



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

EXPRESSION OF INTENT
TOWARDS
THE REGISTRATION OF INDEPENDENT SCHOOLS

CLARIFICATIONS ON THE *EXPRESSION OF INTENT TOWARDS THE REGISTRATION OF INDEPENDENT SCHOOLS*

1. PURPOSE

The purpose of the *Expression of Intent towards the Registration of Independent Schools* is to, as part of a preparatory phase in the registration processes of independent schools, provide a common format to prospective owners who intend to apply for registration of an independent school, to make their intention known to the Mpumalanga Department of Education, to provide for a broad outline of the envisaged business and to establish a platform from where interactions could be fostered with the prospective applicants for the registration of independent schools within the province.

2. SUBMISSIONS OF *EXPRESSION OF INTENT TOWARDS THE REGISTRATION OF INDEPENDENT SCHOOLS*

2.1 The *Expression of Intent towards the Registration of Independent Schools* must reach the relevant Circuit Manager **not later than the end of February** of the year preceding the next academic year. An acknowledgement of receipt must be obtained from the relevant circuit office on submission of the *Expression of Intent towards the Registration of an Independent School*.

2.2 Submission of the *Expression of Intent towards the Registration of Independent Schools* would lead to a written invitation **before the end of March** of the year preceding the next academic year to the prospective owner(s) of the envisaged independent school by the relevant Circuit Manager to a preparatory meeting, during which the intended owner will be guided on all legal and other requirements pertaining the registration of an independent school, the procedures and related time frames and on populating the *Application to Register an Independent School*.

3. COMPLETION OF THE *EXPRESSION OF INTENT TOWARDS THE REGISTRATION OF AN INDEPENDENT SCHOOL*

3.1 The *Expression of Intent towards the Registration of Independent Schools* must be fully completed before being submitted. A fully completed document means that Sections A, B and C must be completed and all the required attachments to accompany it. All the applicable boxes must be populated in either black/blue ink.

3.2 The *Expression of Intent towards the Registration of Independent Schools* must be completed for each site separately should you intend to apply for registration of more than one independent school. The same document cannot be used for satellites/subsidiaries/branches, etc.

4. STATUS OF THE *EXPRESSION OF INTENT TOWARDS THE REGISTRATION OF INDEPENDENT SCHOOLS*

The submission of the *Expression of Intent towards the Registration of Independent Schools* does not mean that it replaces the *Application to Register an Independent School*. It serves as the first step (preparation) towards an application still to be made.

5. CONFIDENTIALITY

It is acknowledged that the information provided in the completed *Expression of Intent towards the Registration of Independent Schools* is confidential in all respects, other than information that is in the public domain; therefore it is agreed that the supplied information will only be used to support the application for registration processes.



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

EXPRESSION OF INTENT TOWARDS THE REGISTRATION OF INDEPENDENT SCHOOLS

SECTION A

DETAILS OF THE OWNER(S)* OF THE ENVISAGED INDEPENDENT SCHOOL	
*If there will be more than one prospective owner, section A must be repeated and attached.	
Full Names:	
Surname:	
Identity No./Passport No:	
If foreign citizen: Valid Work Permit No:	
Academic qualification(s): (Only if owner will also be the Principal – attach certified copy)	

Professional (Educator) qualification(s) : (Only if owner will also be the Principal – attach certified copy)			
Postal Address:		Postal Code:	
Physical Address:	Street Name and Number/Stand Number:		
	Town/Village:		
Landline Tel No:		Cellular Tel No:	
Fax Number:			
E-mail Address :			

SECTION B

DETAILS ON THE ENVISAGED INDEPENDENT SCHOOL	
Envisaged name(s) of the independent school:	
Indicate the year in which you would want to start operating the independent school.	
Type of legal entity envisaged: <i>Sole Proprietorship/Partnership/Close Corporation/Section 21 Company/ Non Profit Company/Trust</i>	



Physical address of the envisaged premises for the independent school:	
Indicate ownership of land on which the prospective school will be: <i>Private/Trust/Tribal</i>	
What evidence is in place to verify the ownership of the land on which the prospective school will be: <i>Title Deed/Permission to occupy the site for schooling purposes/Lease Agreement</i>	
Circuit in which school will be situated:	
Region in which school will be situated:	
Municipality in which school will be situated:	
Type of school that is intended: <i>Primary/Secondary/Combined/Special</i>	
What phases do you plan to offer? <ul style="list-style-type: none"> • <i>Foundation Phase: Grades 1, 2, 3</i> • <i>Intermediate Phase: Grades 4, 5, 6,</i> • <i>Senior Phase: Grades 7, 8, 9,</i> • <i>FET Phase: Grades 10, 11, 12</i> 	
Outline the expected time schedule of introducing the envisaged grades in terms of years.	

<p>Will the school offer the National Curriculum Statement (NCS) as core curriculum? If not, what will be the nature of the curriculum followed?</p>	
<p>Indicate the number of learners per group you would be able to accommodate in the envisaged school.</p>	
<p>Outline the nature of any specialist facilities to support specialized qualifications and programmes. (If applicable)</p>	
<p>What is the intended language of teaching and learning?</p>	

9. Attach evidence that the prospective school will be financially viable for at least 12 months after registration.
10. In the case of previous insolvency, documented evidence of rehabilitation from insolvency must be provided.
11. Attach a comprehensive financial plan, indicating the capital needed to cover start-up costs and capital needed for expansions planned for. Show a realistic two-year forecast, based on macroeconomic conditions, of projected revenue and earnings, as well as projected expenditure. Demonstrate how you will reach cash – flow positive status.

This document and its attachments serve as an expression of intent. It does not imply offering of securities.

DECLARATION:

Hereby I confirm that the information contained in the *Expression of Intent towards the Registration of Independent Schools* and the accompanying schedules are true and correct, and that the person who signed below, is duly authorized to do so.

SIGNATURE : _____

NAME AND SURNAME : _____

DESIGNATION : _____

DATE : _____

**ACKNOWLEDGEMENT OF RECEIPT OF *THE EXPRESSION OF INTENT TOWARDS THE
REGISTRATION OF INDEPENDENT SCHOOLS***

Important note to applicant:

Ensure that you, on submission of the *Expression of Intent towards the Registration of Independent Schools*, receive a copy of this acknowledgement of receipt as evidence, and for reference purposes.

Acknowledgements:

Hereby it is acknowledged by the undersigned persons that the *Expression of Intent towards the Registration of Independent Schools* had been submitted to the office of the relevant Circuit Manager **on/or before the end of February**.

It is acknowledged that all information contained in the *Expression of Intent towards the Registration of Independent Schools* is strictly confidential and will be treated as such.

Name of person submitting application: <i>(Please print)</i>	
Signature of person submitting application:	
Date on which application was submitted to Circuit Office:	
Name of person receiving the application: <i>(Please print)</i>	
Signature of person receiving application:	

DATE STAMP CIRCUIT OFFICE



ANNEXURE B1:**CHECK LIST FOR ATTACHMENTS FOR *EXPRESSION OF INTENT TOWARDS REGISTRATION OF INDEPENDENT SCHOOLS***

Note: This checklist must be completed and be attached to the *Expression of Intent towards Registration of Independent Schools*.

Documents included	Please tick (√)
Expression of Intent: Section A completed. <i>(More than one in case of more than one prospective owner)</i>	
Certified copy of academic qualifications if owner will also be the principal of the prospective school.	
Certified copy of professional qualifications if owner will also be the principal of the prospective school.	
Expression of Intent: Section B completed.	
Expression of Intent: Section C completed.	
Proof of financial viability.	
Evidence of financial rehabilitation. <i>(If applicable)</i>	
Financial Plan.	