ANNUAL SCHOOL CENSUS
2013/2014 ACADEMIC YEAR
SENIOR HIGH SCHOOLS
REPUBLIC OF GHANA
MINISTRY OF EDUCATION

The Annual School Census is the most important source of information regarding the situation at your school. The information collected will contribute to the Education Management Information System (EMIS) of the region and will be of value to the management, administration, supply of school resources and governing of schools.

Please read the headings and instructions carefully when completing the questionnaire.

I , the Head of …………………………………………………………………………………………………..
fully understand the provision made in the GES Act No 778, 2008 regarding the duty of schools to provide information. This Act requires that every school must provide such information about the school as is reasonably required.

By signing, I certify that the information provided on this form is correct and completed to the best of my knowledge.

Head of School

Mr/Mrs/Miss	Initials	Surname	Signature	Date
				dd / mm / yyyy

Checked by Circuit Supervisor

By signing, I certify that the information provided on this form is correct and completed to the best of my knowledge

Circuit Supervisor

Mr/Mrs/Miss	Iniitials	Surname	Signature	Date
				dd / mm / yyyy

Checked by District Statistics Officer

By signing, I certify that the information provided on this form is correct and completed to the best of my knowledge

District Stats Officer

Mr/Mrs/Miss	Iniitials	Surname	Signature	Date
				dd / mm / yyyy

I. SCHOOL IDENTIFICATION

1.1 School Name

1.2 Year Established

1.3 School Code

1.4 School Status (mark with a tick)   Public ☐   Private registered ☐   Private, not registered ☐

1.6 Location of School (in full)

Region

District

Circuit   Enter Code ☐

Political Constituency

Locality

1.7 Type of Locality   **Rural** (less than 5000 people in community/locality) ☐   **Urban** (more than 5000 people living in your community) ☐

1.8 School Address for Correspondence

Telephone: _____
Fax: _____
Email: _____

1.9 Education Management Unit of the School (Refer to Code Page at back of Survey)

1.10 Summary Count

	Secondary
Students	
Teachers	
Classrooms	

Ensure that the totals for these summary counts correspond with the totals for tables 5 (Rooms), 8.2 (Enrolment), and 11 (Teachers)

SCHOOL NAME _____ EMIS School Code _____

2　SCHOOL PROFILE AND ORGANISATION

2.1　**Is your school ?**　　**Boys only** ☐　　**Girls only** ☐　　**Co-educational/mixed** ☐

2.2　**Is your school a Special Education School?** (see definition in manual)　　**Yes** ☐ **No** ☐

2.3　**If any at all, indicate the <u>NUMBER</u> of physically challenged students in your school by level.**

	Impairment			Challenges	
	Blind/ Visual	Hearing & Speech	Blind & Hearing	Physically Challenged	Intellectually Challenged
No. of Pupils					

2.4　**Does your school have Ramps for challenged students?**　　**Yes** ☐　**No** ☐

2.5　**What type of Support do you need for your challenged students?**　(Tick as applicable)

　None ☐Hearing Aids ☐Reading Glasses ☐**Wheel Chairs** ☐　**Braille** ☐**Other** ☐

2.6　**How far away from the school is ... ?**

A. **the District Education Office**　**Less than 5kms** ☐**6 - 10kms**☐**11 -15kms** ☐**More than 16kms** ☐

B. **the Head's house**　**Less than 1kms** ☐**2 - 5kms** ☐**6 -10kms** ☐**More than 11kms** ☐

3　SCHOOL INFRASTRUCTURE

3.1　**Can a vehicle access your school?**　　**3.2 If YES, what is the road made of?** (Tick one box)

　　　Yes ☐　**No** ☐　　　　**Tar** ☐　**Earth** ☐　**Gravel** ☐

3.3　**Does your school own a Safe Water Facility?**　　**3.4**　**If YES, is the water provided by:** (Tick one box)

　　Yes ☐　**No** ☐　　**Pipe borne water** ☐　　**Borehole** ☐**Well** ☐**Other** ☐

3.5　**What is the MAIN water storage facility available in the school?** (Tick one)

　　　　　Tank ☐　　**Buckets** ☐　　**None** ☐　**Other** ☐

3.6　**Is your school wired for electricity ?**　　**Yes** ☐　　**No** ☐

3.7　**If YES, is it functional?**　　**Yes** ☐　　**No** ☐　　**N/A** ☐

3.8　**Is your community on electricity ?**　　　**Yes** ☐　　**No** ☐

3.9　**If YES, please specify.**　　**National Grid** ☐　　**Local Generator** ☐　　**Other** ☐**N/A** ☐

3.10 **How MANY individual toilets seats are available?**　　**Boys** ☐　　**Girls** ☐

3.11 **How MANY individual toilets seats are functional?**　　**Boys** ☐　　**Girls** ☐

3.12 **Are urinals available and functional?**　　**Yes** ☐**No** ☐

3.13 **Which of these problems are experienced in your school?.** (Tick box only if answer is yes)

　Drainage blockages ☐**Soil erosion** ☐**Waste water and sewage** ☐**Garbage disposal** ☐　**Other** ☐

3.14 **Is your school 's land properly documented?**　　**Don't know** ☐　　**Yes** ☐　　**No** ☐

3.15 Is your school a ...?

Day School only ☐	Day School with Hostel Facilities ☐
Mainly Boarding ☐	Boarding with Day & Hostel Facilities ☐
	Day and Boarding School ☐

3.16 How MANY students are

	Male	Female
Day		
Boarding		
Using Hostel Facilities		

4 SCHOOL MANAGEMENT AND FINANCE

4.1 Does your school have an elected Board of Govenors? Yes ☐ No ☐

4.2 How often does the School Board of Governors meet?

Does not meet ☐   Once a year ☐   Once a term ☐   Twice a term or more ☐

4.3 How often is your school visited by the GES Inspectors?

Hardly ever ☐   Once a year ☐   Once a term ☐   Twice a term or more ☐

4.4 How often did teachers in your school receive in-service training this past year?

Hardly ever ☐   Once a year ☐   Once a term ☐   Twice a term or more ☐

4.5 Has your school had any in-service training on HIV/AIDs? Yes ☐ No ☐

4.6 Does your school teach HIV/AIDS issues as integrated in the school curriculum?

Yes ☐ No ☐

4.7 Was the school able to raise funds from other sources last year? Yes ☐ No ☐

4.8 Indicate with a tick any group(s) active in supporting your school in the following,

Active Group	Enrolment Drive	Building Classrooms	Supplying Furniture	Maintenance & repairs	Sports equipment	Textbooks	Staff housing	Vehicles	Teaching
PTA	☐	☐	☐	☐	☐	☐	☐	☐	☐
Board of Governors	☐	☐	☐	☐	☐	☐	☐	☐	☐
District Assembly	☐	☐	☐	☐	☐	☐	☐	☐	☐
Unit Committee	☐	☐	☐	☐	☐	☐	☐	☐	☐
GETFUND	☐	☐	☐	☐	☐	☐	☐	☐	☐
NGOs Donors	☐	☐	☐	☐	☐	☐	☐	☐	☐
Others	☐	☐	☐	☐	☐	☐	☐	☐	☐

5 INSTITUTION'S BUILDING AND VEHICLES

5.1 Specify the GENERAL construction of the school building by indicating the NUMBER of rooms with the appropriate description

Type of WALL of Classroom	Number of Rooms
Mud/Clay	
Cement/Brick	
Wood	
Aluminium/Zinc	
Other	
No Walls	

Type of ROOF of Classroom	No of Rooms
Thatch / Grass	
Aluminium/slate sheets	
Tile / Concrete	
Other	
No Roof	

Type of FLOOR of Classroom	Number of Rooms
Earth	
Cement / Tile	
Wood	
Other	

5.2 How many permanent classrooms does the school have?

5.3 How many classrooms are temporary rooms?

5.4 How many uncompleted rooms do you have?

5.5 How many classrooms need REPAIR ?(Indicate NIL where none)

Minor repair = non structural repair eg. broken windows, paint, broken doors **Major repair** = Structural repair eg. leaking roof, crumbling walls, cracking building

Number Needing **Minor** Repair	
Number Needing **Major** Repair	

5.6 What is the NUMBER and the conditions of the following rooms?

Facilities	Number of Permanent Rooms	No.of Temporary Rooms	Number of Rooms Needed	Number Needing Major Repair	Number Needing Minor Repair
Office					
Library (Room)					
Staff Room					
Storeroom					
Sick Bay					
Dormitory Block					
Workshop					
Laboratory					
Teachers Quarters /Bedrooms					
Other Staff Quarters					
Head's Bungalow					

5.7 What is the NUMBER and condition of vehicles at your institution?

Vehicles	Number Available	Good condition	Needs Minor Repairs	Needs Major Repairs
Car				
Pickup				
Tractor				
Bus				
Others				

6 CHARACTERISTICS OF SCHOOL'S MATERIALS AND EQUIPMENT

	General Class Furniture				Students' Seating place by number of seats				Students' Writing place by number of places			
	Teacher desk	Teacher chair	Chalkboard	Cupboard	1 place (Mono)	2 places (Dual)	3 places (bench)	4 or more places (bench)	1 place	2 places	3 places (benches)	4 or more places tables
Number. Available												
Additional Required												

6.2 Does your school have the following record books? Indicate the number

Admission Register [ ]   Inventory [ ]   Teacher Attendance [ ]

Class Register [ ]   Logbook [ ]   Visitors Book [ ]

6.3 Does your school have the following functional equipment/materials? Indicate the number

Computers [ ]   Printers [ ]   Library Books [ ]

6.4 Indicate the availability of **Technical** equipment in your school. (Tick one)

Adequate ☐   Inadequate ☐   None ☐

6.5 Indicate the availability of **Laboratory Equipment** in your school? (Tick one)

Adequate ☐   Inadequate ☐   None ☐

6.6 Indicate the extent of availability of **Audio/Visual Aids** in your school. (Tick one)

Adequate ☐   Inadequate ☐   None ☐

6.7 How many textbooks, syllabi and Teacher Handbooks does your school have?

Code	Core Subjects	No. of Student Textbooks			No. of Teacher Handbooks			No. of Curriculum Syllabi		
		SH1	SH2	SH3	SH1	SH2	SH3	SH1	SH2	SH3
1	English Language									
2	Mathematics									
3	Integrated Science									
4	Social Studies									
15	ICT									
19	Physical Education									

7 ENROLMENT BY SUBJECT

Enrolment in Programmes	SH1		SH2		SH3	
	M	F	M	F	M	F
General Subjects						
5 Biology						
6 Chemistry						
7 Economics						
8 French						
9 General Agriculture						
10 General Knowledge in Art						
11 Geography						
12 Ghanaian Language						
13 Government						
14 History						
16 Literature in English						
17 Mathematics (Elective)						
18 Music						
20 Physics						
21 Religious Studies (Christian, Islamic, etc)						
22 Religious and Moral studies						
23 Rudiments of Computer Science						
Agricultural programmes						
24 Animal Husbandry						
25 Crop Husbandry						
26 Fisheries						
27 Forestry						
Business programmes						
28 Accounting						
29 Business Management						
30 Bus. Mathematics/Principles of Costing						
31 Typewriting						
32 Clerical Office Duties						

Enrolment in Programmes		SH1		SH2		SH3	
		M	F	M	F	M	F
Technical programmes							
34	Auto Mechanics						
35	Building Construction						
36	Electronics						
37	Metal Work						
38	Technical Drawing						
39	Wood Work						
Vocational programmes							
40	Art						
41	Basketry						
42	Ceramics						
43	Clothing and Textiles						
44	Food and Nutrition						
45	Graphic Design						
46	Jewelry						
47	Leather Work						
48	Management in Living						
49	Sculpture						
50	Textiles						

7.3 Summary of Enrolment by Programme

The total enrolment by programme by grade **MUST** agree with enrolment by age by grade in Table 8.2

Grade		SH1		SH2		SH3	
Programme		M	F	M	F	M	F
1	Agriculture						
2	Business (Accounting)						
3	Business (Secretarial)						
4	General Programme in Science						
5	General Programme in Arts						
6	Technical Programme						
7	Vocational - Home Economics						
8	Vocational -Visual Arts						
Total by Gender							
Total by Class							

8 ENROLMENT BY AGE

Grade	SH1		SH2		SH3		Total	
8.1 No. of Streams in each grade	I__I		I__I		I__I		I__I	
8.2 Age	M	F	M	F	M	F	M	F
14 years or less								
15 years								
16 years								
17 years								
18 years								
19 years								
20 years								
21 years								
22 years								
23yrs and Above								
Total								

9 STUDENTS ATTENDANCE AND MOVEMENT

Grade	SH1		SH2		SH3		Total	
	M	F	M	F	M	F	M	F

9.1 How many of your students were TRANSFERED in FROM other school(s)?

Transfers FROM other schools								

9.2 How many of your students wereTRANSFERED TO other school(s) last academic year?

Transfers TO other schools								

9.3 How many of your students were not PROMOTED to the next grade last year?
(Please include all learners who were not promoted to the following grade at the end of the previous academic year even if they have since left the school.).

9.4 How many students DROPPED out of the school last year (Known DropOuts only)?

9.5 How many students are REPEATING a grade this year ?
(Do a headcount of number of students who were in the same grade last year. Make sure you include those who were in the same grade but in a different school last year)

9.6 Total Student Attendance for November

9.7 How many days was your school opened in the month of November?

11 TEACHER PROFILES

Note on Teacher	N°	Surname / Family Name	First Name & Initials	Staff number (IPPD) (if govt employee)	SSF Number	Year of Birth	Sex	Service	Rank		Type of Teacher	Status	Function	Academic Qualification	Professional Qualification	Prof. teaching qualification (Indicate code otherwise leave blank if not applicable)		Who pays the salary? (tick box)			
New = New Teacher * = Teacher who was Acting Head last year in the school	N°					Provide last two digits 19___	Indicate **M**=Male **F**=Female	Year of first appointment (last 2 digits)	Current Rank (Enter Code : Refer to back page)	Year posted to present station (last 2 digits)	S=Subject H=Head AH=Assistant Head	F-Fulltime P-Parttime N-NSS Y-NYEP V-Volunteer R-Retired	T= Teaching A=Administration O=Other	Enter Code (Refer to back page)	Enter Code (Refer to back page)	Year completed (last 2 digits)	Passed =**1** Awaiting results=**2** Referred=**3** Failed=**4**	Ministry of Education	District Assembly	Private	Other
	1																	☐	☐	☐	☐
	2																	☐	☐	☐	☐
	3																	☐	☐	☐	☐
	4																	☐	☐	☐	☐
	5																	☐	☐	☐	☐
	6																	☐	☐	☐	☐
	7																	☐	☐	☐	☐
	8																	☐	☐	☐	☐
	9																	☐	☐	☐	☐
	10																	☐	☐	☐	☐
	11																	☐	☐	☐	☐
	12																	☐	☐	☐	☐

11 TEACHER PROFILES

Note on Teacher	N°	Surname / Family Name	First Name & Initials	Staff number (IPPD) (if govt employee)	SSF Number	Year of Birth	Sex	Service	Rank		Type of Teacher	Status	Function	Academic Qualification	Professional Qualification	Prof. teaching qualification (Indicate code otherwise leave blank if not applicable)		Who pays the salary? (tick box)			
New = New Teacher * = Teacher who was Acting Head last year in the school	N°					Provide last two digits 19__	Indicate **M**=Male **F**=Female	Year of first appointment (last 2 digits)	Current Rank (Enter Code : Refer to back page)	Year posted to present station (last 2 digits)	S=Subject H=Head AH=Assistant Head	F-Fulltime P-Parttime N-NSS Y-NYEP V-Volunteer R-Retired	T= Teaching A=Administration O=Other	Enter Code (Refer to back page)	Enter Code (Refer to back page)	Year completed (last 2 digits)	Passed =**1** Awaiting results=**2** Referred=**3** Failed=**4**	Ministry of Education	District Assembly	Private	Other
	13	**LIST NAMES OF TEACHERS WHO WERE IN THE SCHOOL LAST ACADEMIC YEAR (2012/2013) BUT HAVE NOW LEFT**																			
	14																	☐	☐	☐	☐
	15																	☐	☐	☐	☐
	16																	☐	☐	☐	☐
	17																	☐	☐	☐	☐
	18																	☐	☐	☐	☐
	19																	☐	☐	☐	☐
	20																	☐	☐	☐	☐
	21																	☐	☐	☐	☐
	22																	☐	☐	☐	☐
	23																	☐	☐	☐	☐

11 TEACHER PERIODS AND SUBJECTS TAUGHT

(State actual periods of teaching PER WEEK for each teacher)

N°	Surname / Family Name (list teachers in same order with exact spelling of name as previous page)	First Name & Initials	Subject Specialisation in Professional or Academic Qualification (Refer to Subject Code list in tables 6.7 and 7)	SENIOR HIGH SCHOOL Subjects taught per Week									
				Subject Code	Periods per Week	Subject Code	Periods per Week	Subject Code	Periods per Week	Subject Code	Periods per Week	Subject Code	Periods per Week
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													

11 TEACHER PERIODS AND SUBJECTS TAUGHT

(State actual periods of teaching PER WEEK for each teacher)

N°	Surname / Family Name (list teachers in same order with exact spelling of name as previous page)	First Name & Initials	Subject Specialisation in Professional or Academic Qualification (Refer to Subject Code list in tables 6.7 and 7)	SENIOR HIGH SCHOOL Subjects taught per Week									
				Subject Code	Periods per Week	Subject Code	Periods per Week	Subject Code	Periods per Week	Subject Code	Periods per Week	Subject Code	Periods per Week
13													
14													
15													
16													
17													
18													
13													
14													
15													
16													
17													
18													

12 STUDENT AND TEACHER INFORMATION

12.1 How many students died in the previous year?

(GES needs to monitor changes in overall mortality trends for planning purposes. Information is needed on the number of deaths amongst students according to cause of death, age group and gender).

Cause of death	Protracted illness		Other	
Age Group	Male	Female	Male	Female
11 or less				
12– 14				
15 – 19				
20 – 24				
25 & Older				
Total				

12.2 How many students have deceased parent(s) ?

	Boys			Girls		
Level	Only Mother died	Only Father died	Both Parents	Only Mother died	Only Father died	Both Parents
Numbers						

12.3 How many teachers died in the previous year?

(GES needs to monitor changes in overall mortality trends for planning purposes. Information is needed on the number of deaths amongst teachers according to cause of death, age group and gender).

Cause of death	Protracted illness		Other	
Age Group	Males	Female	Males	Female
24 or less				
25 – 29				
30 – 34				
35 – 39				
40 – 44				
45 – 49				
50 – 54				
55 & Older				
Total				

13 STAFF MOVEMENT

13.1

Type of Leave	School Staff on Leave to Date			
	Teachers		Non-Teaching Staff	
	Total Number of teachers who have taken leave to date		Total Number of non-teaching staff who have taken leave to date	
	Male	Female	Male	Female
Sick Leave				
Extended Sick Leave				
Annual leave				
Maternity leave				
Bereavement leave				
Study leave with pay				
Study leave without pay				
Casual leave				
Leave of absence				
Other				

13.2 Enter Number of Staff who have left your school for the following reasons..

| Reasons for leaving | Teachers | | Non-Teaching Staff | |
	Male	Female	Male	Female
Retirement				
Illness				
Transferred				
Dismissed				
Vacation of Post				
Death				
Other				

Part 1: Income and Expenditures of the school in 2012/2013		
Type	**Description**	**Amount** In Ghana Cedis
Income	GET Fund Fees Examination Fees Meal and boarding fees Internally generated Fund **Total Income**	
Expenditures	Personnel emoluments Meal and boarding Other recurrent expenditures Purchase of equipment/Funds **Total Expenditure**	

Part 2: Activities of PTAs in 2012/2013		
Type	**Description**	**Amount** In Ghana Cedis
Income	Contribution from Parents	
	Other Income	
	Total Income	
Expenditures	Recurrent expenditure for the school	
	Purchase of equipment/Funds	
	Total Expenditure	

Part 3: Resources received in kind in 2012/2013		
Source	**Type of Work/Donation/Funds**	**Estimated costs** in Ghana Cedis
Example: NGO	*Construction of a fence*	*150*

ACADEMIC Qualifications	CODE
MSLC	01
BECE	02
GCE O'LEVEL	03
SSCE	04
GCE A'LEVEL	05
DIPLOMA	06
DEGREE	07
POST GRADUATE CERTIFICATE	08
POST GRADUATE DIPLOMA	09
MASTERS DEGREE	10
PHD	11
TECHNICIAN	12
HND	13
NO DATA	99

PROFESSIONAL Qualifications	CODE
CERT 'A'	01
DIPLOMA	02
DEGREE	03
POST GRADUATE CERTIFICATE	04
POST GRADUATE DIPLOMA	05
MASTERS DEGREE	06
PHD	07
NO DATA	99

MANAGEMENT Unit	CODE
A.M.E. ZION	01
ANGLICAN	02
ROMAN CATHOLIC	03
EVANGELICAL PRESBYTERIAN	04
GARRISON	05
ISLAMIC	06
L.A/D.A/M.A/BODY CORPORATE	07
METHODIST	08
PRESBYTERIAN	09
SALVATION ARMY	10
SEVENTH DAY ADVENTIST	11
T.I. AHMADIYYA	12
BAPTIST	13
PRIVATE	14
D.A/R.C	15
ASSEMBLIES OF GOD	16
L.A/SALVATION ARMY	17
L.A/ANGLICAN	18
L.A/SDA	19
POLICE	20
L.A/PRESBY	21
L.A/METHODIST	22
L.A/E.P	23
PENTECOST	24
OTHER MANAGEMENT TYPE	25
NO DATA	99

RANKS	CODE
MSLC/BECE	01
GCE 'O' LEVEL	02
SSCE	03
GCE 'A' LEVEL	04
CLASS TEACHER (Unconfirmed)	05
SNR. SUPERVISOR INSTRUCTOR	06
SUPERVISOR INSTRUCTOR	07
PRIN. TECHNICAL INSTRUCTOR	08
SRN. TECHNICAL INSTRUCTOR	09
SENIOR INSTRUCTOR	10
TECHNICAL INSTRUCTOR GD. I	11
TECHNICAL INSTRUCTOR GD. II	12
SUPT. II	13
SUPT. I	14
SNR. SUPT. II	15
SNR. SUPT. I	16
PRINCIPAL SUPT.	17
ASST. DIRECTOR	18
DIRECTOR II	19
DIRECTOR I	20
ASST. DIRECTOR II	22
DEPUTY DIRECTOR	23
CLASS TEACHER CONFIRMED	24
NO DATA	99