

## Check list:

This list can be expanded, it is drawn up in accordance with requirements of different provincial education departments. Each province has its own regulations.

<b>NEW SCHOOL</b>	
1. Is this the first application of registration?	
2. Did the school apply to UMALUSI for accreditation?	
3. Certified copy of applicant/owner ID	
4. Business plan	
<b>LEADERSHIP</b>	
1. Does the school have an appointed principal who is suitably qualified?	
2. Is the principal registered with SACE?	
3. Are certified prints of qualifications available? (Foreign qualifications must have a SAQA evaluation (SAQA))	
<b>GOVERNANCE</b>	
1. Does the school have a governing body/Board of Directors/ school management?	
2. Are parents of learners part of the governing structure?	
3. Is a list of governing body members/Councillors available?	
4. Does the school have a structure that coordinate academic affairs? (The role of the above is to ensure national/provincial compliance to monitor policy, curriculum delivery, assessment etc.)	
<b>FINANCIAL MANAGEMENT</b>	
1. Does the school have a strategic financial plan and projected budget?	
2. Does the school have sufficient start-up capital?	
3. Does the school have a bank account and financial statements confirming sound financial management?	
4. Does the school have internal financial management systems?	
5. SARS and UIF registration	
6. Has the school appointed an auditor/accounting officer as per directives?	
<b>POLICY, PROCEDURE AND MONITORING</b>	
1. Does the school have comprehensive policy documents and procedures for operational management and standards for the school?	
2. General school policy	
3. Admissions policy	
4. Policy on the evaluation of instruction	
5. Assessment policy, etc.	
6. Language policy	
7. Policies: See list	
8. Does the school have the South African Schools Act, 1996	
<b>MANAGEMENT INFORMATION SYSTEMS</b>	
Does the school have a management information system in place that can generate information about:	
1. Learner enrolment	
2. Learner profiles	
3. Staff profiles	

4. Learner attendance register	
5. Learner retention and tracking	
6. Placement and progress	
7. Financial records	
<b>STATE OF SERVICE AND HUMAN RESOURCES</b>	
1. Does the school have adequate and qualified teachers for the teaching programmes they offer?	
2. Are the teachers registered with SACE?	
3. Does the school have a staff recruitment policy?	
4. Does the school have written and signed contracts with staff?	
5. Does the school have a staff evaluation policy in place?	
6. Does the school have a staff development programme?	
<b>SYLLABUS AND TEACHING DELIVERY</b>	
1. Does the school offer the NCS (National Curriculum Statement) as its core programme? (CAPS) If not, what learning programme is offered?	
2. Is this learning programme in line with the NCS or approved by UMALUSI or the relevant Education and Training Quality Assurance Body (NCS)?	
3. Is the secondary school (which has grade 12) registered as an examination centrum?	
4. Do the Grade 12 learners write the National examination (NSC)?	
5. Has the learning programme or learning programmes been vetted by curriculum advisor and is it based on the national standards and achieves the expected outcomes?	
6. Learning Programmes: - are planned and managed effectively - is continuously revised to improve teaching	
7. School roster	
8. Does the school have an assessment policy that is in line with the national guidelines on assessment?	
9. Is the school prepared to participate in the provincial diagnostic testing as developed, of Grade 3; 6 and 9 learners?	
<b>EQUIPMENT AND TEACHING AIDS</b>	
1. Does the school have adequate equipment and teaching aids such as desks, writing boards, computers, textbooks etc.?	
<b>BUILDINGS AND CLASSROOMS</b>	
1. Lease agreement or proof of ownership of the site/buildings	
2. Floor and site plan	
3. Zoning certificate	
4. Fire Safety Certificate	
5. Health and safety certificate	
6. Occupation certificate	
7. Does the school have adequate classrooms?	
8. Are the school buildings in satisfactory condition?	
9. Does the school have adequate recreational space?	