

Private Secondary Schools Regulations 1977

GN 234/1977

19th December

Regulations made by the Minister under section 22 of the [Private Secondary Schools Authority Act 1976](#)

1. These regulations may be cited as the [Private Secondary Schools](#) Regulations 1977.

2. In these regulations-

"Act" means the [Private Secondary Schools Authority Act 1976](#).

"authorised officer" means any person authorised in writing by the Director;

"Form V Examination" means-

(a) the joint Cambridge School Certificate/ General Certificate of Education examination;

(b) the London General Certificate of Education examination;

(c) any other examination approved by the Minister;

"inspector" means an Inspector of the [Authority](#);

"Manager" means the manager of a [secondary](#) school;

"pre-vocational stream" means students who, as a result of having failed the Certificate of Primary Education, have to follow a specific curriculum approved by the Minister.

"Principal" means the principal of a [secondary](#) school,

"qualified auditor-

(i) means any person holding such qualifications as laid down in the Statutory Bodies (Accounts and Audit) Act, 1972;

(ii) includes an, authorised officer;

"student" means a student registered in a [secondary](#) school.

Amended by [\[GN No. 3 of 1979\]](#); [\[GN No. 199 of 2002\]](#)

3. (1) Every Manager shall keep-

(a) an admission register for students;

(b) an attendance register for students;

- (c) a register of teachers and an attendance register for the teaching staff;
- (d) an inspection register; and
- (e) a cash book.

(2) A register or a cash book kept under paragraph (1) shall be in such form, and shall be kept in such manner, as the **Authority** may approve.

(3) There shall be recorded in a cashbook kept under paragraph (1) all monies received and expenses incurred in connection with the running of the school.

Amended by [\[GN No. 65 of 1981\]](#)

3A. Any person who receives a sum of money accruing to the **Authority** shall remit the amount so received to the **Authority** not later than 21 days from the end of the month in which the sum of money was received.

Amended by [\[GN No. 3 of 1979\]](#); [\[GN No. 65 of 1981\]](#)

3B. (1) Every Manager shall each month and not later than the date specified by the **Authority**, submit to the **Authority** in respect of that month, a statement in such form as the **Authority** may approve showing the salaries payable to the teaching and non-teaching staff of his **secondary** school.

(2) Where a manager fails to comply with paragraph (1), the **Authority** may withhold payment-

- (a) of the emoluments payable to the teaching and non-teaching staff;
- (b) of any sum of money otherwise payable to such manager.

Amended by [\[GN No. 3 of 1979\]](#)

4. Every Manager shall, not later than three months before the beginning of each financial year of the school, submit to the **Authority** in such form and in such manner as it may determine, an estimate of the income and expenditure expected to be received or incurred by the school, as the case may be, in the next ensuing financial year.

Amended by [\[GN No. 3 of 1979\]](#)

5. (1) Every Manager shall, not later than three months after the end of each financial year of the school, submit to the **Authority** an Income and Expenditure Account and Balance Sheet in respect of that financial year.

(2) The Income and Expenditure Account and the Balance Sheet required to be submitted under paragraph (1) shall be certified by a qualified auditor.

Amended by [\[GN No. 3 of 1979\]](#)

6. An authorised officer may-

(a) require a Manager or Principal or any other person designated by the Manager to produce to him any document which he reasonably requires for the purposes of the Act or these regulations;

(b) make extracts from any document produced to him.

Amended by [\[GN No. 3 of 1979\]](#); [\[GN No. 65 of 1981\]](#)

7. An Inspector or an authorised officer may at all reasonable times visit a **secondary** school-

(a) to enable him to report to the **Authority** on the functioning of the **secondary** school;

(b) to advise the staff on and to supervise the implementation of educational programmes and projects.

Amended by [\[GN No. 65 of 1981\]](#)

7A. *[No provision under this number]*

7B. (1) Except for the pre-vocational stream, no student shall be admitted to a **secondary** school unless he is the holder of the Primary School Leaving Certificate.

(2) Subject to the other provisions of this regulation, no student shall be maintained in a **secondary** school-

(a) after the end of the school year in which he attains the age of 20;

(b) where he has, without reasonable cause to the satisfaction of the **Authority**, been absent from the **secondary** school for more than four consecutive school weeks.

(3) No student shall without the approval of the Minister be authorised-

(a) to repeat any of the Form I, II, III, IV or V more than once;

(b) be admitted to the Lower VI Form unless-

(i) he has not attained the age of 19 on the 1st January of the year of his proposed admission; and

(ii) he has passed-

(a) the Cambridge School Certificate with at least four credits at one and the same sitting in subjects approved by the **Authority**, or

(b) the Cambridge General Certificate of Education (Ordinary level) in five subjects (including English Language) at one and the same sitting with at least Grade C in four subjects approved by the **Authority**.

Amended by [\[GN No. 3 of 1979\]](#); [\[GN No. 65 of 1981\]](#); [\[GN No. 52 of 2002\]](#); [\[GN No. 199 of 2002\]](#)

8. The teaching time on any normal school day shall not be less than five hours spread over seven or eight periods.

8A. Except with written approval of the **Authority**, no Manager or Principal shall in whatever manner require or solicit a student or a responsible party of a student, whether for consideration or not, to pay any contribution, by whatever name called.

Amended by [\[GN No. 3 of 1979\]](#); [\[GN No. 65 of 1981\]](#)

8B (1) The school year in respect of every **secondary** school shall be divided into three terms the dates of which shall be determined by the **Authority**.

(2) Subject to paragraph (3), the school holiday in any school year shall be fixed by the **Authority**.

(3) Every Saturday and every Sunday or other public holiday shall be observed as a school holiday.

(4) Where studies are not resumed at a **secondary** school after the expiry of the school holiday, the Manager and Principal of the school shall, for the purposes of regulation 9 (c), be deemed to have closed the school, unless the **Authority** has, on application on that behalf made at least 15 days in advance, approved in writing of the change in the school calendar."

Amended by [\[GN No. 3 of 1979\]](#); [\[GN No. 65 of 1981\]](#)

9. Except with the prior written approval of the **Authority**, no Manager or Principal shall-

- (a) cease the teaching of a subject taught at his school;
- (b) abolish any school class; or
- (c) close his school on any day or part thereof other than a school holiday.

Amended by [\[GN No. 65 of 1981\]](#)

9A. (1) The **Authority** may, on prepayment of a fee of-

- (a) thirty rupees by any member of the teaching or non-teaching staff of a **secondary** school;
- (b) fifteen rupees by a student;

issue to such member of the teaching or non-teaching staff or student as the case may be, an identity card in such form and subject to such conditions as the **Authority** may determine

(2) Any person who has been issued with an identity card under paragraph (1) shall produce the card to an authorised officer at such time as the **Authority** may specify.

Amended by [\[GN No. 3 of 1979\]](#); [\[GN No. 65 of 1981\]](#)

10. (1) Subject to regulation 12, no student attending a **secondary** school shall be expelled unless he has been absent from school for a continuous period of not less than four weeks without reasonable justification.

(2) Where a student has been expelled under paragraph (1) the Principal shall forthwith inform the **Authority** in writing.

(3) A student who has been expelled under paragraph (1) may apply for re-admission.

11. (1) (a) Where a student intends to leave a **secondary** school to join another **secondary** school, the Manager shall issue him with a transfer certificate in such form as the **Authority** may approve.

(b) An application for the issue of a transfer certificate shall be made in such form and manner and within such time as the **Authority** may approve.

(2) (a) No Manager shall admit a student from another **secondary** school except upon production of a transfer certificate or with the express approval of the **Authority**.

(b) A transfer certificate received under subparagraph (a) shall be open to inspection by an authorised officer at all reasonable times.

Amended by [\[GN No. 65 of 1981\]](#)

12. (1) No Manager shall expel a student, unless he has first obtained the prior approval of the **Authority**.

(2) The **Authority** may on good cause shown by the Manager and pending its final decision authorise him to expel a student-.

13. Any person who contravenes any provision of these regulations shall commit an offence and shall, on conviction, be liable to a fine not exceeding two thousand rupees and to imprisonment for a term not exceeding twelve months.

Related documents: