- (d) Application forms for registration of the institution and manager in case of a private institution should be filled in triplicate. The application forms **MUST** be accompanied by the following documents:-
 - (i) Site approval letter
 - (ii) A copy of District Education Board (DEB) Minutes or notification of DEB's decision signed by the DEO in person.
 - (iii) An Inspection Report signed by the District Quality Assurance and standards Officer in person and countersigned by DEO/PDE.
 - (iv) A Public Health Inspection Report signed by District/City Municipal Public Health Officer in person.

- (v) A copy of the Land Title Deed or renewable lease agreement of at least 8 years or a letter from Land Control Board certifying the concurrence of the community (for public institutions). The lease agreement must be drawn by a commissioner of oath
- (vi) Copies of teachers' academic, professional and Teachers Service Commission Registration Certificates for **all** teachers in private/learning institutions run by religious organizations
- (vii) Copy of business name registration certificate, certificate of incorporation or both for a private institution.

(**NB.:** Possession of this certificate is not a license to operate an educational /training institution).
- (viii) Approved architect's plan of the physical facilities.
- (ix) A banker's cheque addressed to the Permanent Secretary, Ministry of Education, as stated in paragraph 9 of this document entitled "**Registration Fees**".

1.2.2 RE- REGISTRATION OF EDUCATIONAL INSTITUTION

Once a school has been registered as a public school, the Ministry of Education shall not change its status to private. However, private schools can be changed to public schools as long as all the proprietors are in agreement and is not to be done at a cost.

Application for re-registration will be required when:-

- (i) Providing an additional class/classes.
- (ii) Change of school status e.g. from mixed to single sex, from day to boarding and vice versa, from private to public
- (iii) Introducing a new curriculum or course other than the one originally registered for.
- (iv) Transferring the school to a new site.
- (v) Re- opening a school that has been closed.
- (vi) Changing ownership or management of the school.
- (vii) Change of name of the institution.
- (viii) Change of name of the location where the school had originally been registered
- (ix) Re opening a de-registered school

1.2.3 DE-REGISTRATION OF SCHOOLS

Institutions of learning can be de-registered under the following circumstances

- Failure to maintain the required standards
- Failure to follow procedures prescribed in this document
- Involvement in exam irregularities like cheating, poaching and export of candidates

1.2.4 BASIC PHYSICAL FACILITIES - REQUIREMENTS FOR REGISTRATION

The physical facilities should be disability friendly. For the requirements see appendix II

1.2.5 The Manager (for private schools)

- i) The Manager **must** (for private schools only) have a minimum of Third Division ‘O’ Level/D+ KCSE qualification.
- ii) A Manager who oversees day –to-day running of the institution **must** have necessary professional qualifications as a teacher. That’s is :
 - ECD-ECD certificate – for Nursery
 - Primary- P1 certificate – for Primary
 - Secondary- at least B.E.D or equivalent
 - ECD and Diploma colleges- at least B.E.D or equivalent
- iii) The role of a manager will be to liaise with the proprietor/owner to provide resources for the physical development of the institution and employ teaching staff. The teachers should have at least a grade higher than the level of education/training being offered.
- iv) Private schools should establish a Management Board of at least three members.
- v) The manager of the institutions should be that one appointed by the Minister of Education in writing.

1.2.6. Head Teacher (for private schools only)

The minimum professional qualifications required to head an institution are:

Institution	Minimum qualifications
Pre-school	Relevant Pre-school Teacher Certificate
Primary	P1 certificate
Secondary / Teacher Training College	Degree in education or equivalent
ECDE	B.E.D with ECD/ Diploma ECD

2.0 Application forms

All application forms for approval of an institution and manager must be signed by

- a) DEO in person quoting D.E.B minutes that approved the establishment of the institution

OR

- b) The Town Clerk in person quoting the Local Authority minutes that approved the establishment of the school/institution must sign all application forms for approval of institution and manager
- c) .

NB However, everything will revert to the County Education office when the constitution is implemented.

List of application forms

- i) Provisional registration
- ii) Full Registration
- iii) Re-registration

3.0 STANDARD ASSESSMENT REPORTS

The standard assessment reports must be signed and stamped by the District Quality Assurance and Standards Officer (DQASO) and countersigned by the DEO/PDE. The public health report must be signed and stamped by the District Public Health Officer (DPHO).

4.0 Business Name Certificate (for private schools)

Ministry of Education clearance to obtain a business name must be preceded by meeting conditions for registration of institutions/schools.

5.0 Registration Fee.

Those applying for Registration of Educational Institutions will pay to the Ministry of Education a non-refundable fee as follows:-

❖ Private Educational Institution;

- Provisional Registration: Kshs. 10,000/=
- Full Registration: Kshs. 5,000/=
- Re-Registration: Kshs. 5,000/=

❖ Religious Organizations;

- Provisional Registration: Kshs. 4,000/=
- Full Registration: Kshs. 4,000/=
- Re-Registration: Kshs. 4,000/=

❖ Public Schools/Colleges;

- Provisional Registration: Kshs. 1,000/=
- Full Registration: Kshs. 1,000/=
- Re-Registration: Kshs. 1,000/=

NB: Fee charged could change from time to time.

APPENDIX 1

PROCEDURE FOR ESTABLISHING EDUCATIONAL AND TRAINING INSTITUTIONS

The procedure detailed below will be followed when applying for authority to establish:-

1. Pre-School
2. Primary School
3. Secondary school
4. Teacher Training College

Stage 1

Application to DEB and Local Authority:-

- (a) The applicant will apply to the DEB and relevant Local Authority for permission to establish an Educational Institution in a specific location.
- (b) In support of the application, the applicant will provide the following;
 - ❖ Name of the proposed institution
 - ❖ Name and qualifications of the manager
 - ❖ Land Registration (LR) number/leasehold and site plan.

Stage II

Inspection by public Health and Quality Assurance and Standards officers

Stage III

Approval by DEB to start a school and issuance of Registration Guidelines.

Stage IV

Application for Registration and submission of the forms to the DEB.

Stage V

Submission of the documents to the MOE headquarters by the DEB

Stage VI

Issuance of provisional/full/re-registration certificate signed by authorized officer then sends to the DEB.

Stage VII

The DEB will immediately respond to the applicant in writing on receipt of the certificate.

NB: The applicant should apply for full registration within the 18 months of initial registration. The DEB will make the necessary recommendation to the Minister of Education.

APPENDIX 11

BASIC PHYSICAL FACILITIES - REQUIREMENTS FOR REGISTRATION

-All physical facilities should be disability friendly

- All doors/windows must open to the outside –double door- no burglar proof on windows.

(a) Administration

At least one suitable administrative office at the initial stage.

(b) Tuition Facilities.

School	Minimum Classroom Size/Capacity
Pre-School	At least 1 sq. metre per child maximum 25 children (for 3-5 year olds).
Primary	Classrooms: At least 1.2 sq metres per pupil 8 metres x6 metres (40 pupils). Science Rooms: At least 2.4 sq metres per pupil 12 metres x8 metres (40 pupils) – optional. Workshops: At least 2.4 sq metres per pupil 12 metres x8 metres (40 Pupils) – optional. Library: At least 15 metres x 12 metres – optional.
Secondary	Classrooms: At least 1.22 sq metres per student 8 metres x 6 metres (40 students). Laboratories: At least 2.4 sq metres per student 12 metres x 8 metres (40 students) Workshops: At least 2.4 sq metres per student 12 metres x 8 metres (40 students) Library: At least 15 metres x12 metres.

For Special Needs Education (SNE), the class sizes should be as shown in (b) above for preschool, primary and secondary levels. However the enrolment will be as follows:

Nature of Disability	Class Level	Enrolment Per Class
Mentally Handicapped	Pre unit level 1-3, prevocational	15
Hearing Impaired	Standard 1-8, prevocational	12
Visually impaired	Standard 1-8, prevocational	15
Physically Challenged	Standard 1-8, prevocational	20
Cerebral Palsy	Standard 1-8, prevocational	20
Deaf and blind	Low and higher functional	5

(c) Sanitation Facilities

(i) Day Sanitation (All Institutions)

Sex	No. of Pupils	Closets
Females	(a) First 30 females	At least 4 fittings
	(b) The next 270 female	At least 1 extra per every 30 females
	(c) Every additional 50 female	At least 1 closet per 50 females
Males	(a) First 30 males	At least 4 fittings
	(b) For next 270 males	At least 1 fitting for every 30 males

	(c) For every 50 additional males	At least 1 fitting per 50 males.
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(ii) boarding sanitation

Sex	Number	Closets	Urinals
Females	50	At least 7	-
Males	50	At least 5	At least 2

(d) Pit Latrines

Not less than 6 m (20ft deep), regularly well disinfected and must be 15 metres (50ft) away from a borehole or well or water supply point.

(e) Sanitation for Staff

Closets – one per 12 persons. Separate provision for Ladies and Gentlemen is necessary.

(f) Ablutions (washing basin)

Type of School	Pupils	Basin
Day	First 120 pupils	At least 1 basin for every 30 pupils
	Every additional 50 pupils	At least 1 basin
Boarding	Every 50 pupils	At least 1 basin
Staff	Every 12 members	At least 1 basin

Note

- ❖ At least one third of the fittings for males should be closets, and the rest urinals. If a urinal is a trough, then 0.6m (12ft) of the trough is equivalent to one fitting.
- ❖ All closets must be well ventilated and doors opening outward,
- ❖ For mixed institutions, females’ sanitation must be separate and offer complete privacy.
- ❖ Provision for persons with special needs must be taken into consideration. A separate guide can be obtained from the nearest Education Office.
- ❖ Females’ sanitation must be located away from the males and must have serviceable doors to conceal their privacy. It must also be away from the main road or along the fence.
- ❖ For ECD, the pit latrine should have smaller apertures (holes) and WC be suitable for age of the pupils.
- ❖ All female latrine/toilet should have a bathroom.

g) Hostels/Dormitories: (no burglar proof)

- ❖ Spaces between beds should be at least 1.0 metres either way.
- ❖ Adequate ablution blocks adjacent to the hostel/dormitory.
- ❖ Beds must be single or double deckers and not any other.
- ❖ All doors/windows must open to the outside.

h) Land acreage (Minimum)

- ❖ Pre- School depending on the availability of land (At least 0.125 of an acre).
- ❖ Primary/Secondary/Colleges

Urban – at least 0.5 of an acre.
Rural High Density – at least 1 acre
Rural Low Density – at least 4 acres

NB:

1. An Educational Institution is expected to cater for both curricular and co-curricular activities e.g. P.E., Sports and Games. Where it is not possible to meet the land requirement (especially in urban areas), the proprietor should ensure that a site plan is prepared by the District Physical Planner in the Ministry of Lands and Housing showing arrangement of the buildings and the possible playground facilities.
 2. Where it is not possible to have a playground, institutions must have a signed agreement with a neighbouring school/institution/Local Authority for use of playground facilities. The distance between the two should however be within easy reach.
- i) **Reliable water sources** e.g. borehole/piped water/ rivers. The institution should ensure that water is free from contamination -

j) Water requirements

- 5 litres per child per day to day
- 15 litres per child per day – Boarding school

- k) **Health and safety measures** as provided for in the Ministry's Circular should be adhered to by the institution. (This will be available in the nearest Education Office).

NB: All institutions of learning should ensure they have and use the Ministry of Education safety standard manual for schools in Kenya.

Appendix 1II



REPUBLIC OF KENYA

MINISTRY OF EDUCATION

APPLICATION FOR REGISTRATION OF EDUCATIONAL AND TRAINING INSTITUTION

(TO BE FILLED IN TRIPLICATE)

Part 1

i. Proposed _____ Name _____ of _____ Institution

ii. Address _____ of _____ Institution

Telephone _____

E- Mail _____

Fax No. _____

iii. Location of Proposed Institution _____

Province _____ District or Municipality _____

Division _____ Zone _____

Location _____ Sub-Location _____

iv. Type/Level of Institution; (Tick as appropriate)

ECD	
Primary	
Secondary	
College	

v. Sponsor _____

vi. Proprietor (for private schools) _____

vii. Management (Private/SMC/BOG, any other)

viii. Address of:
a) Sponsor _____

d) Proprietor (for private schools)_____

ix. Type of Institution:

Day – Boys/Girls/Mixed_____

Boarding – Boys/Girls/Mixed _____

Day and Boarding –Boys/Girls/Mixed _____

x. Curriculum to be offered (8-4-4/IGCE/IB, any other)_____

1. Classes/grade to be catered for

(b) Number of streams per Class/Grade _____

(c) Arrangements for persons with special needs. Give details:-

xi. Proposed Maximum number of pupils to be enrolled_____

NB: The enrolment to be approved by the Ministry

xii. Nature of buildings:
(i) Temporary_____

(ii) Permanent_____

xiii. In case of Re-Registration of existing Institution:-

1. Existing Registration
Number_____

2.Reasons for Re-registration _____

3.Pupil Enrolment _____

xiv. Declaration by the Applicant:

I hereby declare that I have read the Education Standards Requirements for Registration of Education and Training Institutions, Ministry of Education and the Institution will be conducted in accordance with its provisions, and that of the Education Act Cap 211, 1968 (Revised 1980).

Signed

Full Name ID No/Passport No.....

Designation of Applicant

Date: Official ...stamp.....

PART II- To be completed by the Local Authority:

15. Date of meeting when application was discussed

16. Recommended/Not recommended –
.....

Ref. Min.....

Date Signed
Town Clerk/clerk to Council

PART III

17. To be completed by the District/Director City Education/Municipal Education Officer after making necessary investigations.

RECOMMENDED/NOT RECOMMENDED (if not recommended, give reasons)

Full Name: _____ Official Stamp _____

Date _____ Signed _____

Part III

18. Decision of Minister of Education.

Approved/ Not approved: **(if not approved, give reasons)**

Appendix 1V



REPUBLIC OF KENYA

MINISTRY OF EDUCATION

APPLICATION FOR APPROVAL AS MANAGER OF PRIVATE EDUCATIONAL INSTITUTION

(In Accordance with Education Act Cap 211 1968 (Revised 1980) to be completed in triplicate by the applicant and forwarded to the Director City Education/District/Municipal Education Officer.

Part 1

1. Name _____
Identity/Passport No. _____
Address (Postal) _____
E-mail _____ Telephone _____
Fax _____

2. Relevant qualifications and experience

- (i) Academic Qualifications (Primary, Secondary, College and University)

NAME OF INSTITUTION	YEARS ATTENDED		QUALIFICATION ATTAINED
	FROM	TO	

- (ii) Professional Qualifications (College and University)

NAME OF INSTITUTION	YEARS ATTENDED		QUALIFICATION ATTAINED
	FROM	TO	

(iii) Work Experience

NAME OF INSTITUTION	YEARS ATTENDED		QUALIFICATION ATTAINED
	FROM	TO	

3. Location of Institution:-

Province _____ District _____

Division _____ Zone _____

Location _____ Sub/Location _____

Type of Institution (Pre-Primary/Secondary/College/, any other)

Curriculum offered _____

I have attached the following documents regarding my qualifications, experience etc.

- (a) Certified Photostat copies of my original certificates (Refer to No. 2 i, ii, and iii)
- (b) Any other relevant documents (list them)

Signed _____

Full Name _____

Date _____

Name and addresses of two referees (one of whom is an educationist):

i). Name _____ Address _____

Telephone _____

ii) Name _____ Address _____
Telephone _____

PART II

8. To be completed by the District/Director City Education/Municipal Education Officer after making necessary investigations.

RECOMMENDED/NOT RECOMMENDED (if not recommended, give reasons)

Full Name: _____ Official Stamp _____

Date _____ Signed _____

Part III

Decision of Minister of Education.

Approved/ Not approved: (**if not approved, give reasons**)

Date _____ Sign: **Officials Stamp**