



MINISTRY OF EDUCATION
State Department for Basic Education
Directorate of Quality Assurance and Standards

**REGISTRATION GUIDELINES CHECKLIST FOR PUBLIC AND PRIVATE JUNIOR
SECONDARY SCHOOLS (JSS) 2023.**

SECTION A: INTRODUCTION

The interim report of **Presidential Working Party on Education Reforms** recommended domiciling of JSS in existing Primary Schools. Consequently, His Excellence the President of the Republic of Kenya directed the Ministry of Education (MoE) to develop guidelines to operationalize Junior Secondary Education. Accordingly, the checklist attached will be used by a multi- agency team composed of officials from the **MoE, Ministry of Interior and Teachers' Service Commission** to assess the suitability of Primary Schools to admit JSS learners for the 2023 school year.

Instructions to County Directors of Education

- a. The exercise is scheduled to run from **9TH – 20TH JANUARY, 2023**.
- b. A **MULTI- AGENCY** approach is envisaged in the assessment of schools.
- c. ALL decisions **SHOULD** be guided by the **checklist** and **school's final percentage score** on the **Scoring Guide** (Section D).
- d. ALL the participating officers **SHOULD** sign the filled- in tool for ownership.
- e. A detailed report **SHOULD** be prepared and submitted to the Director General- Education, by **23RD JANUARY, 2023**. Among others, the report should indicate the:
 - i. Readiness of Primary Schools to admit JSS learners; and
 - ii. Proposed JSS feeder schools, the distance and capacity of the nearest Primary School.

NOTE:

In the context of the JSS transition, **FEEDER SCHOOL** refers to a Primary School that lacks the enrolment and/or infrastructural capacity to domicile a JSS. In such cases, the MoE will transfer the learners to a neighbouring JSS or implement appropriate affirmative action to ensure 100 percent transition. Therefore, **JSS Feeder Schools** will be designated as follows:

- In **high density areas** and **urban informal settlements** Primary Schools with an enrolment of less than **45 learners** or those lacking the basic facilities to host a JSS will serve as Feeder Schools to other JSSs within a **2 kilometres** proximity.
- In **geographically expansive, low density** and **insecurity** prone areas, as well as for learners with special needs and disability, the Government through the MoE will implement affirmative action (as appropriate), regardless of the enrolments.

SECTION B: SCHOOL'S DEMOGRAPHIC DATA

1. Name of School:
2. County:
3. Sub- County:
4. Category of the School: Public | | Private | |
5. Registration Certificate No;
6. Date of Registration:
7. Level of School Registration: Primary | | Junior Secondary School | |
8. Validity of Registration: Valid | | Expired | |
9. Type of School:
 - A. Boys | |
 - B. Girls | |
 - C. Mixed | |
 - D. Boarding | |
 - E. Day | |
 - F. Day and Boarding | |
10. Nature of the School:
 - A. Regular | |
 - B. Special | |
 - C. Regular with special Unit | |
 - D. Regular with Inclusive Programmes | |
11. School's Enrolment as per the Third Term of 2022

GRADE/LEVEL/CLASS	BOYS	GIRLS	TOTAL
Pre- Primary			
1			
2			
3			
4			
5			
6			
7			
8			
Grand Total			

12. Is the school registered on NEMIS: Yes | | No | |
13. Headteacher Qualification (*including management training*)
.....
14. Headteacher's Area of Specialization (for Special Schools)
.....

15. Teaching Staff Availability:

TSC Employed			BoM Employed		
Male	Female	Total	Male	Female	Total

16. No of Teachers with the following Qualification(s):

PTE: Diploma (DPTE/DSTE): B. ED.....

Others (Specify):

17. Manager Qualifications (for private schools)

.....

18. Validity of BoM/Board of Directors/Trustees (Specify appointment date):

.....

19. Non-Teaching Staff: Male Female Total.....**20. Type of buildings:** Permanent | | Semi-permanent | | (Timber, Mabati, Earth)**21. Indicate the Type of Building Materials Used****22. Number of DLP Equipment Available and Functional**

S/N	Equipment Type	Number	Functionality
1).	Laptops or/and tablets		
3).	Projector		
4).	Router		
5).	Printer		
6).	Any other (specify)		

23. Availability of internet Yes | | No | |**24. Specify the Approximate Distance to the Nearest Learning Institution.**

S/N	Institution Type	Institution Name	Proximity (in KM)
1).	Public Primary School		
2).	Private School		
3).	Public Secondary		
4).	TVET		
5).	Other (specify)		

25. Status of SEQIP sanitation facilities (where applicable);

Complete | | On-going | |

26. Other additional relevant information (Specify)

.....

.....

SECTION C: ADHERENCE TO MINIMUM REGISTRATION REQUIREMENTS

A. LOCATION OF THE SCHOOL

NOTE: Score 1 mark or 0 marks as specified against the indicators.

S/N	CHECKLIST	INDICATORS	YES	NO	OBSERVATION (S)
a.	Is the land adequate to host JSS level? NOTE: Score only one indicator that is most appropriate.	Is equal to or more than 0.4 Ha /1-acre in urban areas?	(1)	(0)	
		Is equal to or more than 1.6 Ha/4 acres in rural high-density areas			
		Is equal to or more than 2.4 Ha /6 acres in rural low-density areas?			
b.	Are land ownership documents available? NOTE: Score only one indicator that is most appropriate.	Is a valid title deed or	(1)	(0)	
		Lease agreement of the land and buildings (not less than 3 years) or			
		Allotment letter available?			
c.	Is the school located within 300m of a liquor selling outlet?	School location in relation to liquor selling outlet.	(0)	(1)	

B. PHYSICAL INFRASTRUCTURE

NOTE: Score every indicator 1 mark if marked 'Yes' or 0 marks if marked 'No'

S/N	REGISTRATION GUIDELINES CHECKLIST.	INDICATORS	YES (1)	NO (0)	OBSERVATION (S)
1.	Does the school have approvals from relevant Authority (County Government, NCA and NEMA where applicable?). NOTE: Scored ONLY for schools that have constructed new buildings.	-Certificate of completion,			
		-Certificate of occupancy			
		Approved site plan			
		-NEMA report where applicable			
2.	Does the school have and an office and staffroom?	At least one that can be shared with primary school			
3.	Does the school have at least 2 additional classrooms for JSS?	At least 2 classrooms			
		Each measuring 8m x 9m			
		Availability of appropriate furniture			

4.	Does the school have a room that can be equipped as a Science Room? NOTE: Score ONLY one indicator that is most appropriate.	a. Each measuring 8m x9m b. Equipped Science Room or c. Mobile science lab or d. Proximity to equipped science lab in Sec school (not more than 200m away) e. Space for construction of Science Lab.			
8.	Does the school have space for Agricultural projects and Assorted farm tools? NOTE: Score ONLY one indicator that is most appropriate.	Measuring 3m x 2m per student.			
		Innovative agricultural practices (gunny sacks or vehicle tiles).			
9.	Does the school have special room that can equipped with tools for pre-technical studies?	Measuring at least 8 M x 9 M			
		Relevant equipment			
10.	Does the school have special room that can be equipped for one optional subject offered? (Home Science, Computer Science, Visual Arts among others).	Measuring at least 8 M x 9 M			
		Relevant equipment			
11.	Does the school have adequate Play grounds/fields? NOTE: Score ONLY one indicator that is most appropriate.	Playgrounds/fields available within the school compound.			
		Can be shared with the neighboring institution (s).			
		Not more than 200 M away from the school			
12.	Does the school have suitable furniture?	Age appropriate lockers and chairs in all the classrooms.			
13.	Does the school have safe and adequate water supply? NOTE: Score upper limit for schools having both day and boarding).	a. 5 litres per learner for day; and, b. 20 litres per learner for boarding schools			
14.	Does the school have a reliable source of power?	Connection to the national grid			
		Solar power			
		Generator			

15.	Does the school have adequate sanitation facilities?	For girls, toilet ratio of 1:25 plus a bathroom and boys 1:30 plus a urinal.			
	Are staff toilet facilities separate and at least one for each gender?	Adequate sanitation facilities for staff ratio of 1:12			
16.	Does the school have adequate boarding facilities? NOTE: Score ONLY for boarding schools.	One learner per bed			
		Single or double-deckers beds			
		Spacing between beds 1.22m			
		3 double doors opening outwards with one clearly marked 'Emergency Exit'			
		Fire-fighting equipment			
		Non- grilled windows			
		Adequate adjacent toilets and bathrooms			
		Adjacent rooms for house parents (in special schools).			
17.	Does the school have cooking space and dining area? NOTE: Score for both boarding schools and day schools offering lunch programme.	Cooking space			
		Eating area (dining room or shed)			
	Do the food handlers have valid medical certificates?	Valid medical certificates			
18.	Are the physical facilities friendly to persons with disabilities?	Ramps to buildings			
		Clear pavements and pathways.			
		Adapted latrines or toilets.			

SECTION D: SCORING GUIDE

The scale below will guide in determining the level of readiness for the school to admit JSS learners. The school's final percentage score will be arrived at by summing the score awarded, divided by the total score of applicable indicators multiplied by 100.

$$\frac{\text{School score}}{\text{Total score of applicable indicators}} \times 100\% = \text{Percentage score}$$

The School will be judged Good, Fair or Poor as tabulated

75 – 100%	Good	The school is recommended for registration to offer the JSE curriculum as it has met most of the requirements.
50 – 74%	Fair	The school has met some requirements but a second assessment is required for its registration to offer the JSE curriculum.
Below 50%	Poor	The school has not met most of the requirements and has not been recommended for registration to offer the JSE curriculum.

School's Score:

SECTION E: RECOMMENDATION (Tick as appropriate)

- i. **Approved to admit JSS learners in January, 2023** | |
- ii. **Approved as feeder school for JJS in January, 2023** | |

NOTE: Indicate the specific JSSs and enrolment capacity (together with the learners from the Feeder School):

- iii. **Not approved at all** | |

CONFIRMED BY:

Name of officer
.....

P.F No:.....

Signature:
.....

Date: / /

Name of officer
.....

P.F No:

Signature:
.....

Date: / /

Name of officer:
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P.F No:.....

Signature:
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Date: / /