



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

APPLICATION TO EXPAND GRADES AND CURRICULUM AT AN INDEPENDENT SCHOOL

Important considerations for completing the application form:

1. In terms of the Provincial Regulations relating to the Registration, Withdrawal of Registration and Subsidies to Independent Schools, promulgated in the Provincial Gazette No 2147 of 5 March 2013, nr 4 (8) any changes to the approved curriculum that an independent school wishes to introduce, shall meet the outcomes of the National Curriculum Statements, and must be approved by the Head of Department.
2. The *Application to Expand Grades and Curriculum at an Independent School* must be submitted in full to the relevant Circuit Manager **not later than the end of May** preceding the following academic year.
3. The application, together with the attachments required in terms of the application form, must be contained in a **Portfolio of Evidence** in order to avoid the loss of loose pages. All the applicable boxes must be populated in either black or blue ink. An acknowledgement of receipt must be obtained from the relevant circuit office on submission of the application.



4. An incomplete and incorrect application will not be considered for evaluation and other processes to follow. The application will be returned to the applicant, and the application for the expansion of grades and curriculum cycle will have to start afresh. A check list is attached for your convenience to ensure that the application is complete in terms of the required attachments.
5. A site visit will be conducted by relevant role players as outlined in the Provincial Guidelines to verify the information supplied.
6. The application of the school to expand, may lead to the Head of Department to acquire additional information to support the application.
7. An applicant must clearly indicate the type of amendment(s) for which the independent school is applying. A school is at liberty to apply for any one or all of the types of amendments reflected in section B below.
8. Independent schools must ensure that a grade/subject is continued long enough to enable any cohort of learners to complete their full qualification, e.g. issuing of a matric certificate.





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APPLICATION TO EXPAND GRADES AND CURRICULUM AT AN INDEPENDENT SCHOOL

ADMINISTRATIVE DATA						
DETAILS OF SCHOOL						
Name of school as it appears on Registration Certificate:						
EMIS No:						
Accreditation status with Umalusi and no:						
Current status of school: Indicate with (X)	Primary (Gr 1-7)	Secondary (Gr 8-12)	Combined	Type of school: Indicate with (X)	Ordinary	Special (LSEN)

Future status for which school is applying:				Future type of school if expanding: Indicate with (X)		
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MPUMALANGA
A Pioneering Spirit

Indicate with (X)						
Physical address:						
Postal address:				Postal Code:		
District:						
Circuit:						
Region:						
Municipality:						

DETAILS OF OWNER OF SCHOOL

Name(s) and Surname:			
Identification No: (Certified copy attached)			
Valid Work Permit No if applicable: (Certified copy attached)		Expiry Date:	

Passport No. if applicable: (Certified copy attached)		Expiry Date:	
Cellular Phone Number:		Landline Number:	



E-mail Address:			
Postal Address:		Postal Code:	
Is the school managed on behalf of a religious society or some other body? Indicate with an (X)	Yes	No	
If the answer above is Yes , give details below:			
Name of Society/Body:			
Name of Contact Person:			
Postal Address:			
Landline Telephone Number:			
Cell Number:			
E-mail Address:			



DETAILS OF OWNER OF THE LAND ON WHICH SCHOOL IS SITUATED			
Name(s) and Surname:			
Identification No: (Certified copy of ID attached)			
Cellular Number:		Landline Number:	
E-mail Address:			
Postal Address:		Postal Code:	
<p>Does the land on which the school buildings are, belong to the owner of the school? Indicate with an (X)</p> <p>If Yes, attach a certified copy of the Title Deed. If No, attach certified copy of lease agreement/permission to occupy the land as proof of tenure for a minimum period of one academic year.)</p>	Yes	No	
	If No , indicate ownership of land below: Trust/Tribal/Rented		
	Trust	Tribal	Rented
TYPE OF BUSINESS ENTITY - Indicate with an (X)			
Sole Owner:			
Partnership:			
Closed Corporation: (Registration no.)			
Section 21 Company: (Registration no.)			



Company (Other than 21 - Type)	
Non Profit Company: (Registration no.)	
Trust: (Name of Trust and Registration no.)	

A. TYPE(S) OF AMENDMENT(S) APPLIED FOR:

By means of an (X), indicate the amendment(s) for which you wish to apply.

1. Expansion of grade(s)	
2. Expansion of curriculum	

B. PLANNED EXPANSION OF GRADE(S)/CURRICULUM

Provide details of the planned expansion of Grade(s)/Curriculum.

Describe the rationale for the planned expansion of the Grade(s)/Curriculum.

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Proposed date for implementation of planned expansion:	
Give a description of the market to be served by the planned expansion.	
Describe the current and long-term demand for the proposed expansion.	



Relate the degree of concentration of similar qualifications offered at other neighbouring public and private schools.

Provide a layout of the fees that will be charged to prove sustainability of the planned expansion of Grade(s)/Curriculum.

Describe how the school has prepared itself structurally, operationally and functionally for the envisaged growth.



INFORMATION ABOUT NEAREST PUBLIC AND INDEPENDENT SCHOOLS

Indicate all existing GET and FET Band feeder schools in the concerned surrounding area.	Name of school	Primary/ Secondary/Combined School	Public/Private	Distance in km from your school



SUPPORTING DATA TO PROVE CAPACITY TO EXPAND

PROOF THAT PROXIMITY OF SCHOOL AND INFRASTRUCTURE OF SCHOOL WILL SUPPORT PLANNED EXPANSIONS

The following documentation on the buildings must be attached to the application:

1. A floor plan, that is to scale, of the building(s) to be used for education purposes and an indication of the different rooms and the purpose for which it will be used. The floor area must be indicated in square meters. The ablution facilities must indicate number of toilets, urinals and basins.
2. A site plan indicating the position of the building(s), recreational facilities and total area in square meters or hectares.
3. A confirmation that the school grounds are securely fenced and access to the school grounds is controlled.
4. A letter of approval from the relevant municipality that the premises have been zoned and are suitable for educational purposes. (Certified copy of such report to be attached.)
5. A letter of approval stating that the premises are suitable for education purposes, and conform to health and safety requirements. (Certified copy of Health and Safety Certificate to be attached.)

PROXIMITY OF SCHOOL WHERE CURRENT CURRICULUM IS OFFERED			PROXIMITY OF BUILDINGS WHERE ENVISAGED EXPANSIONS TO GRADE(S)/ CURRICULUM WILL BE OFFERED, IF NOT ON REGISTERED SITE		
Indicate with an (X) if the school is close to a:	Yes	No	Indicate with an (X) if the school is close to a:	Yes	No
Busy road.			Busy road.		
Grave yard.			Grave yard.		
Beer hall.			Beer hall.		
Taxi/Bus rank.			Taxi/Bus rank.		
Business Centres.			Business Centres.		
Railway Station.			Railway Station.		



Sewage Plant.			Sewage Plant.		
Hotel.			Hotel.		
Is the school within a radius of ± 3 km around community it serves?			Is the building within a radius of ± 3 km around community it serves?		
Is the school easily accessible from the main road?			Is the school easily accessible from the main road?		
AVAILABILITY OF MUNICIPAL SERVICES AT REGISTERED SITE			AVAILABILITY OF MUNICIPAL SERVICES IF SITE TO BE USED FOR EXPANSION IS NOT THE SITE REGISTERED		
Indicate with an (X) if the following municipal services are available:	Yes	No	Indicate with an (X) if the following municipal services are available:	Yes	No
Water.			Water.		
Electricity.			Electricity.		
Sewerage.			Sewerage.		
Refuse removal.			Refuse removal.		



EDUCATIONAL AND OTHER FACILITIES CURRENTLY BEING USED ON SITE REGISTERED ON EMIS					EDUCATIONAL AND OTHER FACILITIES AVAILABLE ON SITE WHERE YOU WANT TO CONDUCT THE EXPANSION IF NOT SAME SITE AS REGISTERED ON EMIS						
Indicate below the number of available core educational spaces:					Indicate below the number of available core educational spaces:						
Class rooms		Work shop		Training kitchen		Class rooms		Work shop		Training kitchen	
Computer Laboratory		Technical Drawing Room		Training restaurant		Computer Laboratory		Technical Drawing Room		Training restaurant	
Science Laboratory		Library/Media Centre		Life Sciences Laboratory		Science Laboratory		Library/Media Centre		Life Sciences	
Music room		Art room		Hall		Music room		Art room		Hall	
Other (Specify)		Other (Specify)		Other (Specify)		Other (Specify)		Other (Specify)		Other (Specify)	
PLAYGROUND											
Indicate the size of the current available playground in m ² available on the site registered on EMIS.					Indicate the space in m ² available for the use as a playground after the planned expansion.						



ADMINISTRATIVE FACILITIES CURRENTLY AVAILABLE ON SITE REGISTERED ON EMIS						ADMINISTRATIVE FACILITIES THAT WILL BE AVAILABLE FOR USE FOR PLANNED EXPANSIONS IF NOT ON SITE REGISTERED ON EMIS					
Indicate below the number of available spaces:						Indicate below the number of available spaces:					
Office of principal		Offices for Heads of department		Strong room		Office of principal		Offices for Heads of department		Strong room	
Store rooms		Reception area/secretary office		Staff room		Store rooms		Reception area/secretary office		Staff room	
Sick bay		Other (Specify)		Other (Specify)		Sick bay		Other (Specify)		Other (Specify)	
ABLUTION FACILITIES CURRENTLY AVAILABLE ON SITE REGISTERED ON EMIS						ABLUTION FACILITIES THAT WILL BE AVAILABLE WITH A VIEW TO ACCOMMODATE THE PLANNED EXPANDED LEARNER NUMBERS					
Indicate nr of available ablution facilities:						Indicate nr of available ablution facilities:					
Female Staff:	Toilets		Wash basins			Female Staff:	Toilets		Wash basins		
Girls:	Toilets		Wash basins			Girls:	Toilets		Wash basins		
Male Staff:	Toilets	Urinals	Wash Basins			Male Staff:	Toilets	Urinals	Wash Basins		
Boys:	Toilets	Urinals	Wash Basins			Boys:	Toilets	Urinals	Wash Basins		



INCLUSIVE ENVIRONMENT					
Indicate with an (X) the available provisions for disabled learners on the site registered on EMIS.	Yes	No	Indicate with an (X) the available provisions for disabled learners on the site that will be used for the expansions if it is not the same as the registered site on EMIS.	Yes	No
Are the class rooms large enough to accommodate learners in wheel chairs?			Are the class rooms large enough to accommodate learners in wheel chairs?		
Has the school building been provided with ramps?			Has the school building been provided with ramps?		
Are balustrades and hand rails included on ramps?			Are balustrades and hand rails included on ramps?		
Does the school provide continuous travel between buildings for the physically impaired?			Does the school provide continuous travel between buildings for the physically impaired?		
Are the ablution blocks developed inclusive of the disabled?			Are the ablution blocks developed inclusive of the disabled?		
Has guidance been given to staff to deal with learners with disabilities in the school?			Has guidance been given to staff to deal with learners with disabilities in the school?		
PROVISIONING FOR BARRIERS TO LEARNING					
Indicate with an (X) whether learners with intellectual impairments can learn in their home language in the current school?	Yes	No	Can learners with intellectual impairments learn in their home language once the school has expanded?	Yes	No



Outline what provision is currently made for learners experiencing barriers to learning.			Outline what provision will be made for the expanded number of learners that might experience barriers to learning.		
AVAILABILITY OF MANAGEMENT INFORMATION SYSTEMS AND RECORDS AT CURRENT SCHOOL			MANAGEMENT OF INFORMATION SYSTEMS AND RECORDS TO HANDLE EXPANSION OF LEARNER NUMBERS		
Indicate with an (X)	Yes	No	Indicate with an (X)	Yes	No
Does the current school have an electronic management system?			If the school has an electronic management system, will it be able to handle the planned expanded numbers?		
Does the school currently maintain and update the information system regularly?			Does the school maintain and update the information system regularly to be able to handle an increase in numbers? (Attach a copy of a maintenance plan if applicable.)		



RECORD KEEPING OF CURRENT EDUCATOR STAFF			RECORD KEEPING OF ENVISAGED INCREASED NUMBER OF STAFF		
Are the following available in current educator files? Indicate with an (X).	Yes	No	Will the following be available in educator files for staff that you plan to appoint to handle the expansion? Indicate with an (X).	Yes	No
<ul style="list-style-type: none"> Employment contracts for educators providing for an indication of the remuneration package. 			<ul style="list-style-type: none"> Employment contracts for educators you plan to appoint providing for an indication of the remuneration package 		
<ul style="list-style-type: none"> Current educators' Identity Documents. 			<ul style="list-style-type: none"> Educators' Identity Documents for prospective educators you plan to appoint to handle the expansion? (Certified copies to be attached.) 		
<ul style="list-style-type: none"> Certified copies of qualifications of current educators. 			<ul style="list-style-type: none"> Certified copies of qualifications of prospective educators that you plan to use in the case of expansion of grades/curriculum (Certified copies of all qualifications to be attached.) 		
<ul style="list-style-type: none"> Certified copies of SACE Certificates of all current educator staff. 			<ul style="list-style-type: none"> Certified copies of SACE Certificates of all probable educator staff that you plan to use in the case of expansion of grades/curriculum (Proof to be attached.) 		



<ul style="list-style-type: none"> • Proof of current principal of school being a professionally qualified educator and registered with SACE. 			<ul style="list-style-type: none"> • Proof of principal of the planned expanded school will be a professionally qualified educator and registered with SACE (Proof to be attached.) 		
<ul style="list-style-type: none"> • Attendance Register for current staff. 			<ul style="list-style-type: none"> • Attendance Register for envisaged staff. 		
<ul style="list-style-type: none"> • Record of registration of all current employees with SARS. 			<ul style="list-style-type: none"> • Record of registration of all prospective employees with SARS. 		
<ul style="list-style-type: none"> • Record of registration of all current employees with the Unemployment Insurance Fund. 			<ul style="list-style-type: none"> • Record of registration of prospective employees with Unemployment Insurance Fund. 		
<ul style="list-style-type: none"> • Proof of evaluation of foreign qualifications by SAQA in case of current foreign employees. 			<ul style="list-style-type: none"> • Proof of evaluation of foreign qualifications by SAQA in case of envisaged foreign employees (Proof to be attached) 		
<ul style="list-style-type: none"> • Proof of valid working permits in case of current foreign employees. 			<ul style="list-style-type: none"> • Proof of valid working permits in case of envisaged foreign employees. (Proof to be attached) 		



RECORD KEEPING OF CURRENT LEARNERS			RECORD KEEPING OF ENVISAGED INCREASED LEARNERS		
Are the following currently available? Indicate with an (X)	Yes	No	Will the following be available for the increased number of learners? Indicate with an (X)	Yes	No
Contract for signature between school and current parents/guardians.			Contract for signature between school and prospective Parent/Guardian.		
Code of Conduct for signature between school and current learners.			Code of Conduct for signature between school and prospective learner.		
Attendance Registers for current learners.			Attendance Registers for prospective learners.		
Admission Registers for current learners.			Admission Registers for prospective learners.		
Learner files for current learners.			Learner files for prospective learners.		
Are the following copies kept in the current learner files? Indicate with an (X)	Yes	No	Will the following copies be kept in the prospective learner files? Indicate with an (X)	Yes	No
ID Documents/Birth Certificates.			ID Documents/Birth Certificates.		
Previous School Information i.e. Progress/Promotion Reports.			Previous School Information i.e. Progress/Promotion Reports.		
Current Progress Reports.			Current Progress Reports.		
Immunization Certificate for foundation phase learners.			Immunization Certificate for foundation phase learners.		
Study permit in the case of foreign learners.			Study permit in the case of foreign learners.		

FINANCIAL RECORDS FOR CURRENT SCHOOL				FINANCIAL RECORDS FOR ENVISAGED EXPANDED SCHOOL			
Is the following available at the current school? Indicate with an (X)	Yes	No		Will the following be available at the expanded school? Indicate with an (X)	Yes	No	
Previous Year's Audited Financial Statements as evidence of financial viability.				Previous Year's Financial Statements as evidence of financial viability. (Attach a copy)			
EQUIPMENT AND FURNITURE AT CURRENT SCHOOL				EQUIPMENT AND FURNITURE AT ENVISAGED EXPANDED SCHOOL			
Is each classroom equipped with? Indicate with an (X)	Yes	No	Number	Will each classroom be equipped with? Indicate with an (X)	Yes	No	Number
Desk and chair for educator.				Desk and chair for prospective educator.			
Desk and chair for each learner.				Desk and chair for each prospective learner.			
Black board/writing board.				Black board/writing board for each prospective class.			
CURRENT PROVISIONING OF TEXT BOOKS AND STATIONERY				PROVISIONING OF TEXT BOOKS AND STATIONERY FOR PROSPECTIVE EXPANDED GRADE(S)/CURRICULUM			
Indicate with an (X)	Yes	No		Indicate with an (X)	Yes	No	
Does each learner have the required number of textbooks for each subject?				Will each prospective learner have the required number of textbooks for each subject?			
Does each learner have the required stationery for each subject?				Will each prospective learner have the required stationery for each subject?			



<p>Outline the current school policy in terms of provisioning of text books and how it ensures that each learner has the required number of text books for each subject.</p>	<p>Outline the school policy in terms of provisioning of text books and how it will ensure that each prospective learner will have the required number of text books for each envisaged new subject/grade. (Attach a copy of policy)</p>
<p>Outline the current school policy in terms of stationery provisioning and how it ensures that each learner has the required stationery for each subject.</p>	<p>Outline the school policy in terms of provisioning of stationery and how it will be ensure that each learner will have the required stationery for each envisaged new subject. (Attach a copy of policy)</p>



AVAILABILITY OF TEACHING AIDS AT CURRENT SCHOOL				AVAILABILITY TEACHING AIDS FOR ENVISAGED EXPANDED SCHOOL			
Indicate with an (X) whether the following teaching aids are currently available. Indicate the number if the response is Yes.	Yes	No	Nr	Indicate with an (X) whether the following teaching aids will be available for the envisaged expansions. Indicate the number if the response is Yes.	Yes	No	Nr
Computers.				Computers.			
Video equipment.				Video equipment.			
Data projector.				Data projector.			
Audio equipment.				Audio equipment.			
Interactive White Board.				Interactive White Board.			
CURRICULUM CURRENTLY FOLLOWED				ENVISAGED CURRICULUM TO BE FOLLOWED			
Indicate with an (X)	Yes	No		Indicate with an (X)	Yes	No	
Does the school offer the National Curriculum Statement (NCS) and follow the Curriculum and Assessment Policy Statement (CAPS)?				Will the envisaged expanded school offer the National Curriculum Statement (NCS) and follow the Curriculum and Assessment Policy Statement (CAPS)?			



<p>If No, indicate what curriculum is currently offered, how it is aligned with the National Curriculum and Assessment Policy Statement and prove that Umalusi accredited it.</p>	<p>If No, indicate what curriculum will be offered, how it is aligned with the National Curriculum and Assessment Policy Statement and prove that Umalusi will accredit it.</p>
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REGISTRATION OF SCHOOL AS AN EXAMINATION CENTRE

	Yes	No		Yes	No
Is the current school registered with the Provincial Department as an examination centre? Indicate with an (X)			Will the envisaged expansion necessitate the school to register as an examination centre with the Provincial Department? Indicate with an (X)		



ANALYSES OF CURRENT LEARNER NUMBERS					ANALYSES OF ENVISAGED LEARNER NUMBERS FOR YEAR YOU INTEND TO START EXPANSION				
Complete the unshaded blocks below each grade indicating the number of current learners in each grade and subject.					Complete the unshaded blocks below each grade indicating number of anticipated learners in each subject and grade as per planned expansion.				
PRIMARY SCHOOL – Foundation Phase - GET					PRIMARY SCHOOL – Foundation Phase - GET				
GRADES	R	1	2	3	GRADES	R	1	2	3
1. Home Language					1. Home Language				
2. First Additional Language					2. First Additional Language				
3. Mathematics					3. Mathematics				
4. Life Skills					4. Life Skills				
PRIMARY SCHOOL – Intermediate Phase - GET					PRIMARY SCHOOL – Intermediate Phase - GET				
GRADES	4	5	6		GRADES	4	5	6	
1. Home Language					1. Home Language				
2. First Additional Language					2. First Additional Language				
3. Mathematics					3. Mathematics				
4. Natural Sciences & Technology					4. Natural Sciences & Technology				



5. Social Sciences				5. Social Sciences			
6. Life Skills				6. Life Skills			
PRIMARY/SECONDARY SCHOOL – Senior Phase – GET				PRIMARY/SECONDARY SCHOOL – Senior Phase - GET			
GRADES	7	8	9	GRADES	7	8	9
1. Home Language				1. Home Language			
2. First Additional Language				2. First Additional Language			
3. Mathematics				3. Mathematics			
4. Natural Sciences				4. Natural Sciences			
5. Social Sciences				5. Social Sciences			
6. Technology				6. Technology			
7. Economic Management Sciences				7. Economic Management Sciences			
8. Life Orientation				8. Life Orientation			
9. Arts and Culture				9. Arts and Culture			



SECONDARY SCHOOL – Senior Phase - FET				SECONDARY SCHOOL – Senior Phase - FET					
GRADES	10	11	12	GRADES	10	11	12		
1. Home Language				1. Home Language					
2. First Additional Language				2. First Additional Language					
3. Mathematics OR				3. Mathematics OR					
4. Mathematical Literacy				4. Mathematical Literacy					
5. Life Orientation				5. Life Orientation					
Plus a minimum of 3 subjects from Group B, Annexure B in NCS policy document				Plus a minimum of 3 subjects from Group B, Annexure B in NCS policy document					
6. (Please indicate here)				6. (Please indicate here)					
7. (Please indicate here)				7. (Please indicate here)					
8. (Please indicate here)				8. (Please indicate here)					
SCHOOL CALENDER CURRENTLY USED BY SCHOOL				SCHOOL CALENDER THAT WILL BE USED BY PROSPECTIVE EXPANDED SCHOOL					
Does the school follow the approved school calendar of Mpumalanga DoE? Indicate with an (X)			Yes	No	Will the school follow the approved school calendar of Mpumalanga DoE? Indicate with an (X)			Yes	No



<p>If answered Yes, indicate the number of contact hours per grade per subject per week here.</p>	<p>If answered Yes, indicate the number of contact hours per grade per subject per week that will be allocated. (Attach a generic timetable)</p>
<p>If No, indicate the deviations. Also indicate the number of contact hours per subject per grade per week here.</p>	<p>If No, indicate the deviations. Also indicate the number of contact hours per subject per grade per week that will be allocated to the expanded grades/subjects (Attach a school calendar, as well as a generic timetable that will be followed)</p>



DECLARATIONS:

I, the undersigned, hereby declare that the particulars furnished in the *Application to Expand Grades and Curriculum at Independent Schools* and its attachments are true, correct and complete.

NAME OF APPLICANT/OWNER	SIGNATURE	DATE
NAME OF PRINCIPAL	SIGNATURE	DATE
NAME OF CHAIRPERSON OF GOVERNING STRUCTURE	SIGNATURE	DATE



ANNEXURE F1: CHECK LIST FOR ATTACHMENTS RE. APPLICATION TO EXPAND GRADES AND CURRICULUM AT INDEPENDENT SCHOOLS

Note: This checklist must be completed and be attached to the application.

Documents included	Please tick (✓)
1. Identification Nr of owner.	
2. Valid Work Permit Nr of owner if applicable.	
3. Passport Nr of owner if applicable.	
4. Identification Nr of owner of land.	
5. Certified copy of Title Deed if applicable.	
6. Certified copy of lease agreement/permission to occupy the land.	
7. Floor plan.	
8. Site plan.	
9. Confirmation that school grounds are securely fenced and access to school grounds is controlled.	
10. A letter of approval from the relevant municipality that the premises have been zoned and are suitable for educational purposes.	
11. Certified copy of Health and Safety Certificate.	
12. Maintenance plan for information system.	
13. Educators' Identity Documents for prospective educators you plan to appoint.	
14. Certified copies of qualifications of prospective educators that you plan to use.	
15. Certified copies of SACE Certificates of all probable educator staff that you plan to use.	



16. Proof of principal of the planned expanded school will be a professionally qualified educator and registered with SACE.	
17. Proof of evaluation of foreign qualifications by SAQA in case of envisaged foreign employees.	
18. Proof of valid working permits in case of envisaged foreign employees.	
19. Previous Year's Financial Statements as evidence of financial viability.	
20. School policy in terms of provisioning of text books.	
21. School policy in terms of provisioning of stationery.	
22. Generic timetable.	
23. A school calendar if school does not use the national school calendar of DoE.	



CERTIFICATION AND RECOMMENDATION BY CIRCUIT MANAGER

This is to certify that I, _____, the Circuit Manager of _____, have checked the completeness of the application, and verified the need for the expansion of grades/curriculum.

The recommendation hereunder is made in consideration of an evaluation by a team comprising of members as outlined in paragraph 6.3.1 of the *Guidelines for the Registration of Independent Schools, Expansion and Reduction of Grades and Curriculum and Application for Subsidy*.

I confirm that confidentiality in terms of the application and the consequent recommendations will be upheld.

EXPANSION OF GRADES/CURRICULUM RECOMMENDED/NOT RECOMMENDED

Motivation for above recommendation:

CIRCUIT MANAGER

NAME IN PRINT

DATE



CERTIFICATION AND RECOMMENDATION BY CIRCUIT COORDINATOR

This is to certify that I, _____, the Circuit Coordinator of _____, have co-ordinated a site visit to the independent school with stakeholders as outlined in paragraph 6.3.2 of the *Guidelines for the Registration of Independent Schools, Expansion and Reduction of Grades and Curriculum and Application for Subsidy*.

The recommendation hereunder is made in consideration of an evaluation by a team comprising of members outlined in the said document, paragraph 6.3.1, and chaired by myself.

I confirm that confidentiality in terms of the application and the consequent recommendations will be upheld.

EXPANSION OF GRADES/CURRICULUM RECOMMENDED/NOT RECOMMENDED

Motivation for above recommendation:

CIRCUIT COORDINATOR

NAME IN PRINT

DATE



RECOMMENDATION BY DISTRICT DIRECTOR

I confirm that confidentiality in terms of the application and the consequent recommendations will be upheld.

EXPANSION OF GRADES/CURRICULUM RECOMMENDED/NOT RECOMMENDED

Comments:

DISTRICT DIRECTOR
NAME IN PRINT

DATE



RECOMMENDATION BY CHIEF DIRECTOR: GET
(If applicable to GET Band)

I confirm that confidentiality in terms of the application and the consequent recommendations will be upheld.

EXPANSION OF GRADES/CURRICULUM RECOMMENDED/NOT RECOMMENDED

Comments:

CHIEF DIRECTOR: GET

NAME IN PRINT

DATE



RECOMMENDATION BY CHIEF DIRECTOR: FET
(If applicable to FET Band)

I confirm that confidentiality in terms of the application and the consequent recommendations will be upheld.

EXPANSION OF GRADES/CURRICULUM RECOMMENDED/NOT RECOMMENDED

Comments:

CHIEF DIRECTOR FET
NAME IN PRINT

DATE



RECOMMENDATION BY DEPUTY DIRECTOR GENERAL: CURRICULUM

I confirm that confidentiality in terms of the application and the consequent recommendations will be upheld.

EXPANSION OF GRADES/CURRICULUM RECOMMENDED/NOT RECOMMENDED

Comments:

DEPUTY DIRECTOR GENERAL: CURRICULUM

NAME IN PRINT

DATE



APPROVAL

EXPANSION OF GRADES/CURRICULUM APPROVED/NOT APPROVED

Comments:

HEAD OF DEPARTMENT

NAME IN PRINT

DATE



**ACKNOWLEDGEMENT OF RECEIPT OF AN APPLICATION TO EXPAND
GRADES/CURRICULUM AT INDEPENDENT SCHOOLS**

Important note to applicant:

Ensure that you, on submission of the *Application to Expand Grades and Curriculum at Independent Schools* receive a copy of this acknowledgement of receipt as evidence and for reference purposes.

Acknowledgement:

“Hereby it is acknowledged by the undersigned persons that the *Application to Expand Grades and Curriculum at Independent Schools* had been submitted to the office of the relevant Circuit Manager **on/or before the end of May.**”

It is acknowledged that all information contained in the *Application to Expand Grades and Curriculum at Independent Schools* is strictly confidential and will be treated as such.

Name of school:	
Name of person submitting application:	
Signature of person submitting application:	
Date submission was made at Circuit Office:	
Name of person receiving the application:	
Signature of person receiving application:	



Date on which application was received at
Circuit Office:

DATE STAMP OF CIRCUIT OFFICE

