The Ministry of Education, Art and Culture has noted with concern the mushrooming of private schools operating without following the correct procedures as stipulated in the Education Act, 2001 (Act No. 16 of 2001).

It is stipulated in section 41(1) of the Education Act, No. 16 of 2001 that – “A person has the right to establish and maintain a private school at such person's own expense, but is required to register such school in terms of section 41 before education is provided to any person at the school.” It is a requirement as per section 42 (1) of the Education Act, No. 16 of 2001 that an application for registration of a private school must be made to the Minister in the prescribe form. The Ministry of Education, Arts and Culture has developed Form 4 an Application for Registration of a Private School. The form is available at all 14 (fourteen) Directorates of Education, Arts and Culture.

The following procedure must be followed when applying for registration of a private school

1. The owner of a private school, or his or her representative, must obtain from the Regional Office concerned, Form 4 which is the application for registration of a private school.

2. The owner of the school must also obtain from the regional office the regulations for registration of a private school.

3. The application form (Form 4) must be completed by the owner or his or her representative and together with any attachments submitted to the Regional Director as a file.

4. The Regional Director on receipt of the application form must appoint an inspection team to visit and inspect the school and verify the correctness of the information provided on Form 4.

5. The Regional Director must work through the application form on receipt from the Inspection Team, and make a final recommendation before submission to the National Examination, Assessment and Certification Board (NEACB).

6. The National Examination, Assessment and Certification Board (NEACB) meets three times in a year, therefore, the Regional Directors must ensure that application forms are submitted to the Board before the March, July and October meetings for evaluation and if possible to make a recommendation to the Minister for the registration of a private school.

7. The applicant must consult the National Curriculum for Basic Education to ensure that the correct educational phases and subjects are applied for. The National Curriculum for Basic Education is available at www.nied.edu.na.

8. The applicant will be informed through the Regional Office as soon as possible of the outcome of the application.

The above-mentioned procedures for the application of registration of a private school must be followed and adhered too.

Sanet L Steenkamp
PERMANENT SECRETARY