



# 2024 SCHOOL CENSUS

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## ADVANCE QUESTIONNAIRE PRIMARY SCHOOL

**SECTION A: IDENTIFICATION PANEL**

PA00:2024 School Census Serial No.	<input type="text"/>				
PA01:County	<input type="text"/>	PA02:Sub County	<input type="text"/>	PA03:Division	<input type="text"/>
PA04:Location	<input type="text"/>	PA05:Sub Location	<input type="text"/>	PA16:School Zone	<input type="text"/>
PA06:Constituency	<input type="text"/>	PA07:Ward	<input type="text"/>		
PA09: Education Level:	A. Pre-Primary B. Primary C. Junior School D. Pre-Vocational E. Secondary			PA10:School Name .....	
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	PA17:Institution Type      1.Public <input type="text"/> 2.Private	
PA11:Unique Institutional Code (UIC)/NEMIS Code	1. NEMIS Code 2. None		<input type="text"/>	PA12: MOE Registration No.	1. REG. No. <input type="text"/> 2. None
PA13:Year of School Registration	<input type="text"/>	PA14:TSC Code	1. TSC Code 2. None	<input type="text"/>	
PA15:KNEC Code	1. KNEC Code 2. None	<input type="text"/>			

## SECTION B: GENERAL INFORMATION

PB01:INSTITUTION N.S.S.F CODE	1. NSSF Code 2. None	<input type="text"/>	PB02:INSTITUTION NHIF CODE	1. NHIF Code 2. None	<input type="text"/>
PB03:INSTITUTION KRA PIN	1. KRA PIN 2. None	<input type="text"/>	IF PA17 = 2, PB04: Single Business Permit No.	1. SBP No. 2. None	<input type="text"/>
PB05:Is the school formal or informal?			1. Formal 2. Informal		<input type="text"/> <input type="text"/>
<b>Postal Address:</b>					
PB06: Box		<input type="text"/>	PB07:Postal Code		<input type="text"/>
PB08: Postal Town		<input type="text"/>			
<b>Physical Address:</b>					
PB09: Physical Town		<input type="text"/>	PB10: Street/Road		<input type="text"/>
PB11: Plot No.		<input type="text"/>	PB12: Building Name .....		
PB13: Building No.		<input type="text"/>	PB14: Floor		<input type="text"/>
<b>Contact</b>					
PB15: Tel./Mobile Phone No. (Office)		<input type="text"/>	PB16: Email address .....		
PB17: Website .....			PB18: Social Media Handle .....		
<b>PB19: Physical Landmark:</b> (Name of the nearest police station or health facility or town or shopping centre) .....					
PB20: Is this the main school or a branch?			1 Main School 2 Branch		<input type="text"/> <input type="text"/>
If PB20 = 2, what is the name of the main school?.....					
PB20.1: Main School Name .....			PB20.2: Unique Institutional Code (UIC)/NEMIS Code		
			1. NEMIS Code 2. None		<input type="text"/>
PB20.3: County		<input type="text"/>	PB20.4: Physical Town		<input type="text"/>

## SECTION C: SCHOOL BASIC INFORMATION

**PC01: Name the School Category:**

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


**PC02: Is the school a boys only, girls only or mixed (both boys and girls)?**

- 1 Boys
- 2 Girls
- 3 Mixed


**PC03: What is the accomodation type?**

- 1 Day
- 2 Boarding
- 3 Day and Boarding


**IF PC03 = 1 SKIP TO PC05**

**PC04: Indicate the number of boarders only**

- 1 Boys
- 2 Girls


**PC05: Is the school operating from a fixed location or mobile ?**

- 1 Mobile
- 2 Fixed Location


**CHECK PA17: IF PA17 = 1, SKIP TO PC07**

**PC06: Indicate Ownership structure:**Specify the percentage shareholding

- 1 Foreign (Individual/Corporate)
- 2 Local Private (Individual/Corporate)
- 3 **Total**

100%

**CHECK PA17: IF PA17=2, ASK PC07**

**PC07: 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)


**PC08: What is the composition of Board of Management(BOM)/Board of Directors by sex?**

- 1 Male
- 2 Female
- 3 Total


<b>PC09: Indicate the type of curriculum offered</b>	1 National (8-4-4/CBC)	<input type="text"/>
	2 International	<input type="text"/>
	3 Both National and International	<input type="text"/>
<b>PC10: Does the school own this parcel of land, either alone or jointly with another entity?</b>	1 Yes, alone	<input type="text"/>
	2 Yes, jointly	<input type="text"/>
	3 No	<input type="text"/>
<b>IF PC10 = 3 SKIP TO PC12</b>		
<b>PC11: Does the school have a recognised legal document for this parcel?</b>	1 Yes, title deed	<input type="text"/>
	2 Yes, other document	<input type="text"/>
	3 No	<input type="text"/>
<b>CHECK PC03: IF PC03 = 2, SKIP TO PC12.2</b>		
<b>PC12: Does the school provide meals for day scholars?</b>	1 Yes	<input type="text"/>
	2 No	<input type="text"/>
<b>PC12.1: What is the main entity responsible for funding the school meals program?</b>	1 MOE	<input type="text"/>
	2 County Government	<input type="text"/>
	3 NGO/CBO/FBO/CSO/Private Organizations	<input type="text"/>
	4 Parents	<input type="text"/>
<b>PC12.2: Is there a supplementary feeding program for boarding students provided by entities other than the boarding school funds?</b>	1 Yes	<input type="text"/>
	2 No	<input type="text"/>
<b>IF PC12.2=2, SKIP TO SECTION D</b>		
<b>PC12.3: Which main entity is responsible for funding the supplementary feeding program?</b>	1 MOE	<input type="text"/>
	2 County Government	<input type="text"/>
	3 NGO/CBO/FBO/CSO/Private Organizations	<input type="text"/>
	4 Parents	<input type="text"/>

## SECTION D: 2022 & 2023 ENROLMENT

### PD01: Number of Learners (including learners with special needs and disabilities) by Grade and Sex, 2022 & 2023

	2022						2023					
	Kenyans			Non-Kenyans			Kenyans			Non-Kenyans		
Grade	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
Grade 1												
Grade 2												
Grade 3												
Grade 4												
Grade 5												
Grade 6												
Class 7												
Class 8												
Total												

### PD01.1: Provide number of Standard 8 learners who joined secondary school in 2023 and 2024 by sex

#### STANDARD 8 LEARNERS WHO JOINED SECONDARY SCHOOL

2023			2024		
Boys	Girls	Total	Boys	Girls	Total

### PD01.2: Provide number of Grade 6 learners who joined junior school in 2023 and 2024 by sex

#### GRADE 6 LEARNERS WHO JOINED JUNIOR SCHOOL

2023			2024		
Boys	Girls	Total	Boys	Girls	Total

### PD02: Were there learners with special needs in this primary school in 2023?

1.Yes

2.No


IF NO, SKIP TO PD03

**PD02.1: Number of Learners with Special Needs and Disabilities (Age-Based), 2023**

	2023			2023		
	Kenyans			Non-Kenyans		
Grade	Boys	Girls	Total	Boys	Girls	Total
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Class 8						
<b>Total</b>						

**PD02.2: Number of Learners with Special Needs and Disabilities (Stage-Based), 2023**

	2023			2023		
	Kenyans			Non-Kenyans		
Stage	Boys	Girls	Total	Boys	Girls	Total
Foundational						
Intermediate						

**PD02.3: Provide number of intermediate-level learners who joined pre-vocational level in 2023 and 2024 by sex**  
**INTERMEDIATE-LEVEL LEARNERS WHO JOINED PRE-VOCATIONAL LEVEL**

2023			2024		
Boys	Girls	Total	Boys	Girls	Total

**PD03: Using the 2023 school register, provide the number of learners by grade, sex and age (THIS IS FOR ALL LEARNERS)**

Age (years)	Grade 1			Grade 2			Grade 3			Grade 4		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
Below 5 years												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
Above 15 years												
<b>Total</b>												

Age (years)	Grade 5			Grade 6			Class 8		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
Below 5 years									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
Above 15 years									
<b>Total</b>									



## SECTION E: 2024 ENROLMENT

**PE01: Using the 2024 school register, provide the number of learners by grade, sex and age**

Age (years)	Grade 1			Grade 2			Grade 3		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
Below 5 years									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
Above 15 years									
<b>Total</b>									

Age (years)	Grade 4			Grade 5			Grade 6		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
Below 5 years									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
Above 15 years									
<b>Total</b>									

**PE05: Provide the number of learners who left school by grade and sex in 2023 school year by main reason**

**(THESE ARE LEARNERS WHO WERE IN THE SCHOOL AT THE BEGINNING OF 2023 SCHOOL YEAR AND LEFT BEFORE THE END OF THE SCHOOL YEAR)**

	Grade 1		Grade 2		Grade 3		Grade 4	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
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								
Opharnhood								
Physical/Psycological abuse								
Over age								
Poor academic performance								
Indiscipline/Drugs								
Death								
Don't Know								
<b>TOTAL</b>								

	Grade 5		Grade 6		TOTAL
	Boys	Girls	Boys	Girls	
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					
Opharnhood					
Physical/Psycological abuse					
Over age					
Poor academic performance					
Indiscipline/Drugs					
Death					
Don't Know					
<b>TOTAL</b>					

**PE07: Provide the number of age-based learners with special needs and disability by grade and sex in 2024**

<b>Grade</b>	<b>Boys</b>	<b>Girls</b>	<b>Total</b>
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
<b>Total</b>			

**PE07.1: Provide the number of age-based learners with disability by grade, sex and type of disability in 2024**

	<b>Grade 1</b>			<b>Grade 2</b>			<b>Grade 3</b>		
<b>Type of disability</b>	<b>Boys</b>	<b>Girls</b>	<b>Total</b>	<b>Boys</b>	<b>Girls</b>	<b>Total</b>	<b>Boys</b>	<b>Girls</b>	<b>Total</b>
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									

	Grade 4			Grade 5			Grade 6		
Type of disability	Boys	Girls	Total	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									

If PC01= 3 or 4, ASK;

**PE08: Provide the number of stage-based learners with disability by type of disability, stage and sex in 2024**

Type of disability	Foundational			Intermediate		
	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. Deaf Blind						
10. Specific learning disabilities (dyslexia, dyscalculia, dysgraphia)						
11. Speech and language difficulties						
12. Multiple disabilities						
13. Albinism						

**SECTION F: STAFF ESTABLISHMENT**

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**PF03: What is the number of employees in this 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.....				
<b>Total</b>				

**PF05: What is the number of employees with disability in this primary school by type and sex in 2024?**

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

**PF06: What is the number of non-teaching staff in this 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	Total
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)			
30	<b>Total</b>			

**PF08: What is the current number of teachers in this primary school by sex and highest education level attained?**

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

**PF08.1: What is the current number of teachers in this 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.....		
<b>Total</b>		

**PF08.2: What is the current number of teaching staff in this primary school by subject area?**

Subject Area	Male	Female
Maths & Sciences.....		
Arts/humanities.....		
Languages.....		
Business.....		
Creative Arts and Technical.....		
Computer studies		
<b>Total</b>		

**PF08.3: What is the number of teaching staff trained in [...]?**

	Number	
	Male	Female
Special Needs Education		
Guidance and Counselling		

**PF08.4: What is the number of teaching staff with [...]?**

	Number	
Area of Proficiency	Male	Female
Basic digital literacy skills		
Co-curricular skills e.g. Performing Arts, Sports		

**PF10: In 2023, what was the number of employees in this primary school who received in-service training by sex?**

Employees	Male	Female
Teaching Staff.....		
Non-teaching Staff.....		
<b>Total</b>		



**PF11: In 2023, how many teachers left this primary school due to [...]?**

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

**PF12: Employment and Earnings as at 30<sup>th</sup> June 2022 and 30<sup>th</sup> June 2023 (Full-time and part-time paid employees, working proprietors/partners, working directors and unpaid family workers)**

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

<sup>1</sup>Gross cash remuneration paid in June 2023 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)

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

<sup>3</sup>Casual employee: any person whose engagement provide 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**

**PG02: Provide the Number of Approved Textbooks Available by Learning Area/Subject, Lower Primary Level**  
**(PUT EXACT NUMBER OF BOOKS, DO NOT USE RATIO)**

<b>Learning Areas</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>
Indigenous Language			
Kiswahili			
Mathematics			
English			
Religious Education			
Environmental Activities/Hygiene and Nutrition activities			
Creative arts			

**PG02.1: Provide the Number of Approved Textbooks Available by Learning Area/Subject, Upper Primary Level**  
**(PUT EXACT NUMBER OF BOOKS, DO NOT USE RATIO)**

<b>Learning Areas</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Grade 6</b>
English			
Mathematics			
Kiswahili			
Religious Education			
Agriculture and Nutrition			
Social Studies			
Creative Arts/Music/Physical Health Education			
Science and Technology			

**CHECK PC01: IF PC01 = 3 or 4, ASK PG02.2**

**PG02.2: Provide the Number of Approved Textbooks Available by Learning Area/Subject, Foundation Level**  
**(PUT EXACT NUMBER OF BOOKS, DO NOT USE RATIO)**

<b>Learning Areas</b>	<b>Foundation</b>
Activities of Daily Living Skills	
Sensorimotor and creative Activities	
Orientation and Mobility	
Communication, Social and Pre-Literacy Skills	
Pre- Numeracy Activities	

**CHECK PC01: IF PC01= 3 or 4, ASK PG02.3**

**PG02.3: Provide the Number of Approved Textbooks Available by Learning Area/Subject, Intermediate Level.  
(PUT EXACT NUMBER OF BOOKS, DO NOT USE RATIO)**

<b>Learning Areas</b>	<b>Intermediate</b>
Communication, Social and Literacy Skills	
Daily Living Skills and Religious Education	
Sensory Motor Integration	
Environmental Activities	
Numeracy Activities	
Creative Activities	
Psychomotor Activities	

**PG04: How many [ ... ] does this primary school have?**

	<b>Number</b>
Desks	
Chair and locker	
Boys dormitory/hostel	
Girls dormitory/hostel	
Beds for boys	
Beds for girls	
Bathrooms for boys	
Bathrooms for girls	
Functional fire extinguishers	

**SECTION L: SPECIAL NEEDS**

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**PL01: Does this primary school have assistive devices for learners with special needs and disabilities?**

1. Yes

2. No

**IF PL01 = 2, SKIP TO PL02**

**PL01.1: How many [.....] does this primary school have?**

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

**SECTION M: FINANCIAL INFORMATION**

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**CHECK PA17: IF PA17=1, SKIP TO PM01****IF PB20 = 1, ASK:****PM00: Is the information provided consolidated or for the main branch?**

1. Consolidated
2. Main branch

**PM01: How much did this primary school receive/earn in 2022 and 2023? (provide the breakdown)**

Source	Amount (KSh)	
	2022 (January - December)	2023 (January - December)
1 Capitation – Operation.....		
2 Capitation – Tuition.....		
3 Top up Grant - Operation.....		
4 Top up Grant - Tuition.....		
5 Low cost boarding capitation.....		
6 Tuition fees.....		
7 Boarding Fees.....		
8 Sale of goods and services.....		
9 Infrastructure (MOE/NG-CDF).....		
10 Motivation fee (teachers/students/remedial).....		
11 Disposal of assets.....		
12 Donation / fund raising.....		
13 Interests on deposits.....		
14 Payment in kind.....		
15 School transport		
16 <b>Total</b>		

**PM02: How much did this primary school spend on the following items in 2022 and 2023?**

<b>Expenditure Items</b>		<b>Amount (KSh)</b>	
<b>Staff Cost</b>		<b>2022 (January - December)</b>	<b>2023 (January - December)</b>
1	Annual gross salaries and wages		
2	Employer's contributions (pension, provident etc)		
3	Fringe benefits		
4	Board expenses		
5	Other employee benefits		
<b>Operating Expenses</b>			
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	<b>Total Expenditure</b>		

**PM03: What was the total amount of money owed to and by this primary school in 2022 and 2023?**

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

**PM04: Did this primary school receive international scholarships for Kenyan learners in the 2023 school year?**

1. Yes
2. No

**PM05: Did this primary school receive aid/ assistance from outside the country in the 2023 school year?**

1. Yes
2. No

**SECTION N: CONTACTS AND COMMENTS**

PN01: Name of Contact Person .....	PN02: Mobile Phone No. (Contact Person) .....
PN03: Designation (Contact Person) .....	PN04: Name of the Respondent .....
PN05: Mobile Phone No. (Respondent) .....	PN06: Email address (Respondent) .....

PN07: Respondent comments

PN08: Enumerator comments

PN09: GPS Coordinates of this Primary School

Latitude ..... Longitude .....