

SCHEDULE

Regulations 3, 4 and 5

PART 1

INTRODUCTORY

- 1.—(1) In this Schedule—
- “charity” means a body of persons or trust established for charitable purposes only;
 - “the relevant date”—
 - (a) in the case of the first annual return, means the date to which the information contained in the application for registration of the school was made up; and
 - (b) in any other case, means the date to which the last annual return was made up;
 - “year group”, in relation to a school, means—
 - (a) in relation to an initial return, a group of students attending the school who attain the same age in years during the period of twelve months beginning with 1st September in the school year in relation to which the return is made; and
 - (b) in relation to an annual return, a group of students attending the school who attain the same age in years during the period of twelve months beginning with 1st September immediately before the date to which the annual return is made up.
- (2) Any reference in this Schedule to a person employed at a school is a reference to a person—
- (a) providing education at the school;
 - (b) taking part in the management of the school; or
 - (c) carrying on work which—
 - (i) brings the person regularly into contact with children who are students at the school; and
 - (ii) is carried out at the request of or with the consent of the proprietor of the school (whether or not under a contract).

PART 2

INFORMATION REQUIRED IN AN APPLICATION

- 2.—(1) If the proprietor⁽¹⁾ is an individual—
- (a) the individual’s full name and any previous names by which the individual has been known; and
 - (b) the individual’s usual residential address, telephone number and date of birth.
- (2) If the proprietor is a body of persons corporate or unincorporate—
- (a) the body of persons’ name;
 - (b) the address and telephone number of its registered or principal office; and
 - (c) in relation to each member of the body of persons—
 - (i) their full name and any previous names by which they have been known; and

(1) By virtue of section 138(2) of the Education and Skills Act 2008 (c. 25) the reference to the proprietor includes the proprietor of a school that it is proposed should become an independent school and accordingly the information required by paragraph 3 of the Schedule to these Regulations, in the case of such a proprietor, is information about the school as it is proposed to be.

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- (ii) their usual residential address and date of birth.
 - (3) The name and address of the school, its telephone number and any e-mail address.
 - (4) If the school has a governing body, the full name, usual residential address and telephone number of the chair of that body.
- 3.—**(1) A statement that the school is an independent school.
- (2) The age range of students.
 - (3) The maximum number of students.
 - (4) Whether the school is for male students or female students or both.
 - (5) Whether the school provides accommodation for students or makes arrangements for the provision of such accommodation.
 - (6) Whether the school is specially organised to make special educational provision for students with special educational needs.
 - (7) If the school is within sub-paragraph (6), the type or types of special educational needs for which the school is specially organised to make special educational provision.
 - (8) A plan showing the layout of the school premises and any accommodation provided.
 - (9) Detailed curriculum plans, schemes of work and student assessment procedures.
 - (10) The written policy required by paragraph 9 of Schedule 1 to the Education (Independent School Standards) (England) Regulations 2010⁽²⁾.
 - (11) Particulars of the arrangements for meeting the standards contained in paragraphs 7, 10 and 12 of that Schedule.
 - (12) The complaints procedure required by paragraph 25 of that Schedule.
 - (13) Whether the proprietor intends to provide any child with accommodation at the school (or elsewhere pursuant to arrangements made by the proprietor) for more than 295 days in any year.
 - (14) The religious ethos of the school, if any.
 - (15) Whether the premises of the school, including any accommodation provided, are at two or more separate locations, and if so, the address of each of those locations.
 - (16) If the school is a charity, or is conducted by a charity, the name of the charity and the number under which it is registered.

PART 3

INFORMATION REQUIRED IN AN INITIAL RETURN

- 4.—**(1) The number of students in each year group.
- (2) If the school provides accommodation, or makes arrangements for the provision of accommodation, the number of boarding students.
 - (3) If the school also provides part-time education—
 - (a) the number of students in each year group who receive part-time education; and
 - (b) the number of students in each year group who receive full-time education.
 - (4) If the school is co-educational, the numbers required by sub-paragraphs (1) to (3) are to be given separately for male and female students.

(2) [S.I. 2010/1997](#).

5.—(1) The number of students at the school in respect of whom a local authority maintain a statement of special educational needs pursuant to section 324 of the Education Act 1996**(3)**.

(2) The number of students at the school who—

- (a) are not within sub-paragraph (1); but
- (b) have been identified as having special educational needs.

6. The number of students at the school who are looked after by a local authority (within the meaning in section 22(1) of the Children Act 1989**(4)**).

7.—(1) In relation to teachers employed at the school—

- (a) the number of full-time teachers;
- (b) the number of part-time teachers; and
- (c) the total number of hours a week normally worked by part-time teachers in term time.

(2) The numbers required by sub-paragraph (1) are to be given separately for male and female teachers.

8.—(1) In relation to every person employed at the school—

- (a) the person's full name and any previous names by which the person has been known; and
- (b) the capacity in which the person is employed.

(2) In relation to every teacher employed at the school, a statement as to whether the teacher is the head teacher, a full-time teacher or a part-time teacher.

9.—(1) The amount of annual tuition and other fees (excluding fees for accommodation) payable in respect of a student at the school as a condition of the student's attendance.

(2) In the case of a school which provides accommodation for students, or makes arrangements for the provision of accommodation, the amount of annual fees payable in respect of a boarding student for accommodation.

PART 4

INFORMATION REQUIRED IN AN ANNUAL RETURN

10. All the information specified in Parts 2 and 3 of this Schedule with the exception of that in paragraphs 2(2)(c), 3(1) to (15) and 8.

11.—(1) In relation to every person who has started or ceased to be employed at the school since the relevant date—

- (a) the person's full name and any previous names by which the person has been known; and
- (b) the capacity in which the person is or was employed.

(2) In relation to every teacher who has started or ceased to be employed at the school since the relevant date, a statement as to whether the teacher is or was the head teacher, a full-time teacher or a part-time teacher.

(3) 1996 c. 56.

(4) 1989 c. 41. Section 22(1) is amended by paragraph 19 of Schedule 5 to the Local Government Act 2000 (c. 22), section 2(1) and (2) of the Children (Leaving Care) Act 2000 (c. 35) and section 116(2) of the Adoption and Children Act 2002 (c. 38).

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12.—(1) The number of students attending the school for whom accommodation was provided there (or elsewhere pursuant to arrangements made by the proprietor) for more than 295 days in any year.

(2) The information required by sub-paragraph (1) must relate to—

- (a) the year immediately before the date to which the return is made up, in the case of the first annual return; or
- (b) the two years immediately before that date, in any other case.

13.—(1) The number of students in each year group of students aged 15, 16, 17 and 18 years who are pursuing courses for examinations.

(2) The number of students in each year group of students aged 15, 16, 17 and 18 years who have completed courses for an examination in a qualification determined by the Office of Qualifications and Examinations Regulation⁽⁵⁾ as a level 3 qualification but who remain at the school for a purpose other than for pursuing a further course of that nature.

(3) The number of students in each year group of students aged 15, 16, 17 and 18 years (except for those within sub-paragraph (2)) who attend the school for a purpose other than for pursuing courses for an examination mentioned in sub-paragraph (2).

(4) The numbers required by sub-paragraphs (1) and (2) are to be given separately for male and female students.

14. If a change has occurred in the premises of, or accommodation provided at, the school since the relevant date, particulars of the change.

15. If a change has occurred since the relevant date in the membership of a body of persons named as the proprietor in the register or in an application to enter the school in the register, for any new member, the information required by paragraph 2(2)(c) of this Schedule.

(5) The Office of Qualifications and Examinations Regulation is established by section 127 of the Apprenticeships, Skills, Children and Learning Act 2009 (c. 27).