



2024 SCHOOL CENSUS

ADVANCE QUESTIONNAIRE PRE-PRIMARY SCHOOL

SECTION A: IDENTIFICATION PANEL

EA00:2024 School Census Serial No.

EA01:County

EA02:Sub County

EA03:Division

EA04:Location

EA05:Sub Location

EA16:School Zone

EA06:Constituency

EA07:Ward

EA09: Education Level:

A. Pre-Primary

B. Primary

C. Junior School

D. Pre-Vocational

E. Secondary

EA10:School Name

EA17:Institution Type

1.Public

2.Private

EA11:Unique Institutional Code (UIC)/NEMIS Code

1. NEMIS Code

2. None

EA12: MOE Registration No.

1. REG. No.

2. None

EA12.1: County Centre No.

1. REG. No.

2. None

EA13:Year of School Registration

EA14:TSC Code

1. TSC Code

2. None

EA15:KNEC Code

1. KNEC Code

2. None

SECTION B: GENERAL INFORMATION

EB01:INSTITUTION N.S.S.F CODE	1. NSSF Code 2. None	<input type="text"/>	EB02:INSTITUTION NHIF CODE	1. NHIF Code 2. None	<input type="text"/>
EB03:INSTITUTION KRA PIN	1. KRA PIN 2. None	<input type="text"/>	IF EA17 = 2, EB04: Single Business Permit No.	1. SBP No. 2. None	<input type="text"/>
EB05:Is the school formal or informal?			1.Formal 2.Informal		<input type="text"/> <input type="text"/>
Postal Address:					
EB06: Box		<input type="text"/>	EB07:Postal Code		<input type="text"/>
EB08: Postal Town		<input type="text"/>			
Physical Address:					
EB09: Physical Town		<input type="text"/>	EB10: Street/Road		<input type="text"/>
EB11: Plot No.		<input type="text"/>	EB12: Building Name		
EB13: Building No.		<input type="text"/>	EB14: Floor		<input type="text"/>
Contact					
EB15: Tel./Mobile Phone No. (Office)		<input type="text"/>	EB16: Email address		
EB17: Website			EB18: Social Media Handle		
EB19: Physical Landmark: (Name of the nearest police station or health facility or town or shopping centre)					
EB20: Is this the main school or a branch?			1 Main School 2 Branch		<input type="text"/> <input type="text"/>
If EB20 = 2, what is the name of the main school?					
EB20.1: Main School Name			EB20.2: Unique Institutional Code (UIC)/NEMIS Code 1. NEMIS Code 2. None		<input type="text"/>
EB20.3: County		<input type="text"/>	EB20.4: Physical Town		<input type="text"/>

SECTION C: SCHOOL BASIC INFORMATION

EC01: Name the School Category:

- 1 Regular
- 2 Integrated (regular and special needs)
- 3 Special (special needs only)
- 4 Regular with special needs units

EC02: Is the school a boys only, girls only or mixed (both boys and girls)?

- 1 Boys
- 2 Girls
- 3 Mixed

EC03: What is the accomodation type?

- 1 Day
- 2 Boarding
- 3 Day and Boarding

IF EC03 = 1 SKIP TO EC05

EC04: Indicate the number of boarders only

- 1 Boys
- 2 Girls

EC05: Is the school operating from a fixed location or mobile ?

- 1 Mobile
- 2 Fixed Location

CHECK: IF EA17 = 1, SKIP TO EC07

EC06: Indicate Ownership structure: Specify the percentage shareholding

- 1 Foreign (Individual/Corporate)
- 2 Local Private (Individual/Corporate)

Total

100%

CHECK EA17, IF EA17=2; ASK EC07

EC07: Give the legal status

- 1 Sole proprietorship
- 2 Partnership
- 3 Local private company
- 4 Non-profit/NGOs
- 5 Faith Based Organization (FBO)
- 6 Community Based Organization (CBO)

EC08: What is the composition of Board of Management(BOM)/Board of Directors by sex?

- 1 Male
- 2 Female
- 3 Total

EC09: Indicate the type of curriculum offered

- 1 National (8-4-4/CBC)
- 2 International
- 3 Both National and International

EC10: Does the school own this parcel of land, either alone or jointly with another entity?

- 1 Yes, alone
- 2 Yes, jointly
- 3 No

IF EC10 = 3 SKIP TO EC12

EC11: Does the school have a recognised legal document for this parcel?

- 1 Yes, title deed
- 2 Yes, other document
- 3 No

CHECK EC03: IF EC03 = 2, SKIP TO EC12.2

EC12: Does the school provide meals for day scholars?

- 1 Yes
- 2 No

EC12.1:What is the main entity responsible for funding the school meals program?

- 1 MOE
- 2 County Government
- 3 NGO/CBO/FBO/CSO/Private Organizations
- 4 Parents

EC12.2: Is there a supplementary feeding program for boarding students provided by entities other than the boarding school funds?

- 1 Yes
- 2 No

IF EC12.2=2, SKIP TO SECTION D

EC12.3: Which main entity is responsible for funding the supplementary feeding program...?

- 1 MOE
- 2 County Government
- 3 NGO/CBO/FBO/CSO/Private Organizations
- 4 Parents

SECTION D: 2023 ENROLMENT

ED00: Did the school have a playgroup unit in 2023?

1.Yes

2.No

IF ED00 = 2, SKIP TO ED01**ED00.1: Provide the number of children that were in playgroup in 2023 by sex**

	Boys	Girls	Total
Playgroup			

ED01: Number of Learners by Grade and Sex, 2023 (including learners with special needs and disabilities and excluding children in playgroup)

	2023			2023		
	Kenyans			Non-Kenyans		
Grade	Boys	Girls	Total	Boys	Girls	Total
PP1						
PP2						
Total						

ED02: Were there learners with special needs in this pre-primary school in 2023?

1.Yes

2.No

IF ED02 = 2, SKIP TO SECTION E**ED02.1: Number of Special Needs Education Learners (Age-Based), 2023 (excluding children in playgroup)**

	2023			2023		
	Kenyans			Non-Kenyans		
Grade	Boys	Girls	Total	Boys	Girls	Total
PP1						
PP2						
Total						

SECTION E: 2024 ENROLMENT**EE01: Using the 2024 school register, provide the number of learners by grade, sex and age (excluding children in playgroup)**

Age (years)	Pre-Primary 1 (PP1)			Pre-Primary 2 (PP2)		
	Boys	Girls	Total	Boys	Girls	Total
3						
4						
5						
6						
7						
8+						
Total						

EE05: Provide the number of learners who left school by grade and sex in 2023 school year by main reason (excluding children in playgroup)**(THESE ARE LEARNERS WHO WERE IN SCHOOL AT THE BEGINNING OF 2023 SCHOOL YEAR AND LEFT BEFORE THE END OF THE SCHOOL YEAR)**

	Pre-Primary 1 (PP1)		Pre-Primary 2 (PP2)		TOTAL
	Boys	Girls	Boys	Girls	
Transfer to Another School					
Natural Disaster					
Early Marriage					
Pregnancy					
Own Disability/Special Needs/Illness					
Work e.g. Child Labour					
Lack of Sanitary Pads					
Lack of School Fee/levies					
Family related issues(Conflict, Instability)					
Insecurity					
Religious beliefs					
Orphanhood					
Physical/Psychological abuse					
Over age					
Poor academic performance					
Indiscipline e.g. Drug Abuse					

Death					
Don't know					
TOTALS					

SPECIAL NEEDS EDUCATION

EE07: Provide the number of age-based pupils by grade and sex in 2024 (excluding children in playgroup)

Grade	Boys	Girls	Total
Pre-Primary 1 (PP1)			
Pre-Primary 2 (PP2)			

EE07.1: Provide the number of age-based learners with disability by grade, sex and type of disability in 2024

	PP1			PP2		
Type of disability	Boys	Girls	Total	Boys	Girls	Total
1. Total Blindness						
2. Low Vision						
3. Physical impairment						
4. Hard of hearing						
5. Deafness						
6. Autism						
7. Cerebral Palsy						
8. Intellectual and developmental disabilities						
9. Specific learning disabilities (dyslexia, dyscalculia, dysgraphia)						
10. Speech and language difficulties						
11. Albinism						

SECTION F: STAFF ESTABLISHMENT

EF03: What is the number of employees in this pre-primary school by sex and age in 2024?

Age group	Teaching staff		Non-teaching staff	
	Male	Female	Male	Female
18-34 years.....				
35-49 years.....				
50 years and above.....				
Total				

EF05: What is the number of employees with disability in this pre-primary school by type and sex in 2024?

Disability Type	Teaching		Non-Teaching Staff	
	Male	Female	Male	Female
Physical.....				
Visual.....				
Hearing.....				
Speech.....				
Albinism.....				

EF06: What is the number of non-teaching staff in this pre-primary school by occupation and sex in 2024?

IF THE SCHOOL HAS MORE THAN ONE LEVEL AND IS SHARING ANY OF THE PERSONNEL, PLACE SUCH PERSONNEL IN ONE LEVEL TO AVOID DOUBLE-COUNTING

	Occupation	Male	Female
1	Bursar/Accounts clerk		
2	Accountant/Finance manager		
3	Human resource officer		
4	Secretary		
5	Copy typist		
6	Office Messenger		
7	Laboratory assistant		
8	Watchman		
9	Cook/Chef		
10	Waiter/Waitress		
11	Artisan		
12	Groundsman/woman		
13	Driver		
14	Transport/Fleet manager		
15	Carpenter		
16	Nurse/Clinical Officer		
17	Cateress		
18	Tea-girl/boy		
19	Matron/Patron/Caregiver		
20	Counsellor		
21	Agricultural Officer/Farm manager		
22	Electrician		
23	Plumber		
24	ICT officer/technician		
25	Librarian		
26	Store keeper		
27	Supply chain officer		
28	Cleaner		
29	Other (Specify)		
	Total		

EF08: What is the current number of teachers in this pre-primary school by sex and highest education level attained?

Education attained	Male	Female
PhD.....		
Master's Degree.....		
Post Graduate Diploma.....		
Bachelor's Degree.....		
Diploma.....		
Certificate.....		
Secondary (KCSE).....		
Primary (KCPE).....		
Total		

EF08.1: What is the current number of teachers in this pre-primary school by sex and highest education level attained in the field of education?

Education attained	Male	Female
PhD.....		
Master's Degree.....		
Post Graduate Diploma.....		
Bachelor's Degree.....		
Diploma.....		
Certificate.....		
Total		

EF10: In 2023, what was the number of employees in this pre-primary school who received in-service training by sex?

Employees	Male	Female
Teaching staff.....		
Non-teaching Staff.....		
Total		

EF11: In 2023, how many teachers left this pre-primary school due to (...)?

Reason for leaving	Male	Female
Death.....		
Illness.....		
Dismissal.....		
Retirement.....		
Resignation.....		
Transfer to another school.....		
Transfer of Service.....		
Others(specify).....		
Total		

EF12: Employment and Earnings as at 30th June 2022 and 30th June 2023 (Full-time and part-time paid employees, working proprietors/partners, working directors and unpaid family workers)

		No. of Employees			Earnings ¹		
		Male	Female	Total	Male	Female	Total
i) Regular Employees ²	June 2022						
	Jun-23						
ii) Casual Employees ³	June 2022						
	Jun-23						
iv) Working Proprietors/Partners, Working Directors	June 2022						
	Jun-23						
iii) Total	June 2022						
	Jun-23						
v) Unpaid Directors, Proprietors and Family workers not employed elsewhere	June 2022						
	Jun-23						

¹Gross cash remuneration paid in June 2022 and June 2023 i.e wages and salaries (before deduction) including overtime and all regular allowances such as housing allowance, cost of living and overseas allowances etc.

(Exclude Teachers paid by TSC, Staff under the Government payroll)

²Regular employee: a salaried person employed on monthly, weekly, or ticket contract terms of service on a verbal or written contract

³Casual employee: any person whose engagement provides for his/her payment at the end of each day and who is not engaged for a period longer than 30 days.

SECTION G: FACILITIES

**EG02: Provide the Number of Approved Textbooks Available by Learning Area
(PUT EXACT NUMBER OF BOOKS, DO NOT USE RATIO)**

Learning Areas	PP1	PP2
Mathematical Activities		
Language Activities/Kenya Sign language/ Pre-Braille Activities		
Environmental Activities		
Psychomotor and Creative Activities		
Religious Education (CRE,IRE,HRE) and PPI		

EG04: How many [...] does this Pre-primary school have?

	Number
Desks	
Functional fire extinguishers	

SECTION L: SPECIAL NEEDS

EL01: Do you have assistive devices for learners with special needs and disabilities in this school?

1. Yes
2. No

IF EL01 = 2, SKIP TO EL02

EL01.1: How many [.....] does this pre-primary school have?

	Number
Braille machines	
Wheel chairs	
Communication Aids	
Pill organizers	
Memory aids	
Scooters	
Walkers	
Canes	
Crutches	

SECTION M: FINANCIAL INFORMATION**CHECK EA17: IF EA17=1, SKIP TO EM01****IF EB20 = 1, ASK:****EM00: Is the information provided consolidated or for the main branch?**

1. Consolidated
2. Main branch

EM01: How much did this pre-primary school receive/earn in 2022 and 2023? (provide the breakdown)

Source	Amount (KSh)	
	2022 (January - December)	2023 (January - December)
1 Grants.....		
2 Tuition fees.....		
3 Boarding Fees.....		
4 Sale of goods and services.....		
5 Infrastructure (County Government).....		
6 Motivation fee (teachers/students/remedial).....		
7 Disposal of assets.....		
8 Donation / fund raising.....		
9 Interests on deposits.....		
10 Payment in kind.....		
11 School transport		
Total		

EM02: How much did this pre-primary school spend on the following items in 2022 and 2023?

Expenditure Items		Amount (KSh)	
Staff Cost		2022 (January - December)	2023 (January - December)
1	Annual gross salaries and wages		
2	Employer's contributions (pension, provident etc)		
3	Fringe benefits		
4	Board expenses		
5	Other employee benefits		
Operating Expenses			
6	Motor vehicle running costs (eg. spare parts)		
7	Leasing and hiring of plant, machinery, equipment and vehicles under operating leases		
8	Insurance		
9	Accommodation and travelling		
10	Office supplies		
11	Stores and consumables		
12	Medicine & medical supplies		
13	Postal and courier services		
14	Advertising		
15	Rental of land and premises		
16	Repair and maintenance		
17	Research and development		
18	Professional services		
19	Telecommunication services		
20	Transport of goods (freight by rail, road, sea, air), warehousing and storage		
21	Water		
22	Electricity		
23	Water & electricity		
24	Fuels and lubricants		
25	Cooking Fuel		
26	Entertainment		
27	License fees, permits, stamp duties and similar fees paid to government or local authorities, catering levy		
28	Fees and Commissions paid		
29	Containers and packaging materials		
30	Donations, bursaries and sponsorships		
31	Property tax		
32	Depreciation		
33	Amortisation		
34	Bank charges		
35	Interest paid		
36	Other expenditure (<i>not specified above</i>)		
	a).....		
	b).....		
37	Total Expenditure		

EM03: What was the total amount of money owed to and by this pre-primary school in 2022 and 2023?

Items	Amount (KSh)	
	2022 (as at 31st December 2022)	2023 (as at 31st December 2023)
1 Creditors (owed by the school)		
Total		
2 Debtors (owed to the school)		
<i>School fees arrears</i>		
<i>Others</i>		
3 Total		

SECTION N: CONTACTS AND COMMENTS

EN01: Name of Contact Person	EN02: Mobile Phone No. (Contact Person)
EN03: Designation (Contact Person)	EN04: Name of the Respondent
EN05: Mobile Phone No. (Respondent)	EN06: Email address (Respondent)
EN07: Respondent comments	<div></div>
EN08: Enumerator comments	<div></div>
EN09: GPS Coordinates of this Pre-Primary School	
Latitude	Longitude