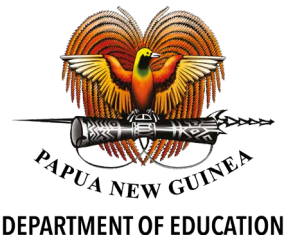
PAPUA NEW GUINEA

DEPARTMENT OF EDUCATION

School Registration Policy

2024





Department of Education
School Registration Policy - 2024
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MINISTER'S FOREWORD



It gives me pleasure to present the revised Policy and Procedures for the registration of schools in our country. The policy and procedures are designed to assist organisations or persons who wish to establish a school under the Education Act. It provides transparency of the requirements when supporting our collective efforts to develop and expand our education system. This document provides direction for all stakeholders to ensure those wishing to establish schools have clear and easy to follow steps to ensure schools can be registered as member schools of the National Education System or as permitted schools.

The policy also gives clear guidance on the processes for amalgamation, expansion, re-opening and transferring schools or changing the level, agency, or name of an existing school. As our National Education System grows and evolves, the policy will ensure that we maintain and enhance the quality of education as defined in the National Quality School Standards Framework and National School Minimum Standards.

As per the National Education Plan, the priority of Government is to ensure that every child in Papua New Guinea has access to a quality education. The implementation of this policy and procedures will not only ensure effective and efficient registration of schools but will also enhance delivery of quality education for all children.

It is my desire to build and enhance a quality education system through Public, Private, and Church Partnerships by establishing schools under one national framework. I appreciate the enormous contributions of all stakeholders in providing education to our citizens and I instruct every stakeholder to comply with this policy, so that, together as a nation, we can deliver quality education for all.

Minister's signature

Hon. Lucas Dawa Dekena, MP

Minister for Education

SECRETARY'S MESSAGE



The School Registration Policy and accompanying Procedures have been developed with the intent to assist all stakeholders with the standard requirements for establishing, registering, and changing member schools or permitted schools.

As our education system expands, we need to ensure that our collective efforts and resources are focused on locations and sectors in a sensible, planned, and consultative manner. In the past some schools have been built with the best intentions but have failed to deliver the minimum standards required for a school and our students. This has affected the provision and delivery of quality education.

The policy is user friendly. It is intended to provide a more planned and transparent approach to establishing and registering schools. It is my firm belief that awareness and understanding of the requirements and procedures will improve compliance when establishing schools and amending registrations.

I call on all education authorities and stakeholders to uphold and implement this policy. This policy is consistent with our aim to raise standards in the education system and ensure all schools meet those standards.

Secretary's signature

Dr. Uke Kombra, PhD. OBE.

Secretary for Education

Acknowledgements

The first version of the policy was developed by the Policy and Planning Division by Joseph Logha, Sabati Mero, and Jean Taviri, Director Basic Education, General Education Services Division.

The updated policy was coordinated by Patrick Silata, Assistant Secretary School Registration Division with contributions from:

Annemarie Kona - FAS School Inspections

Joyce Tepu – FAS General Education Services

Michael Mera, AS ECE Management & Coordination

Mary Milan – Executive Officer to SRCC

Matilda Timere – Registration Officer Permitted Schools

Shirley Ponasu – Registration Officer System Schools

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Section A: Policy

1. Policy Statement

All schools in Papua New Guinea will be registered with the Department of Education as either member schools of the National Education System or permitted schools which operate outside of the National Education System.

2. Document Authority

This policy derives its authority from the *Education Act (1983) Part IV Sections 92-101* and is supported by the *Teaching Service Act (1988) Part V Section 29.*

3. Intent

The intent of the policy is to *establish, communicate, and manage an effective and transparent process for the registration of schools and the amendment of registrations to achieve the outcomes of the National Education Plan.*

4. Outcomes

The outcomes of the policy are:

1. Ensure that students who enroll at registered schools are assured their school meets the national minimum quality standards for learning, infrastructure, and student and teacher welfare.[1]
2. Establish an efficient system of registration for any eligible party which intends to establish a school.
3. Establish a streamlined process for amending a school's registration.
4. Strengthen the management of the school registration system to ensure accurate and transparent record keeping for the government, education agencies, school operators and the public.

The implementation of the policy contributes to the following National Education Plan outcomes:

Major Outcome 1. That all Papua New Guinean children are provided with an opportunity to enrol in an Early Childhood Education program to ensure their full school readiness for entry into the formal education system.

Major Outcome 2. That all Papua New Guineans have access to 13 years of education and training in a safe and hygienic environment that is conducive to learning.

Major Outcome 3. That all Papua New Guineans will have equal opportunity regardless of geographical location, economic circumstances, gender, and disability.

Major Outcome 8. That national, provincial and district systems will operate efficiently, utilising appropriate information technology, that will allow schools and teachers to focus on improved student learning outcomes.

1 As defined in the current version of the National Quality School Standards Framework and National School Minimum Standards Policy.

5. Rules

5.1 Registration of schools

1. The Secretary for Education is responsible for the school registration system.

2. Teaching must **not** commence until a Certificate of Registration is approved.

3. New schools must follow the School Registration Procedures and gazetted Regulations to be registered as a member school or as a permitted school by the Secretary for Education.

4. Applications for new member schools in provinces must be approved by the Education Board[2] before submission to the Secretary for Education.[3]

5. New national member schools must be approved by the Minister based on a report from the National Education Board.[4]

6. Education agencies may apply to establish new provincial or national schools subject to the legal requirements outlined in the Education Act and the national minimum quality standards.

7. An eligible person or authority who wishes to establish a permitted school must apply for registration of the school to the Secretary for Education. Registration of a permitted school is subject to the legal requirements outlined in the Education Act and the national minimum quality standards.

8. A permitted school must maintain the minimum requirements as described in the School Registration Procedures and Regulations.[5]

9. All registered member and permitted schools must submit the National School Census data in the manner, and by the date, specified by the Department of Education.

10. All registered member schools must submit monthly staff returns, quarterly student enrolment returns, and quarterly financial acquittal reports to the respective education administration by the dates specified in the Education Calendar.

5.2 Amendment of registration

1. All registered schools are required to comply with the School Registration Procedures to amend their registration for:

- closure
- re-opening
- deregistration
- amalgamation
- transfer to a new location
- change of level
- change of education agency
- change of name

2 Usually, the Provincial Education Board or equivalent. In the case of the National Capital District, the District Education Board.
3 Education Act Section 93.
4 Education Act Section 96.
5 Education Regulations, 1983. Part II Permitted Schools.

5.3 Cancellation of registration

1. Provincial member schools that no longer comply with the requirements of a member school may have their registration cancelled by the Secretary, or, for permitted schools, the Minister for Education.
2. National member schools that no longer comply with the requirements of a member school may have their registration cancelled by the Minister on receipt of a report from the National Education Board.[6]
3. If a permitted school refuses or fails to comply with the requirements, the Minister may order the closure of the permitted school.[7]

5.4 Closure of schools

1. An education agency shall give at least three month's notice to the Provincial Education Board or National Education Board if they intend to close a member school.
2. After consulting the education agency, an Education Board can order the suspension of classes at member schools due to threats, lack of community support, or lack of compliance. Within 14 days of the suspension, the Education Board must send a written report to the Minister setting out the reasons and period of the suspension. The Minister may lift, confirm, or extend the suspension or order the closure of the school.[8]
3. The Minister may order the closure of a school by notice in the National Gazette. Before closing a provincial member school, the Minister will consult with the provincial government.[9]
4. Once a school is closed by the education agency, the Minister, or the operator of the permitted school, the registration will be cancelled.
5. If a school's registration is cancelled, the Minister will order the school to close.

5.5 Management of the school registration system

1. The Department of Education will keep a register of member and permitted schools.[10]
2. The register will be accessible to the public.
3. The Department of Education will issue a unique code to each registered school.
4. The Teaching Service Commission will create, reclassify, and abolish positions in the Teaching Service for member schools.[11]
5. The Policy, Procedures, Regulations, and applicable forms will be made freely accessible to interested parties.
6. The Department of Education will establish a School Registration Compliance Committee to coordinate the process of registration and amendments.
7. A person operating or teaching at an unregistered school or a school closed by order of the Minister or education agency is guilty of an offence.[12]

6 Education Act Section 97.
7 Education Act Section 100 (5 & 7).
8 Education Act Section 91.
9 Education Act Section 101.
10 Education Act Section 101 (1).
11 Teaching Service Act Section 29.
12 Education Act Sections 100 (2), 101 (2) & (3).

6. Responsibilities

6.1 Minister for Education

The Minister for Education is responsible for approving or amending the suspension of provincial and national member schools and, after consultation with relevant authorities, ordering the closure of member and permitted schools.

6.2 Secretary for Education

The Secretary for Education is responsible for ensuring implementation of the School Registration Policy, registering approved schools, and the establishment and management of the register of schools. The Secretary for Education approves or rejects applications for establishing permitted schools.

6.3 National Department of Education

The following divisions of the National Department of Education have responsibilities for aspects of the School Registration Policy:

General Education Services Division manages the register of schools and School Registration Certificates and is the secretariat for the School Registration Compliance Committee. The division also manages the establishment and amendment of registration for national schools, National Capital District schools, and permitted schools. The division will provide orientation on the policy and school registration processes to relevant stakeholders.

Payroll Division generates the school codes and manages the Master Position Register and payroll data for registered member schools.

General Education Services Division maintains the school codes for registered schools.

Research and Evaluation Division maintains the Education Management Information System which will have a unique code for each registered school.

School Inspection Division provides school inspection reports based on the national school minimum standards.

Measurement Services Division registers schools and students for the national examinations.

School Grant Division manages the government tuition fee subsidies for registered and eligible permitted schools as per the current subsidy policy.

6.4 Teaching Service Commission

The Teaching Service Commission is responsible for the creation, abolition, and reclassification of teaching positions for member schools.

6.5 School Registration Compliance Committee

The School Registration Compliance Committee coordinates the school registration process at the national level. The core members are defined by the Terms of Reference in the Procedures and includes:

- General Education Services (secretariat)
- Policy and Planning Division
- School Inspection Division
- Research, Evaluation and Monitoring Division
- Teaching Service Commission
- Payroll Division
- Finance Division

Other relevant divisions may be invited to attend as required by the type of school. The functions of the School Registration Compliance Committee include:

- receive approved applications and amendments for member schools from the Education Boards.
- coordinate the process of establishing or amending a school's registration.
- screen permitted school registration applications on behalf of the Secretary for Education.
- conduct School Registration and Compliance assessment for applications for new or amended member and permitted high and secondary schools.
- communicating with provinces and education agencies on the status of applications.
- coordinate the process for approved amendments to a school's registration.
- coordinate the process in the event of a suspension or closure order for a school.

6.6 National Education Board

The National Education Board reviews, approves or rejects applications for registration or amendments to a registration for national member schools. The General Education Service Division manages and screens these applications and makes a recommendation to the National Education Board. The National Education Board may suspend or request the Minister close a school as per the Education Act.

6.7 Provincial Education Board and provincial education administration

The Provincial Education Board reviews, approves or rejects applications for provincial member schools from education agencies. The provincial education administration is responsible for screening and recommending applications before submission to the board. The administration may seek advice and support from the Department of Education in this process. Once approved by the Provincial Education Board, the application is forwarded to the General Education Services Division for processing. An Education Board may suspend or request the Minister close a school as per the Education Act.

Under the Education Act, the Education Boards are not responsible for approving applications for the registration of permitted schools, but the Department of Education will consult the respective Education Board on whether they endorse or object to the application for registration or amendment of registration for permitted schools.

6.8 Education agencies

Education agencies are responsible for applying to the respective Education Board to establish a new member school or amend an existing registration. The application needs to use the current forms and provide all the necessary information. The agency must allow the relevant authorities to access the school or proposed school prior to the decision. An education agency may amend or close a school as per the Education Act.

6.9 Person or organisation wishing to establish a permitted school

The person or organisation wishing to establish a permitted school is responsible for applying to the PEB and the Secretary for Education via the General Education Service Division using the correct forms and ensuring that the school meets the minimum quality standards for establishment or amendment.

6.10 Governing body

Amendments to a school's name, location, level, or other change in registration must be approved in the school's governing body meeting minutes. The governing body must seek permission from the respective education agency before amending its registration. A copy of the school's Certificate of Registration should be stored securely by the governing body and made available to parents and authorities as requested.

7. Scope

The policy applies to all education administrations, Education Boards, education agencies, and member schools of the National Education System. The policy also applies to all current or applying permitted schools.

8. Definitions

Key terms in the policy are defined below:

Deregistration	Where a school fails to comply with minimum standards or is closed by the education agency or Minister or is deregistered by an Education Board or the Secretary for Education. A school may not operate after deregistration.
Education agency	A recognized organization conducting a school as defined by the Education Act (1983).
Education Board	National or Provincial Education Board as defined by the Education Act (1983). In the case of the National Capital District, the District Education Board.
Governing body	Board of Management, Board of Governors or Governing Council as defined by the Education Act (1983).
Member school	A provincial or national school that is recognised and registered under Part IV of the Education Act (1983).
Minimum standards	Minimum standards as defined by the current National School Minimum Standards Policy and other related documents.
Permitted school	A school other than a member school which has received a Certificate of Registration from the Secretary for Education.
School	Schools include ECE centres, pre-schools, primary schools, high schools, secondary schools, National Schools of Excellence, Inclusive Education Resource Centres, Vocational Education and Training Centres, Flexible Open and Distance Education centres and permitted schools.

9. Related Documents

1. Education Act (1983)
2. Teaching Service Act (1988)
3. National Education Plan (2020-2029)
4. National Quality Schools Standards Framework (2018)
5. National Schools Minimum Standards Policy and Guidelines (2018)
6. WaSH in Schools Policy and Standards (2018)
7. Early Childhood Education Policy (2020)
8. Gender Equity and Social Inclusion in Schools Policy (2023)
9. Inclusive Education Policy and Minimum Standards (2023)
10. Government Tuition Fee Subsidy Policy (current)

10. Document History

The policy supersedes the School Registration Policy and Procedures (2016).

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December 2024	Dr. Uke Kombra PhD OBE Secretary for Education	2.0	2029

11. Contact Information

National Department of Education
General Education Services Division (School Registration)
PO Box 446
Waigani
National Capital District
Papua New Guinea

www.education.gov.pg

