
STATUTORY INSTRUMENTS

1997 No. 2918

**The Education (Particulars of
Independent Schools) Regulations 1997**

PART II

INFORMATION TO BE PROVIDED TO THE REGISTRAR

Application for registration of an independent school

4. Every application shall—
- (a) be made in writing,
 - (b) state the date from which the school has been or (as the case may be) is intended to be conducted (whether by the applicant or any other person),
 - (c) contain the information specified in Part II of the Schedule made up to the date of the application, and
 - (d) contain a certificate signed by the proprietor that, to the best of his knowledge and belief, the statements made in the application are accurate.

Annual returns

5.—(1) The proprietor of a registered school shall deliver to the Registrar an annual return for that school in every school year.

- (2) Each return shall—
- (a) be provided in writing,
 - (b) be made up to the relevant date,
 - (c) be delivered to the Registrar within one month following the relevant date in each school year,
 - (d) contain the information specified in Part III of the Schedule, and
 - (e) contain a certificate signed by the proprietor or by a person authorised by him to give the certificate on his behalf that, to the best of his knowledge and belief, the statements made in the annual return are accurate.

(3) “Relevant date” means, in relation to a particular school year and in the case of a particular school, the date specified in, or determined in accordance with, a written notice given to the proprietor for the purposes of these Regulations by the Secretary of State.

Notice of certain changes

6.—(1) Within one month of the occurrence of a designated change affecting a registered school, the proprietor shall deliver to the Registrar a written notification of—

- (a) the nature of the designated change,

- (b) the date on which it occurred, and
 - (c) such of the particulars specified in paragraph (3) as are applicable.
- (2) In paragraph (1) “designated change” means—
- (a) a change of proprietor;
 - (b) a change of head teacher;
 - (c) a change of the school’s name;
 - (d) a change of the school’s location; or
 - (e) the discontinuance of the school.
- (3) The particulars referred to in paragraph (1)(c) are—
- (a) where there is a change of proprietor, the name, address and telephone number of the new proprietor;
 - (b) where there is a change of head teacher, the name, date of birth and qualifications of the new head teacher;
 - (c) where there is a change of the school’s name, the new name of the school; and
 - (d) where there is a change of the school’s location, the new address and telephone number of the school.
- (4) Where there is an obligation under paragraph (1) to notify the Registrar of a change of proprietor of a registered school, the reference in that paragraph to the proprietor shall mean the new proprietor.
- (5) Where the location of a registered school is moved from England to Wales (or vice versa), the notice required by paragraph (1) shall be given to each Registrar; and the notice to be given to the Registrar for the country to which the school has moved shall be accompanied by a written statement containing—
- (a) the information required by regulation 5(2)(d) to be given in an annual return made up to the day after the date on which the move occurred; and
 - (b) a certificate signed by the proprietor or by a person authorised by him to give the certificate on his behalf that, to the best of his knowledge and belief, the said information is accurate.

Misconduct reports

7.—(1) Where a person employed at a registered school ceases to be so employed by reason of his misconduct, the proprietor shall report the facts of the case to the Registrar in writing within one month following the date on which that person ceases to be employed at the school.

- (2) Paragraph (1) applies whether or not that person—
- (a) is convicted of a criminal offence in relation to the misconduct concerned, or
 - (b) (where he has a contract of employment) is dismissed by his employer or would have been so dismissed or considered for dismissal but for his resignation.