



EDUCATION COUNCIL  
CAYMAN ISLANDS

**APPLICATION FOR THE REGISTRATION OF A PRIVATE SCHOOL**  
(REGULATION 27)

To be completed by the applicant and forwarded with accompanying floor plan to the Secretary of the Education Council, Department of Education Services, P.O. Box 910, Grand Cayman KY1-1103.

(1) Name of Manager: \_\_\_\_\_

(2) Address of Manager: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(3) Precise location of school, showing land reference number if applicable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) Postal Address of School: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(5) Classification of School: \_\_\_\_\_

\_\_\_\_\_

(6) Details of all classes, standards, forms and pupil/teacher ratio to be provided in the school:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(7) Old Registration Number (if any): \_\_\_\_\_

(8) Nature of Buildings: (a) existing \_\_\_\_\_  
(b) proposed \_\_\_\_\_

(9) Maximum number of pupils to be accommodated: \_\_\_\_\_

(10) I, the undersigned, have read and understood Education Council's Guidelines for the Registration of a school by the requirements therein.

I understand that failure to comply with these Guidelines may lead to the Registration not being granted.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

To be completed by the Secretary of the Education Council.

(11) Date of Meeting: \_\_\_\_\_

(12) Recommended/Not Recommended: \_\_\_\_\_ Reference: \_\_\_\_\_

Signature: \_\_\_\_\_

## EXTRACTS OF THE EDUCATION LAW OF 1983 (AND 1999 Revision)

### PART V – TEACHERS

#### Certificate to Teach Required

28. No person, unless specially authorised in that behalf by the Chief Education Officer and ratified by the Council within one month of such authorisation, shall teach in any school unless he holds a certificate from an educational institution approved by the Council.

### PART VII – PRIVATE SCHOOLS

#### Establishment of Register

31. The Education Department shall cause to be kept, in such manner as may be prescribed, a Register of private schools.

#### Private School to be Registered

32. (1) Subject to this Law, no person shall keep or continue to keep a private school unless the school and the proprietor are registered in the Register required to be kept under section 31.

(2) Any person wishing to keep or continue to keep a private school shall apply to the Chief Education Officer in such form as may be prescribed, and upon receipt of such application the Chief Education Officer shall forthwith transmit it to the Council with comments, if any, thereon or with such reports as may have been received after such inspection of the private school by the Chief Education Officer and any other persons authorised by the Chief Education Officer.

(3) The Council, on receipt of an application to register a private school, shall thereafter determine whether or not such private school shall be registered and the conditions upon which it shall be registered.

33. (1) Private schools shall achieve and maintain the following minimum quality and standards of education and teaching-

- (a) in schools where the British system of education is sustained, taught or adhered to, the standards which approximate to the standards of learning in similar government schools or in the case of schools of higher education, then the equivalent in similar institutions in England or in such other country as the Council may in writing specify;
- (b) in schools where the United States of America system of education is sustained, taught or adhered to, the standards shall approximate to that of a similar good school in that country; and
- (c) in schools where any other system of education is sustained, taught or adhered to, the standards shall approximate to the standards in paragraph (a).

(2) The Council may, at any time, cause an inspection of any private school to be carried out and a report made to the Council thereon.

#### Closure of Private Schools

34. (1) If, in the opinion of the Council, a private school which is on the Register fails to achieve and maintain minimum educational or other standards satisfactory to the Council and notified to the private school, or has ceased to be conducted in accordance with the requirements of this Law or the regulations, the Council may, after it has given notice in writing to the proprietor of the school setting out the matters complained of and where no action has been taken to rectify the deficiencies within such time being not less than three months as the Council may allow, cancel the registration of the school upon giving three months' notice thereof to the proprietor.

(2) A proprietor, upon receipt of the notice of cancellation of the registration of this school under subsection (1), may, at any time before the date on which the cancellation takes effect, appeal in the prescribed manner against cancellation to the Governor.

#### Return from Proprietor of Private School to Chief Education Officer

35. (1) In the month of July in each year the proprietor of a private school shall furnish the Chief Education Officer with a return in respect of the previous school year containing –

- (a) the number of days during which the school was opened;
- (b) the number of pupils on roll, the number of teachers and staff at the end of the school year and the average during the year;
- (c) the percentage of attendance of the total possible attendances for the pupils on roll;
- (d) the average grades achieved by each class of the school during or at the end of each school year; and
- (e) such other particulars as the Department may reasonably require.

(2) If a private school remains closed for a longer period than sixty consecutive days (except for regular holidays) the proprietor shall furnish the Department with a supplemental return giving the reasons for the closing of the school and the period the school is likely to remain closed, and if subsequently the proprietor desires to reopen such school a new return shall be furnished to the Department before such a school is reopened. The registration of a private school that remains closed for longer than one year shall be deemed to have been cancelled.

(3) Whenever there is any change in the ownership of a private school, its location or any modification in respect of any of the prescribed particulars, the proprietor shall forthwith furnish the Department with a supplemental return containing the correct particulars.

(4) Every proprietor of a private school shall, upon the request of the Chief Education Officer, furnish him with a return in writing signed by such proprietor of the particulars as set forth in the Fourth Schedule and such further or other particulars as the Council or the Chief Education Officer may require.

#### **FOURTH SCHEDULE – SECTION 35**

Every proprietor of a private school shall, upon the request of the Chief Education Officer, furnish him with the following returns signed by such proprietor and in such form as shall be required by the Chief Education Officer and containing the following particulars:-

- (a) the proprietor's full name and address;
- (b) the situation of the school and whether the proprietor is the owner, lessee or tenant of the premises;
- (c) the number and size of the classrooms;
- (d) details of the furniture, equipment and appliances used in or available for each classroom;
- (e) the area, if any, allotted as a playground;
- (f) the number and type of toilets used in connection with the school;
- (g) provision for the supply of drinking water;
- (h) the hours during which the school is open;
- (i) the full name, address and qualifications of every teacher;
- (j) the programme of education provided;
- (k) the financial standing of the school; and
- (l) such other information as the Chief Education Officer may require for the purpose of making more complete or explicit the foregoing particulars.

## Penalties for Non-Compliance

36. A proprietor of a school who -
- (a) fails to furnish returns required by this Law or the regulations, and in the manner so required; or
  - (b) furnishes a return which he knows or ought reasonably to have known to be false or misleading;

shall be guilty of an offence and liable on summary conviction to a fine of two hundred and fifty dollars and in case of a second or subsequent conviction of an offence under this section to a fine of five hundred dollars.

## Right of Entry to Private Schools

37. The Chief Education Officer or any public officer deputed by him in writing to act as his representative may enter any premises wherein a private school is being conducted at any reasonable time during school hours for the purpose of making enquiries and discharging such duties as may be imposed on him by this Law or by the regulations: Provided however that matters which are normally regarded as confidential by schools shall not be disclosed publicly without the consent of the private school unless the Governor deems such disclosure necessary.

## Assistance from Principal

38. (1) The Principal of every school shall give such assistance and facility to any person visiting a school under section 37 for the purposes of such inspection or examination as he may require.

(2) Any person who:

- (a) prevents a person empowered or authorised to carry out any visit or inspection, under section 37; or
- (b) assaults or obstructs a person empowered or authorised to carry out any visit or inspection, under section 37 during the course of such visit or inspection, is guilty of an offence and is liable on summary conviction thereof to a fine of two hundred and fifty dollars in the case of a first conviction, and in the case of a second or subsequent conviction to a fine of five hundred dollars or to imprisonment for six months or both.