



**education**

DEPARTMENT: EDUCATION  
MPUMALANGA PROVINCE

PROCEDURE MANUAL  
ON  
THE REGISTRATION OF INDEPENDENT  
SCHOOLS,  
EXPANSION AND REDUCTION OF GRADES AND  
CURRICULUM,  
AND  
APPLICATION FOR SUBSIDY



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# FOREWORD

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The policy and regulatory environment for independent education provisioning, upholds the values of the Constitution, acknowledges the right to education, and represents the right of individuals to establish and maintain independent schools at their own cost. This provides the prospect for quality independent provisioning playing an important role in advancing the interests of general and further education in the province and to provide access to education to address the rapid social changes and demands for greater responsiveness, and a greater inclusion and growth in all available learning pathways.

The State must fund public schools from public revenue on an equitable basis in order to ensure the proper exercise of the rights of learners to education and the redress of past inequalities in education provision.

The Member of the Executive Council may, out of funds appropriated by the provincial legislature for that purpose, grant a subsidy to an eligible independent school as stipulated by the *National Norms and Standards for School Funding* and the *Provincial Regulations relating to the Registration, Withdrawal of Registration and Subsidies to Independent Schools*.

A primary commitment of the Mpumalanga Department of Education is to improve institutional quality in order to ensure that the educational environment for independent schools provides well resourced schools, with suitably qualified teachers, providing learning and teaching material that supports the implementation of the National Curriculum Statement and related policies, and



to eliminate the potential for exploitative and unscrupulous practices in the independent school sector. Access to and monitoring of independent schools would support this quest.

As the custodian for education in Mpumalanga, both public and independent, the Mpumalanga Department of Education has the overarching statutory responsibility to develop Regulations, providing explicit criteria against which the registration of independent schools, the expansion and reduction of grades and curriculum, and the application for subsidy could be regulated and administered. Through a participatory approach the *Regulations relating to the Registration, Withdrawal of Registration and Subsidies to Independent Schools* was developed and published in the Provincial Gazette Nr 2147 of 5 March 2013.

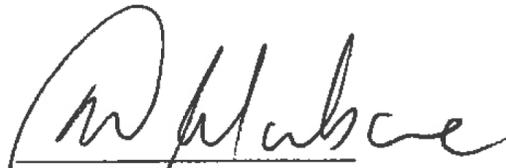
The promulgation of the Regulations necessitated a coherent and comprehensive procedural manual to standardise fair and transparent administration processes in terms of the registration of independent schools, the expansion and reduction of grades and curriculum and for the application for subsidy by eligible independent schools.

This resulted in the development of the *Procedural Manual for the Registration of Independent Schools, Expansion and Reduction of Grades and Curriculum and Application for Subsidy*. This manual contains clarifications on processes to follow, and provides the required tools to assist prospective applicants of independent schools. At the same time it provides for the evaluation of such applications in order to reach fair judgements, with consideration of the essential adherence to set educational standards.

The department recognises that the pursuit for quality education provisioning is an ongoing process that might in future require the procedure manual to be revisited within the confines of applicable legislation.



It is believed that this manual will go a long way to guide and inform prospective and current owners of independent schools in pursuing their distinctive missions.

  
Mrs MOC MHLABANE  
HEAD OF DEPARTMENT

25/8/13  
DATE



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# Introduction

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The *Procedure Manual on the Registration of Independent Schools, Expansion and Reduction of Grades and Curriculum and Application for Subsidy* outlines the operational framework within which the department conceptualises, approaches, organizes and implements registration of envisaged independent schools according to applicable legislation, the expansion and reduction of grades and curriculum and the application for subsidies to independent schools.

The following documents have reference and forms part of the manual:

1. *Regulations relating to the Registration, Withdrawal of Registration and Subsidies to Independent Schools.*
2. *Guidelines for the Registration of Independent Schools, Expansion and Reduction of Grades and Curriculum and Subsidies to Independent Schools.*
3. *Expression of Intent towards the Registration of Independent Schools.*
4. *Check List for a Site Visit of an Independent School.*
5. *Application for the Registration of an Independent School.*
6. *Expression of Intent towards the Expansion of Grades and Curriculum.*
7. *Application for the Expansion of Grades and Curriculum.*
8. *Notification of the Reduction of Grades and Curriculum.*
9. *Application for Subsidy to Independent Schools.*



These documents aim to:

- a) Clearly articulate the Department's approach to the processes of registration of independent schools, expansion or reduction of grades and curriculum, and applications for subsidy by eligible independent schools.
- b) Establish coherent, coordinated and integrated systems to be followed by prospective/registered independent schools in the province.

The framework builds on established and existing practices, while progressively formulating a regime for ensuring the upholding of standards within the independent school sector in order to facilitate quality independent education at its sites of delivery throughout the province to engender public trust in the independent school sector and to drive the quality agenda of educational standards in the province.

Four (4) processes are described. The following chronology gives an overview of the steps in shaping these processes:

## **1. REGISTRATION OF INDEPENDENT SCHOOLS**

- a) Submission of Expression of Intent.
- b) Attendance of preparatory meeting.
- c) Submission of Application for Registration, with evidence of eligibility for registration.
- d) Verification of information supplied, including a site visit.
- e) Evaluation of Application.
- f) Recommendations to Head of Department.
- g) Approval/Approval with conditions/Non Approval.
- h) Issuing of Registration Certificate with an EMIS number.



## **2. EXPANSION OF GRADES AND CURRICULUM**

- a) Submission of Expression of Intent.
- b) Attendance of preparatory meeting.
- c) Submission of Application for expansion of grades and curriculum, with evidence of capacity to handle the planned expansion.
- d) Verification of information supplied, including a site visit.
- e) Evaluation of Application.
- f) Recommendations to Head of Department.
- g) Approval/Approval with conditions/Non Approval.

## **3. REDUCTION OF GRADES AND CURRICULUM**

- a) Submission of Notification of Reduction of Grades and Curriculum, with evidence of regulatory procedures followed.
- b) Envisaged reduction of grades and curriculum noted by line function.

## **4. APPLICATION FOR SUBSIDY**

- a) Submission of Application for Subsidy.
- b) Verification of information supplied, including a site visit.
- c) Evaluation of Application.
- d) Recommendations to Head of Department.
- e) Approval/Approval with conditions/Non Approval.

Applicants for registration of prospective independent schools should comply fully with the requirements as stipulated in the Provincial Regulations and timeframes as outlined in the Provincial Guidelines in order to be recommended for registration. An applicant that fails to comply with these directives will have to wait for the next application cycle.

In keeping with its mandate, the Mpumalanga Department of Education will conduct ongoing monitoring to establish whether quality is maintained once a prospective school is registered and operational.



This manual and all relevant forms will be available on the departmental website. When necessary the manual and relevant forms will be updated and the updated version will be available on the departmental website.



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# Guidelines 1

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MPUMALANGA  
A Pioneering Spirit



**education**

**DEPARTMENT: EDUCATION  
MPUMALANGA PROVINCE**

**GUIDELINES  
FOR  
THE REGISTRATION OF INDEPENDENT  
SCHOOLS,  
THE EXPANSION AND REDUCTION OF  
GRADES AND CURRICULUM  
AND  
APPLICATIONS FOR SUBSIDY**



## 1. Purpose

- 1.1 To simplify, streamline and strengthen procedures for registration of independent schools, expansion and reduction of grades and curriculum and applications for subsidy, and provide guidance on the implementation of these processes.
- 1.2 To improve responsiveness and accountability from all role players in these processes.
- 1.3 To ensure that independent schools are properly registered and resourced before they operate.
- 1.4 To ensure that the registration of independent schools is needs based, value adding and qualitative in nature.
- 1.5 To clarify roles and responsibilities in these processes.

## 2. Background

- 2.1 On 13 November 2012, the Draft Guidelines were presented to the Branch Curriculum Senior Managers Meeting and inputs were solicited.
- 2.2 Subsequent to this, inputs were sought within the Department.
- 2.3 On 19 February 2013, the Revised Draft Guidelines were presented to the Senior Management Meeting for consensus and endorsement.
- 2.4 Conformity of the Guidelines to the Provincial Gazette on the Regulations relating to the Registration, Withdrawal of Registration and Subsidies to Independent Schools promulgated on 05 March 2013, was ensured.

## 3. Current Challenges

- 3.1 Delays in the processing of applications.
- 3.2 Poor accountability.
- 3.3 No clear roles and responsibilities.
- 3.4 No feedback between role players to inform planning and provisioning of resources.
- 3.5 Reasons for applications for registration not educationally grounded.
- 3.6 Non-adherence to applicable legislation.



- 3.7 Some independent schools operate without approval.
- 3.8 EMIS Certificate regarded as a permission to operate on other unregistered sites.
- 3.9 EMIS Certificate transferred to other parties without following due processes.
- 3.10 Some independent schools relocate and change ownership without approval.
- 3.11 Some independent schools expand grades and curriculum without authorization.
- 3.12 Some independent schools reduce grades and curriculum without notifying role players.
- 3.13 Some independent schools are not aware of the procedures to follow when applying for subsidy.

#### **4. Mandates**

- 4.1 Constitution of the Republic of South Africa (RSA) Act 108 of 1997.
- 4.2 Education White Paper no. 6, July 2001.
- 4.3 National Education Policy Act (NEPA) 27 Of 1996.
- 4.4 South African Schools Act (SASA) 84 of 1996 and its amendments.
- 4.5 General and Further Education and Training and Quality Assurance (GENFETQA) Act 58 of 2001, and its amendments.
- 4.6 Labour Relations Act (LRA) 66 of 1995 and its amendments.
- 4.7 Employment of Educators' Act (EEA) 76 of 1998, and it amendments.
- 4.8 South African Council of Educators (SACE) Act 31 of 2000.
- 4.9 National Curriculum Statement (NCS).
- 4.10 Provincial Regulations relating to the registration, withdrawal of registration and subsidies to independent schools promulgated in the Provincial Gazette of 5 March 2013.
- 4.11 Any other applicable legislation and policy.



## **5. PROCEDURE FOR REGISTRATION OF INDEPENDENT SCHOOLS**

### **5.1 Preparation Phase**

5.1.1 The applicant submits an Expression of Intent (Form 21/2013 (INDSCH) to the Circuit Manager, not later than the end of February of the preceding academic year.

5.1.2 Before the end of March of the preceding academic year the Circuit Manager convenes the Preparatory Team Meeting (consisting of the Circuit Manager as chairperson and a representative from the Independent Institutions Compliance Sub directorate), guides the applicant(s) to populate the application form and explains the related time frames, procedural, legal and other requirements.

### **5.2 Application Phase**

5.2.1 The applicant submits the application (Form 23/2013 (INDSCH) based on needs to the Circuit Manager not later than the end of April of the year preceding the following academic year.

5.2.2 The Circuit Manager then verifies the needs, checks for the completeness of information, confirms the needs and submits his / her recommendation to the Circuit Coordinator by 15 May of the preceding academic year.

5.2.3 An incomplete and incorrect application will not be considered for evaluation and other processes to follow and the application will be sent back to the applicant.

### **5.3 Evaluation Phase**

5.3.1 On receipt of the application(s) the Circuit Coordinator coordinates visits of sites (Form 22/2013 (INDSCH) with the Physical Resource, Independent Schools Compliance, Curriculum and any other section or stakeholder that might be concerned.

5.3.2 The site visits must have been concluded by the end of May in preparation for the Evaluation Team Meeting.



5.3.3 The Circuit Coordinator convenes an Evaluation Team Meeting (not later than 15 June of the preceding academic year) that is comprised of the Circuit Coordinator as chairperson, the relevant Circuit Manager, a representative from the Independent Institutions Compliance, Physical Resource, relevant Curriculum, Inclusive Education sub directorates and any other party deemed relevant to the purpose.

5.3.4 The Circuit Coordinator recommends to the District Director based on the outcomes of the Evaluation Team not later than 15 June of the preceding academic year.

#### **5.4 Finalization Phase**

5.4.1 The District Director recommends to the relevant Chief Director by 25 June of the preceding academic year.

5.4.2 The Chief Director forwards his/her recommendation to the Deputy Director General for Curriculum by 05 July of the preceding academic year.

5.4.3 The Deputy Director General for Curriculum forwards his/her recommendation to the Head of Department by 15 July.

5.4.4 The Head of Department approves or disapproves the application by the end of July and signs a response to the applicant and communicates the decision to internal line functionaries concerned.

5.4.5 On approval the Head of Department directs that an EMIS Certificate is issued to the successful applicant and with applicable conditions stated in the Provincial Regulations relating to the Registration, Withdrawal of Registration and Subsidies to Independent Schools promulgated on 05 March 2013.



## SCHEDULE FOR APPLICATION FOR REGISTRATION OF INDEPENDENT SCHOOLS

PERIOD	ACTIVITY	RESPONSIBILITY
February	Submission of Expression of Intent to the Circuit Office.	Applicant
March	Preparatory Team Meeting with applicants.	Circuit Manager
30 April	Submission of the application to the Circuit Manager.	Applicant
15 May	Submission of the application to the Circuit Coordinator.	Circuit Manager
30 May	Physical Resource, Curriculum, Independent Schools Compliance and other relevant sections shall have conducted site visits.	Circuit Coordinator
15 June	Evaluation of applications by Evaluation Team completed and recommendations submitted to the District Director.	Circuit Coordinator
25 June	Submission of recommendations to the Chief Director.	District Director
05 July	Submission of recommendations to the DDG.	Chief Director
15 July	Submission of recommendations to the HOD.	DDG
31 July	Decision and letter to the applicant.	HOD



## **6 PROCEDURE FOR THE EXPANSION OF GRADES AND CURRICULUM**

### **6.1 Preparation Phase**

- 6.1.1 The applicant submits an Expression of Intent (Form 24/2013 (INDSCH) to the Circuit Manager not later than the end of February of the preceding academic year.
- 6.1.2 Before the end of April of the preceding academic year the Circuit Manager convenes the Preparatory Team Meeting (consisting of the Circuit Manager, the District DCES for Curriculum and the relevant Curriculum Implementer), guides the applicant(s) to populate the application form and explains the related time frames, procedural, legal and other requirements.

### **6.2 Application**

- 6.2.1 The applicant submits the application (Form 25/2013 (INDSCH) based on needs to the Circuit Manager not later than the end of May of the year preceding the following academic year.
- 6.2.2 The Circuit Manager then verifies the needs, checks for the completeness of information, confirms the needs and submits his / her recommendation to the Circuit Coordinator by 15 June of the preceding academic year.
- 6.2.3 An incomplete and incorrect application will not be considered for evaluation and other processes to follow and the application will be sent back to the applicant.

### **6.3 Evaluation Phase**

- 6.3.1 On receipt of the application(s) the Circuit Coordinator coordinates visits of sites with the Physical Resource, Curriculum and any other section or stakeholder that might be concerned.
- 6.3.2 The site visits must have been concluded by the end of June in preparation for the Evaluation Team Meeting.



6.3.3 The Circuit Coordinator convenes an Evaluation Team Meeting (not later than 15 July of the preceding academic year) that is comprised of the Circuit Coordinator as chairperson, the relevant Circuit Manager, a representative from the Physical Resource, relevant Curriculum, Inclusive Education sections and any other party deemed relevant to the purpose.

6.3.4 The Circuit Coordinator recommends to the District Director based on the outcomes of the Evaluation Team not later than 15 July of the preceding academic year.

#### **6.4 Finalization Phase**

6.4.1 The District Director recommends to the relevant Chief Director by 30 July of the preceding academic year.

6.4.2 The Chief Director forwards his / her recommendation to the Deputy Director General for Curriculum by 15 August of the preceding academic year.

6.4.3 The Deputy Director General for Curriculum forwards his / her recommendation to the Head of Department by 30 August.

6.4.4 The Head of Department approves or declines the application by the end of September and signs a response to the applicant and communicates the decision to internal line functionaries concerned.



**SCHEDULE FOR APPLICATION FOR EXPANSION OF GRADES AND CURRICULUM IN INDEPENDENT SCHOOLS**

<b>PERIOD</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
February	Submission of Expression of Intent to the Circuit Office.	Applicant
April	Preparatory Team Meeting with applicants.	Circuit Manager
May	Submission of the application to the Circuit Manager.	Applicant
15 June	Submission of the application to the Circuit Coordinator.	Circuit Manager
30 June	Circuit Coordinator coordinates site visits in preparation for the Evaluation Team Meeting	Circuit Coordinator
15 July	Evaluation of applications by Evaluation Team completed and recommendations submitted to the District Director.	Circuit Coordinator
30 July	Submission of recommendations to the Chief Director.	District Director
15 August	Submission of recommendations to the DDG.	Chief Director
30 August	Submission of recommendations to the HOD.	DDG
30 September	Decision and letter to the applicant.	HOD

**7 PROCEDURE FOR THE REDUCTION OF GRADES AND CURRICULUM**

- 7.1. The owner of an independent school submits a Notification of the Reduction of Grades and Curriculum (Form 26/2013 (INDSCH) to the Circuit Manager not later than the end of May of the preceding academic year.
- 7.2. The Notification of the Reduction of Grades and Curriculum is forwarded to the required line function.



## SCHEDULE FOR NOTIFICATION OF REDUCTION OF GRADES AND CURRICULUM AT AN INDEPENDENT SCHOOL

PERIOD	ACTIVITY	RESPONSIBILITY
30 May	Submission of Notice to the Circuit Office.	Owner
15 June	Submission of Notice to the Circuit Coordinator.	Circuit Manager
30 June	Submission of Notice to the District Director.	Circuit Coordinator
15 July	Submission of Notice to the relevant Chief Director.	District Director
30 July	Submission of Notice to the DDG.	Chief Director
15 August	Submission of Notice to the HOD.	DDG
30 August	Taking note of reduction of grades and curriculum.	HOD



## **8. PROCEDURE FOR THE APPLICATION FOR SUBSIDY BY ELIGIBLE SCHOOLS**

### **8.1 Application Phase**

8.1.1 The applicant submits an application for subsidy (Form 27/2013 (INDSCH) to the relevant Circuit Manager, not later than the end of March of the preceding academic year.

8.1.2 An incomplete and incorrect application will not be considered for evaluation and other processes to follow and the application will be sent back to the applicant.

### **8.2 Evaluation Phase**

8.2.1 Between April and August of the preceding academic year the Circuit Manager conducts site visits to the independent schools that have applied for subsidy and makes a recommendation to the SD: Independent Institutions Compliance by end August of the preceding academic year.

8.2.2 The SD: Independent Institutions Compliance then verifies all aspects of the application, checks for the completeness and correctness of information, does the required calculations and makes a recommendation to the relevant Director by the end of March of the year following the submission of the application.

### **8.3 Finalization Phase**

8.3.1 The relevant Director recommends to the relevant Chief Director by 15 April of the academic year following the submission of the application.

8.3.2 The Chief Director forwards his / her recommendation to the Deputy Director General for Curriculum by 30 April of the academic year following the submission of the application.

8.3.3 The Deputy Director General for Curriculum forwards his / her recommendation to the Chief Financial Officer by 15 May of the academic year following the submission of the application.



- 8.3.4 The Chief Financial Officer forwards his / her recommendation to the Head of Department by 30 May.
- 8.3.5 The Head of Department approves or disapproves the application by the end of June, signs a response to the applicant and communicates the decision to internal line functionaries concerned.
- 8.3.6 Successful applicants can only expect to receive subsidy during the year following the approval thereof.
- 8.3.7 Successful applicants will be notified in September on the indicative amounts for subsidy during the year of approval.

#### **SCHEDULE FOR APPLICATION FOR SUBSIDY FOR ELIGIBLE INDEPENDENT SCHOOLS**

<b>PERIOD</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
31 March	Submission of Application to the Circuit Office.	Applicant
April - August	Site visits conducted.	Circuit Manager
31 August	Recommendation to SD: Independent Institutions Compliance.	Circuit Manager
Sept – March following year	Verification of applications, and calculations completed.	SD: Independent Institutions Compliance
31 March	Submission of recommendations submitted to applicable Director.	SD: Independent Institutions Compliance
15 April	Submission of recommendations to the Chief Director.	Director
30 April	Submission of recommendations to the DDG.	Chief Director
15 May	Submission of recommendations to the CFO.	DDG



30 May	Submission of recommendations to the HOD.	CFO
30 June	Decision and letter to applicants.	HOD
30 September	Notification of indicative amounts to applicants	SD: Independent Institutions Compliance



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# Accreditation of Independent Schools 2

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## 2. ACCREDITATION OF INDEPENDENT SCHOOLS

It is very important to take note of the articulation and link between registration and accreditation of all independent schools attached to assessment bodies that are accredited with Umalusi.

According to the General and Further Education and Training Quality Assurance (GENFETQA) Act 58, 2001, and the Policy and Criteria for the Quality Assurance, Accreditation and Monitoring of Independent Schools and Private Assessment Bodies, as published in the Government Gazette No. 35830 in October 2012, it is a legal requirement for independent schools to be accredited with Umalusi.

To further this drive, the Mpumalanga Department of Education strives for the alignment of the requirements for registration with those for accreditation in order for independent schools to meet, or at least be close to the Umalusi requirements for full accreditation as it is considered as crucial because of the implications it holds for the quality assurance of the provision of teaching and learning in the province and South Africa as a whole.

