School Code												
School Coordinates	Elevation (Meter)											
	Latitude North											
	Longitude East											

FEDERAL MINISTRY OF EDUCATION

2015/2016 SCHOOL CENSUS FORM
PRE-PRIMARY AND PRIMARY EDUCATION
PUBLIC SCHOOLS

1. Please ensure that, as an ENUMERATOR, you have two copies of this School Census Form for every school. After you have completed all forms, give one copy to the school for records and return a copy to your SUPERVISOR.

2. Please read the instructions and the examples provided. Make sure that each section is completed carefully and that all your figures and totals are correct.

A. SCHOOL IDENTIFICATION

Instructions: Please enter all answers in BLOCK CAPITALS.
Use a BLUE BIRO to complete the form.

School Code Please enter the school code in the box at the TOP of this page.
If you are not certain about your school code, leave the box blank.
DO NOT USE ABBREVIATIONS ANYWHERE ON THIS PAGE

A.1 School Name

A.2 Number and Street name

A.3 Village or Town

A.4 Ward

A.5 LGA

A.6 State

A.7 School Telephone

A.8 E-mail Address

B. SCHOOL CHARACTERISTICS

Instructions		
Answer every question and tick only one box in each section ☑		
B. 1	**Year of establishment**	
B. 2	**Location**	☐ Urban ☐ Rural
B. 3	**Levels of education offered**	☐ Pre-primary only ☐ Pre-primary and primary ☐ Primary only
B. 4	**Type of school** Tick only one to describe school	☐ Regular ☐ Nomadic (Migrants) ☐ Islamiyya integrated ☐ Special needs
B. 5	**Shifts:** Does the School operate shift system?	☐ Yes ☐ No
B. 6	**Shared facilities** Does the school share facilities/Teachers/premises with any other school? **If Yes .** How many Schools are sharing facilities:	☐ Yes ☐ No
B. 7	**Multi-grade teaching** Does any teacher teach more than one class at the same time?	☐ Yes ☐ No
B. 8	**School: Average Distance from Catchment communities** What is average distance of school from its catchment areas	_____ kilometres (Enter 0 if within 1 km)
B. 9	**School: Distance from LGA** How many kilometres is the school away from LGA HQ?	_____ kilometres (Enter 0 if within 1 km)
B. 10	**Pupils: Distance from School** How many pupils live further than 3km from the school?	_____ pupils
B. 11	**Pupils: Boarding** How many pupils board at the school premises?	_____ Male _____ Female
B. 12	**School Development Plan (SDP)** Did the school prepare SDP in the last school year?	☐ Yes ☐ No
B. 13	**School Based Management Committee (SBMC)** Does the school have SBMC, which met at least once last year?	☐ Yes ☐ No
B. 14	**Parent-Teacher Association (PTA) / Parents' Forum (PF)/ Mother's Association** Does the school have PTA / PF / MA, which met at least once last year?	☐ Yes ☐ No
B. 15	**Date of Last Inspection Visit** When was the school last inspected? **Number of inspection Visit in last academic year**	/ / day/month/year ____ Number.
B. 16	**Authority of Last Inspection** Which authority conducted the last inspection visit?	☐ Federal ☐ State ☐ LGEA
B. 17	**Conditional Cash Transfer** How many pupils benefitted from Conditional Cash Transfer?	_____ Number.
B. 18	**School Grants** Has your school ever received grants in the last academic year?	☐ Yes ☐ No
B. 19	**Security Guard** Does the school have a security guard?	☐ Yes ☐ No
B. 20	**Ownership** Which of the following owns the school?	☐ Federal ☐ State ☐ LGEA ☐ Community

C. ENROLMENT

C.1 Number of Children with Birth Certificates in pre-primary & primary 1

How many children were enrolled with Birth certificates	Pre-primary										Primary 1	
	Kindergarten 1/ECCD		Kindergarten 2/ECCD		Nursery 1		Nursery 2		Nursery 3 / One Year pre-primary			
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
National Population Commission												
Others												

C.2 Pre-primary enrolment by age for the current school year

	Kindergarten 1/ECCD		Kindergarten 2/ECCD		Nursery 1		Nursery 2		Nursery 3/ One Year pre-primary	
No. of streams										
Pupil age	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Below 3 Years					■	■	■	■	■	■
3 Years										
4 Years	■	■	■	■						
5 Years	■	■	■	■						
Above 5 Years	■	■	■	■						
Total										

C.3 New entrants in primary 1

Pupil age	New entrants in PRY1 Male	Female	How many of the new entrants attended any early childhood education Male	Female
Below 6 Years				
6 Years				
7 Years				
8 Years				
9 Years				
10 Years				
11 Years				
Above 11 Years				
Total				

C.4 Primary enrolment by age for the current school year

	PRY1		PRY2		PRY3		PRY4		PRY5		PRY6	
No. of streams												
No of streams with Multigrade teaching												
Pupil age	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Below 6 Years												
6 Years												
7 Years												
8 Years												
9 Years												
10 Years												
11 Years												
Above 11 Years												
Total												
Repeaters												
Completed P6 for previous year												

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C.5 Pupil Flow in the Current Academic Year Primary School

Pupil Flow	Pry 1		Pry 2		Pry 3		Pry 4		Pry 5		Pry 6	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Dropout												
Transfer In												
Transfer Out												
Promoted												

C.6 Number of Pupils with Special needs in the current school year

Please enter the number of pupil by grade level with physical and mental challenges or special needs for the academic year																		
Challenge that impacts the ability to learn	ECCD (KG1-KG2)		NURS (NR1-NR2)		NUR3 / One Year Pre-Primary		PRY1		PRY2		PRY3		PRY4		PRY5		PRY6	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Blind / visually impaired																		
Hearing / speech impaired																		
Physically challenged (other than visual or hearing)																		
Mentally challenged																		
Albinism																		
Autism																		

C.7 Number of orphans By Grade

Type	ECCD (KG1-KG2)		NUR (NR1-NR2)		NUR3 / One Year Pre-Primary		PRY1		PRY2		PRY3		PRY4		PRY5		PRY6	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Lost Mother																		
Lost Father																		
Lost Both																		

	School Code										

D. STAFF

		Male	Female	Total
D. 1	How many <u>non-teaching staff</u> are working at the school?			
D. 2	How many <u>teachers</u> are working at the school regardless of whether they are currently present or on course or absent			
D. 3	How many Care Givers are in the School for ECCD			

D. 4 Information on all staff during the current school year

Instructions

Enter information on all staff who work in this school (present or currently absent) regardless of payroll status
Make sure that the total number of staff listed in this table agrees with the number of non-teaching staff (D1) and the number of teachers (D2) reported above.
If the number of staff is more than the space provided, photocopy the following page and attach to the questionnaire.

Gender	M – Male		F – Female			
Type of staff	1 – Head teacher	2 – Assistant head teacher	3 – Teacher	4 – Pre-primary teacher	5 – Care giver	6 – Other non-teaching staff
Source of salary	1 – Federal Government - FTS		2 – State Government - On this school's payroll		3 – State Government - On another school's payroll	
	4 – Other, for example: community, PTA		5 – No salary, for example: volunteer, NYSC			
Present	1 – Present or temporarily absent		2 – Absent for more than 1 month – Maternity leave		3 – Absent for more than 1 month – Sick leave	
	4 – Absent for more than 1 month – Training		5 – Absent for more than 1 month – Unauthorised			
Academic qualification	1 – Below SSCE	2 – SSCE/WASC	3 – OND / Diploma	4 – NCE	5 – Degree / HND / Graduate	6 – PhD/Masters degree
Teaching qualification	1 – NCE 2 – PGDE	3 – B.Ed. or equivalent	4 – M.Ed. or equivalent	5 – Grade II or equivalent	6 – None	
Subject of qualification	0 – General primary 1 – English 2 – Mathematics 3 – Social studies		4 – Basic science	5 – Hausa/Igbo/Yoruba	6 – Care giving 8 – Other	9 – None
Main subject taught	0 – General primary 1 – English 2 – Mathematics 3 – Social studies		4 – Basic science	5 – Hausa/Igbo/Yoruba	8 – Other 9 – None	
Teaching type	1 – Full-time	2 – Part-time				

No.	Staff File No	Name of Staff	Gender	Type of staff	Source of salary	Year of birth	Year of first appointment	Year of present appointment	Year of posting to this school	Grade level / Step	Present	Academic Qualification	Teaching Qualification	Area of specialisation	Main subject taught	Teaching type	Tick box if teacher attended training workshop / seminar in last 12 months
Example	P4567	Fred Abdul	M	1	1	1976	1996	2002	2005	7 / 2	1	4	3	3	1	1	☑
1																	☐
2																	☐
3																	☐

No.	Staff File No	Name of Staff	Gender	Type of staff	Source of salary	Year of birth	Year of first appointment	Year of present appointment	Year of posting to this school	Grade level / Step	Present	Academic Qualification	Teaching Qualification	Area of specialisation	Main subject taught	Teaching type	Tick box if teacher attended training workshop / seminar in last 12 months
4																	☐
5																	☐
6																	☐
7																	☐
8																	☐
9																	☐
10																	☐
11																	☐
12																	☐
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15																	☐
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20																	☐
21																	☐
22																	☐
23																	☐
24																	☐
25																	☐
26																	☐

IF PHOTOCOPY, PAGE _____ OF _____

E. CLASSROOMS

E. 1	How many <u>classrooms</u> are there in the school?	____ *Number.*
E. 2	Are any classes held outside (because classrooms are unusable or insufficient)?	☐ Yes ☐ No
E. 3	How many <u>play rooms</u> are there in the school for ECCD?	____ *Number.*

E. 4 Information on all classrooms/play rooms

Instructions
Record details for each individual classroom, regardless of whether or not they are in use. **Each row must correspond to a different classroom** (not a block).
If the number of classrooms is more than the space provided, photocopy this page and attach to the questionnaire.

Present condition	1 – Good	2 – Needs minor repairs	3 – Needs major repairs	4 – Under construction	5 – Unusable	
Floor material	1 – Mud/Earth	2 – Concrete	3 – Wood	4 – Tile/Terrazzo		
Wall material	1 – Mud	2 – Cement/Concrete	3 – Wood/Bamboo	4 – Burnt bricks	5 – Iron sheets 6 – Stone	7 – No walls / dwarf walls
Roof material	1 – Mud	2 – Cement/Concrete	3 – Wood/Bamboo	4 – Ceramic tiles	5 – Iron sheets 6 – Asbestos	7 – No roof
Seating	Are there enough seats for the children in this classroom?			1 – Yes	2 – No	
Good blackboard	Does the classroom have a good blackboard that children can read from?			1 – Yes	2 – No	

No.	Year of construction	Present condition	Length in metres	Width in metres	Floor material	Walls material	Roof material	Seating	Writing board	No.	Year of construction	Present condition	Length in metres	Width in metres	Floor material	Walls material	Roof material	Seating	Writing board
Example	1976	1	7	5	3	3	3	1	1	Example	1976	1	7	5	3	3	3	1	1
1										10									
2										11									
3										12									
4										13									
5										14									
6										15									
7										16									
8										17									
9										18									

E. 5 Number of rooms <u>other than classrooms</u> are there in the school by type of room

1	Staff rooms	____ *Number.*		4	Laboratories	____ *Number.*
2	Office	____ *Number.*		5	Store room	____ *Number.*
3	Library	____ *Number.*		6	Others	____ *Number.*

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F. FACILITIES

F.1	**Source of safe drinking water**	
	Is there a source of water in the school that is **safe** to drink and in **sufficient** quantity to provide water every day for pupils? If there is more than one source, **select only the primary source**.	**1. Pipe borne Water** ☐ **2. Borehole** ☐ **3. Well** ☐ **4. Other (Specify………………………)** ☐ **5. No Source of Safe Water** ☐

F.2 **Facilities available**

How many useable facilities does the school have?
(If the facilities are not available, write zero)

Please note only figure is required here

	Useable	Not useable
Toilets		
Computers		
Water Source(s)		
Laboratories		
Classrooms		
Library		
Play Ground(s)		
Wash hand facility		
Others		

F.3 **Shared Facilities**

If your school share facilities,

specify the facilities shared by separate school/levels by ticking the appropriate box

☐ Toilets ☐ Classrooms

☐ Computers ☐ Library

☐ Water Source(s) ☐ Play Ground(s)

☐ Laboratories ☐ Wash hand facility

☐ Others

F.4	Number of useable toilets units by each type of toilet.									
	Used only by pupils			Used only by teachers			Used by pupils and teachers			
	Male only	Female only	Mixed	Male only	Female only	Mixed	Male only	Female only	Mixed	**Total**
Pit										
Bucket system										
Water flush										
Others										

F.5	**Sources of power** Is there a source of power for the school?	1. PHCN/NEPA	☐
		2. Generator	☐
		3. Solar	☐
		4. No source of Power	☐

F.6	**Health facility** Does the school have a health facility?	1. Health Clinic	☐
		2. First Aid Kit	☐
		3. No Health facility	☐

F7	**Fence/Wall** Does the school have a fence or wall around it?	1. In Good Condition	☐
		2. Needs Minor Repair	☐
		3. Needs Major Repair	☐
		4. No Fence or Wall	☐

F8	**Play Room** Does the school have a playroom for ECCD?	1. Yes but no rugs or sand floor	☐
		2. Yes with Play Rugs	☐
		3. Yes with Sand Floor	☐
		4. No Play Room	☐

F9	**Play Facilities** Does the school have play facilities for ECCD? Tick all that apply	1. Merry Go Round	☐
		2. Swing	☐
		3. Ladder Slide	☐
		4. See Saw	☐
		5. Indoor Play Activity Materials	☐

F10	**Learning Materials** Does the school have learning materials ECCD? Tick all that apply	1. Charts	☐
		2. Posters	☐
		3. Toys	☐
		4. Audio/Visual (Radio, TV, DVD)	☐
		5. Word Puzzle Box	☐
		6. Caregiver Guide	☐

F.11   Additional **Classrooms** Information

Instructions
Please indicate seating available by grade. Only count seats where both a seat and a writing desk are available.
Only seats and desks owned by the school should be counted.

Class	Seating available					
	1 Seater	**2 Seater**	**3 Seater**	**4 Seater**	**5 Seater**	**6 Seater**
ECCD						
Pre-primary						
PRY1						
PRY2						
PRY3						
PRY4						
PRY5						
PRY6						

G.1   Number of core subject textbooks available to pupils provided by government.

Subject Area	Number of Pupils Book Made Available for each Subject						
	Pre-Primary	PRY1	PRY2	PRY3	PRY4	PRY5	PRY6
English							
Mathematics							
Social Studies							
Basic Science / Technology							

G.2   Number of core subject Teachers' Textbooks available in the School provided by government.

Subject Area	Number of Teachers Book Made Available for each Subject						
	Pre-Primary	PRY1	PRY2	PRY3	PRY4	PRY5	PRY6
English							
Mathematics							
Social Studies							
Basic Science / Technology							

G.3   Care Giver Manuals provided by the School in the current Academic Year

Care Giver Manuals	Yes	No
Care Giver Guide/Hand Book		
National Policy on ECCDE/Pre-primary School		
National Curriculum		
Toy Making Manuals		

H. UNDERTAKING

NOTICE

Public officers completing this form are reminded that **Civil Service Rule 04107 Section 1** requires the recording and supply of accurate data. Failure to do so amounts to gross misconduct punishable by sanctions that may include dismissal.

Attestation by Head Teacher

I certify that the information I have given in this form is correct to the best of my knowledge.

Name	
Telephone	

Signature:_____ Date:_____/_____/_____

Attestation by Enumerator

I have checked the information in this form and can confirm that it is complete and correct.

Name	
Position	
Telephone	

Signature:_____ Date:_____/_____/_____

Attestation by Supervisor

I have checked the information in this form and can confirm that it is complete and correct.

Name	
Position	
Telephone	

Signature:_____ Date:_____/_____/_____

FOR OFFICE USE ONLY

CHECK	CHECKED BY	DATE
FIELD COORDINATOR CHECK		/ /
PRE-DATA ENTRY CHECK		/ /
DATA ENTRY COMPLETED		/ /
VERIFICATION CHECK		/ /

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