Registration of independent schools

Application for registration as an independent school under section 160(1) of the Education Act 2002 and The Independent Schools (Provision of Information) (Wales) Regulations 2024

# Instructions

[Section 1 – School details](#_Section_1_–): This section is applicable to all.

[Section 2 – Proprietor’s details](#_Section_2_–): This section requires information dependent on the type of proprietor. Please only complete the section applicable to you.

* [Section 2.1 – Individual proprietor](#_Section_2.1_–)

# [Section 2.2 – Body corporate](#_Section_2.2_–)

# [Section 2.3 – Partnership](#_Section_2.3_–)

* [Section 2.4 – Unincorporated body](#_Section_2.4_–)

[Section 3 – Governance](#_Section_3_–): This section is applicable to all.

[Section 4 – School information](#_Section_4_–_1): This section is applicable to all.

[Section 5 – Declaration](#_Section_5_–_1): This section is applicable to all.

[Section 6 – Required documentation](#_Section_6_–_1): This section is applicable to all. This information must be submitted alongside this registration form.

# Section 1 – School details

School name:

School address:

Postcode:

Telephone:

email:

If the school premises include an additional location to that given above, give details below.

Location name:

Address:

Postcode:

Telephone:

# Section 2 – Proprietor’s details

## **Section 2.1 – Individual proprietor**

Proprietor’s full name:

Previous names (if applicable):

Residential address:

Postcode:

Telephone:

email:

Date of birth:

National Insurance number:

**Full employment history**

Please provide your full employment history, including:

* an explanation of any gaps in employment
* where any previous employment or position has involved work with children, the reason why the employment or position ended
* name and address of any present employer and, where relevant, of any previous employers.

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Details (including name, address and relevant dates) of any business you intend to carry on or have carried on:

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Please provide 2 references, who are not relatives of yours, each of whom is able to provide reference of your competence to act as proprietor of an independent school. You should include your most recent employer where applicable.

|  |  |  |
| --- | --- | --- |
| Reference 1 |  | Reference 2 |
| Name:Company (if applicable):Position/title:Address:Postcode:email:Telephone: |  | Name:Company (if applicable):Position/title:Address:Postcode:email:Telephone: |

## Section 2.2 – Body corporate

(Where the proprietor is a body corporate, for example a public limited company (PLC), private company limited by shares (Ltd) or company limited by guarantee (this list is not exhaustive and if in doubt you should seek independent advice))

Body corporate name:

Registered office address:

Postcode:

Principal office (if different):

Postcode:

email:

Telephone:

Do you have a company number?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]   |

If yes, please provide a company number:

Is the body corporate a charity?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]   |

If yes, provide charity number:

Is the company a subsidiary of a holding company?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]   |

If yes, please provide the following details:

Holding company name:

Address of registered office:

Postcode:

email:

Telephone:

Company number:

Is the holding company a charity?

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| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]   |

If yes provide the charity number:

Where there are other subsidiaries of the holding company:

Name of other subsidiary:

Address:

Postcode:

email:

Telephone:

Company number:

Is the subsidiary a charity?

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| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]   |

If yes, please provide your Charity Number:

If applicable, please enter details for each member of the organisation, including the chair, except where the proprietor is a company limited by shares (within the meaning of the Companies Act 2006, a person is not to be treated as a member of the organisation unless they hold at least 5% of the company’s share capital).

Full name:

Previous names:

Residential address: (including postcode)

Telephone:

email:

Date of birth: (DD/MM/YY)

National Insurance number:

Post title (for example chair/director/trustee/proprietor):

**Full employment history**

Please provide your full employment history, including:

* an explanation of any gaps in employment.
* where any previous employment or position has involved work with children, the reason why the employment or position ended.
* name and address of any present employer and, where relevant, of any previous employers.

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Details (including name, address and relevant dates) of any business you intend to carry on or have carried on:

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Please provide 2 references, who are not relatives of yours, each of whom is able to provide reference of your competence to act as proprietor of an independent school. You should include your most recent employer where applicable.

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| --- | --- | --- |
| Reference 1 |  | Reference 2 |
| Name:Company (if applicable):Position/title:Address:Postcode:email:Telephone: |  | Name:Company (if applicable):Position/title:Address:Postcode:email:Telephone: |

## Section 2.3 – Partnership

Name of partnership:

Address of principal office:

Postcode:

email:

Telephone:

If applicable, please enter details for each member of the organisation, including the chair, except where the proprietor is a company limited by shares (within the meaning of the Companies Act 2006, a person is not to be treated as a member of the organisation unless they hold at least 5% of the company’s share capital).

Full name:

Previous names:

Residential address: (including post code)

Telephone:

email:

Date of birth: (DD/MM/YY)

National Insurance number:

Post title (for example chair/director/trustee/proprietor):

**Full employment history**

Please provide your full employment history, including:

* an explanation of any gaps in employment.
* where any previous employment or position has involved work with children, the reason why the employment or position ended.
* name and address of any present employer and, where relevant, of any previous employers.

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Details (including name, address and relevant dates) of any business you intend to carry on or have carried on:

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Please provide 2 references, who are not relatives of yours, each of whom is able to provide reference of your competence to act as proprietor of an independent school. You should include your most recent employer where applicable.

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| --- | --- | --- |
| Reference 1 |  | Reference 2 |
| Name:Company (if applicable):Position/title:Address:Postcode:email:Telephone: |  | Name:Company (if applicable):Position/title:Address:Postcode:email:Telephone: |

## **Section 2.4 – Unincorporated body**

Name of body:

Address of principal office:

Postcode:

email:

Telephone:

If applicable, please enter details for each member of the organisation, including the chair, except where the proprietor is a company limited by shares (within the meaning of the Companies Act 2006, a person is not to be treated as a member of the organisation unless they hold at least 5% of the company’s share capital).

Full name:

Previous names:

Residential address (including post code):

Telephone:

email:

Date of birth: (DD/MM/YY)

National Insurance number:

Post title (for example chair/director/trustee/proprietor):

**Full employment history**

Please provide your full employment history, including:

* an explanation of any gaps in employment.
* where any previous employment or position has involved work with children, the reason why the employment or position ended.
* name and address of any present employer and, where relevant, of any previous employers.

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Details (including name, address and relevant dates) of any business you intend to carry on or have carried on:

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Please provide 2 references, who are not relatives of yours, each of whom is able to provide reference of your competence to act as proprietor of an independent school. You should include your most recent employer where applicable.

|  |  |  |
| --- | --- | --- |
| Reference 1 |  | Reference 2 |
| Name:Company (if applicable):Position/title:Address:Postcode:email:Telephone: |  | Name:Company (if applicable):Position/title:Address:Postcode:email:Telephone: |

# Section 3 – Governance

Please provide details of about your governance arrangements, including details of any delegations of responsibilities of the organisation.

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Does the school have a governing body?

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| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]   |

If yes, please provide the following information.

Chairperson’s full name:

Usual residential address:

Postcode:

email:

Telephone:

# Section 4 – School information

Date from which the proprietor intends to admit pupils: (DD/MM/YY)

Proposed age range of pupils:

(please exclude persons who have attained the age of 19 for whom education is being provided)

From: To:

Proposed maximum number of pupils:

Does the proposed school intend to admit:

* only male pupils?
* only female pupils?
* both male and female pupils?

Does the proposed school intend to provide boarding accommodation for pupils?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]   |

Does the school intend to provide boarding accommodation at the school, or elsewhere for pupils for more than 295 days in the forthcoming year?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]   |

Does the proposed school intend to provide day care within the meaning of [article 14](https://www.legislation.gov.uk/wsi/2010/2839/article/14/made) of the Child Minding and Day Care Exceptions (Wales) Order 2010 for any child looked after in the school?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]   |

Does the school intend to provide additional learning provision to be made by the school for pupils with ALN?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]   |

If yes, please provide further details.

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Does the school intend to provide special educational provision to be made by the school for pupils with special educational needs?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]   |

If yes, please provide further details.

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Will the proposed school have a religious ethos?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]   |

If yes, please give details.

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# Section 5 – Declaration

I certify that, to the best of my knowledge and belief, the information entered on this form is accurate.

Have you completed this form on behalf of the proprietor with their permission? (Please note if you tick this box, you are confirming you are authorised to complete this form on the proprietor’s behalf.) [ ]

Signature (of proprietor/on behalf of):

Position/job title:

Date:

Name (in CAPITALS):

# Section 6 – Required documentation

Copies of the following information must be included within your completed application.

* A plan, drawn to scale (minimum of 1:100), showing the layout of the premises and boarding accommodation of all buildings
* Detailed curriculum plans, schemes of work for the subjects taught and the procedures by which pupils’ work and progress will be assessed
* A copy of the school written policies required by paragraphs 2(1)(a), 6(b), 7(b), 8(a), 11(a), 12, 13, 15 and 29 of the Schedule to the Independent School Standards (Wales) Regulations 2024
* A copy of the policy on the curriculum, supported by appropriate plans and schemes of work
* A copy of the policy to safeguard and promote the welfare of pupils
* A copy of the boarding accommodation policy
* A copy of the risk assessment policy that includes assessment of activities undertaken outside of the school’s premises
* A copy of the behaviour policy
* A copy of the anti-bullying policy
* A copy of the health and safety policy that includes consideration of activities outside of the school’s premises
* A copy of the first aid policy
* A copy of the complaints procedure