

School Registration

Overview

As per the Education Act 58:01 section 14:1, registration of schools is compulsory for all government, government aided and private schools.

Who is eligible?

School owners and operators.

How do I get this service?

Submit completed documents for evaluation to the Ministry of Basic Education, Department of Educational Planning and Research Services.

What supporting documents are required?

- Completed School Registration Application Form 1
- Proof of ownership (title deed, lease agreement or land certificate).
- Area of operation should be 4.5 hectares for primary and 9 hectares for secondary schools
- Sketch plan of proposed school, showing location in relation to the main road and other main physical features in the village /town
- An approved plan of the building
- Occupation Certificate from lawful authority
- Project memorandum/business plan
- A total of eight references from a banker, religious head, community leader or professionals relevant to the area being contemplated

CONDITIONS FOR OPERATION

Before the school is opened the following must be met:

- Sufficient number of classrooms. Minimum classroom size: 9m x 7m in size.
- Minimum of eight toilets for both staff and students (separate for boys/men and women/girls)
- Sufficient water and electricity supply
- Qualified Teachers (All teachers should have permits to teach in Botswana)
- A curriculum approved by the Ministry of Basic Education
- Appropriate furniture, equipment, tools and practical training materials

How long will this service take?

The process takes 9 weeks to complete. Once the application is received by the Ministry of Basic Education;

- Application is sent to Attorney Generals Chambers to request for a Notice Draft.
- Notice Draft from AG Chambers is signed by Permanent Secretary, Basic Education and sent back to AG Chambers.
- Publication of application in Government Gazette takes six weeks
- Preparation and issuance of school registration certificate

How much does it cost?

There is no charge for this service.

Where can I get more information on this Service

Ministry of Basic Education

Plot Number Block 6, Government Enclave

Private Bag 005,

Gaborone,

Botswana

Tel. (+267) 371-5229/ 371-5230/ 371-5231

Ministry Contact Centre, by calling 16885 on Monday to Friday during working hours or toll-free number 0800 600 678.