

## SCHEDULE 1

Regulations 3, 4 and 5

### Particulars Information – applications for registration and registered schools

1. The name of the school.

**Commencement Information**

**I1** Sch. 1 para. 1 in force at 1.7.2006, see [reg. 1\(1\)](#)

2. The postal address, electronic address, telephone number and facsimile number of the school, including a description of the heritable property occupied for the purposes of the school and plans of each building forming part of the school, indicating sanitary facilities and the dimensions of each room.

**Commencement Information**

**I2** Sch. 1 para. 2 in force at 1.7.2006, see [reg. 1\(1\)](#)

3. The type of school, detailing which combination of the following describe the school, and the education or other provision made within it–

- (a) primary education;
- (b) secondary education;
- (c) provision for education other than referred to within paragraphs 3(a) or 3(b);
- (d) day or boarding;
- (e) additional support for learning;
- (f) church or other denominational body in whose interest the school is conducted.

**Commencement Information**

**I3** Sch. 1 para. 3 in force at 1.7.2006, see [reg. 1\(1\)](#)

4. The maximum intended number of pupils in the school.

**Commencement Information**

**I4** Sch. 1 para. 4 in force at 1.7.2006, see [reg. 1\(1\)](#)

5. The date from which the school is to be operational.

**Commencement Information**

**I5** Sch. 1 para. 5 in force at 1.7.2006, see [reg. 1\(1\)](#)

6. In the case of an individual proprietor, that person's full name, usual residential address, electronic address, telephone number and facsimile number.

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Registration of Independent Schools (Scotland) Regulations 2006. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

**Commencement Information**

**16** Sch. 1 para. 6 in force at 1.7.2006, see [reg. 1\(1\)](#)

7. The postal address, electronic address, telephone number and facsimile number to which communications to the proprietor should be sent if different from paragraph 6.

**Commencement Information**

**17** Sch. 1 para. 7 in force at 1.7.2006, see [reg. 1\(1\)](#)

8. Where the proprietor is not an individual—

- (a) the name of the proprietor;
- (b) the postal address, electronic address, telephone number and facsimile number of the proprietor's principal office together with such information insofar as it relates to (where it has one) the proprietor's registered office;
- (c) the full name, postal address, electronic address, telephone number and facsimile number, of any person to whom the proprietor wishes communications concerning the school to be addressed;
- (d) in the case of a body corporate, Scottish partnership, or unincorporated association (other than a Scottish partnership), the title of the body, partnership or association, a description of its nature and the full name and usual residential address of any relevant person and the capacity in which such person acts; and
- (e) in the case where the school is, or is conducted by, a charity, the name of that charity and details as to its registration as a charity.

**Commencement Information**

**18** Sch. 1 para. 8 in force at 1.7.2006, see [reg. 1\(1\)](#)

9. A copy of the school's—

- (a) Curriculum;
- (b) Statement of Aims;
- (c) Prospectus;
- (d) Admissions Policy;
- (e) Fire Risk Assessment Policy and Procedure;
- (f) Health and Safety Risk Assessment Policy and Procedure; and
- (g) Child Protection Policy and Procedure, including a statement of the school's policy and practice on seeking criminal record certificates under Part V of the 1997 Act, which statement shall also include a statement detailing what checks are made, including those with reference to Part V of the 1997 Act, in respect of all persons working or to be working in a child care position, relative to the school.

**Commencement Information**

**19** Sch. 1 para. 9 in force at 1.7.2006, see [reg. 1\(1\)](#)

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10. A statement confirming that criminal record certificates under Part V of the 1997 Act appropriate to the position have been obtained and are in accordance with the school's Child Protection Policy and Procedure, in respect of–

- (a) the proprietor of the school;
- (b) all proposed teachers; and
- (c) all other persons in or to be in a child care position relative to the school.

**Commencement Information**

I10 Sch. 1 para. 10 in force at 1.7.2006, see [reg. 1\(1\)](#)

SCHEDULE 2

Regulations 3 and 4

Particulars information – registered schools

1. The number of pupils in the school arranged by their year of birth, their sex and whether they are day or boarding pupils.

**Commencement Information**

I11 Sch. 2 para. 1 in force at 1.7.2006, see [reg. 1\(1\)](#)

2. The following particulars information in relation to every teacher employed by or in the school as at the date on which such information is furnished to the Registrar under regulation 4–

- (a) their full name;
- (b) their date of birth and sex;
- (c) whether they are employed on a full-time, part-time or other basis and if employed on a part-time or other basis the number of hours for which that teacher is employed per week;
- (d) their qualifications, the subject or subjects for which they are employed to teach, and confirmation of whether or not they are registered with the Council.

**Commencement Information**

I12 Sch. 2 para. 2 in force at 1.7.2006, see [reg. 1\(1\)](#)

3. A statement confirming that criminal record certificates under Part V of the 1997 Act, appropriate to the position, have been obtained and are in accordance with the school's Child Protection Policy and Procedure, in respect of–

- (a) any teachers, and
- (b) any other persons in a child care position,

employed for the first time by or in, or re-employed by or in the school, within the previous 12 month period.

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**Commencement Information**

**I13** Sch. 2 para. 3 in force at 1.7.2006, see [reg. 1\(1\)](#)

**4.** A statement confirming that the assessments undertaken in terms of the School's Fire Risk Assessment Policy and Procedure, and Health and Safety Risk Assessment Policy and Procedure have been reviewed within the previous 12 month period.

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**Commencement Information**

**I14** Sch. 2 para. 4 in force at 1.7.2006, see [reg. 1\(1\)](#)

**Changes to legislation:**

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**Changes and effects yet to be applied to :**

- Sch. 1 para. 9 word omitted by [S.S.I. 2021/251 reg. 2\(3\)\(b\)\(i\)](#)
- Sch. 1 para. 10 words substituted by [S.S.I. 2021/251 reg. 2\(3\)\(d\)\(i\)](#)
- Sch. 1 para. 10 words substituted by [S.S.I. 2021/251 reg. 2\(3\)\(d\)\(ii\)](#)
- Sch. 2 para. 3 words substituted by [S.S.I. 2021/251 reg. 2\(4\)\(a\)\(i\)](#)
- Sch. 2 para. 3 words substituted by [S.S.I. 2021/251 reg. 2\(4\)\(a\)\(ii\)](#)
- reg. 2(1)(b) omitted by [S.S.I. 2021/251 reg. 2\(2\)\(a\)](#)
- reg. 2(1)(f) substituted by [S.S.I. 2021/251 reg. 2\(2\)\(c\)](#)

**Changes and effects yet to be applied to the whole Instrument associated Parts and Chapters:**

Whole provisions yet to be inserted into this Instrument (including any effects on those provisions):

- Sch. 1 para. 4A inserted by [S.S.I. 2021/251 reg. 2\(3\)\(a\)](#)
- Sch. 1 para. 9A9B inserted by [S.S.I. 2021/251 reg. 2\(3\)\(c\)](#)
- Sch. 1 para. 1112 inserted by [S.S.I. 2021/251 reg. 2\(3\)\(e\)](#)
- Sch. 1 para. 9(g)(h) substituted for Sch. 1 para. 9(g) by [S.S.I. 2021/251 reg. 2\(3\)\(b\)\(ii\)](#)
- Sch. 2 para. 5-7 inserted by [S.S.I. 2021/251 reg. 2\(4\)\(b\)](#)
- reg. 2(1)(da)(db) inserted by [S.S.I. 2021/251 reg. 2\(2\)\(b\)](#)