



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF EDUCATION

SCHOOL AFFAIRS RECEIVING TEMPLATE

DATE.....

NAME OF SCHOOL: _____

Check list for submission of documents to the School Affairs Unit

ITEM NO	ITEMS TO BE CHECKED	Make a tick if available
1	REGISTRATION OF SCHOOLS	
1.1	Is the application form fully completed and signed by all relevant persons?	
1.2	Is there health environmental certificate?	
1.3	Is there a title deed/lease agreement and is it signed accordingly?	
1.4	Are there relevant policies? <ul style="list-style-type: none"> • Code of conduct for educators • Code of conduct for learners • Finance policy • HIV & Aids • Admission • Teaching and Learning • Assessment • Language • Health and safety • Leave of absence • Vision and Mission of school • Equity 	
1.5	Are there attendance registers?	
1.6	Is there a business plan?(applicable to Independent schools)	
1.7	Are there certified qualifications and SACE certificates of educators? (applicable to independent schools)	
1.8	Is there a confirmation letter of the identified site from the municipality?	

1.9	Is there a feasibility study report compiled by Deputy Manager for Governance?	
1.10	Is there a budget for the first academic year(including school's bank statement)	
1.11	Are there particulars of the applicants?	
2	INTRODUCTION OF GRADE(S)	
2.1	Is the application form fully completed and signed by all relevant persons?	
2.2	Are there enough educators to cater for the new grade?	
2.3	Are additional classrooms available for the new intake of learners?	
2.4	Are there enough toilets available to cater for the new intake? (Norm : one classroom to one toilet)	
2.5	Are the LTSM available? How will the school procure for the LTSM of the new grade?	
2.6	Are there covering letters from Circuit Manager and District Senior Manager?	
2.7	Are there certified copies of qualifications and SACE certificates of educators?	
2.8.	Are there certified copies of SACE certificates of educators?	
3	CHANGE OF STATUS,NAME, OWNERSHIP AND RELOCATION	
	Is the application form fully completed and signed by all relevant persons?	
3.1	Are there minutes of meeting by parents/board members?	
3.2	Are there covering letters from Circuit Manager and District Senior Manager?	
3.3	Is there a signed title deed/lease agreement?	
4	MERGING OF SCHOOLS	
4.1.	Is there a District list submitted for processing?	
4.2	Are there minutes of consultative meetings with relevant stakeholders? <ul style="list-style-type: none"> • Educators • Parents • Traditional authority • Local Municipality 	
4.3	Are there attendance registers for all consultative meetings?	
5	HOME SCHOOLING	
5.1.	Is the application form fully completed and signed by all relevant persons?	
5.2	Is there a request letter from parents?	
5.3	Are there the latest reports card(s)?	
5.4	Is there assessment report done by health professional?	
5.5	Have the Circuit Manager and District Senior Manager made recommendations for the application?	