



DEPARTMENT OF EDUCATION 2025 NATIONAL SCHOOL CENSUS Early Childhood Education(ECE)Centre

The National Department of Education (NDoE) uses an efficient method for gathering data from all schools in the country. Once a year forms are distributed and collected from all schools during School Census Week. This data will be used to chart the progress of the National Education Plan and assist provinces for future education services.

The Department has considered Early Childhood Education (ECE) as one of the Focus Area in the National Education Plan (NEP) 2020-2029.

School Heads are being asked to fill out this ECE form accurately and honestly as possible. The **Reference Point** of data collection is during the census week (**10th-14th March 2025**). Hold one copy for your school's record, send one copy to the District Education Officer (DEO) and two copies to the Provincial Education Advisor (PEA). The PEA will verify and send one form to the Statistics Branch of NDoE as the official record for ECE schools in our country.

SECTION 1: SCHOOL DETAILS

1. School Name: <small>Previous name if any</small>	2. School Code: <small>(Applicable to NES schools only)</small>
3. Province:	4. District:
5. LLG:	6. Ward:
7. School Location: <input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> 8.GPS Coordinates (Latitude :). (Longitude :). <small>*Global Positioning System(GPS)</small>	
9. School Type <input type="checkbox"/> NES <input type="checkbox"/> Permitted <input type="checkbox"/> Private 10. Year of registration: <small>*National Education System (NES) *No applicable for Private school type</small>	
11. School Status <input type="checkbox"/> Operating <input type="checkbox"/> Suspended <input type="checkbox"/> Close	
12. School level:	
13. School Agency Authority <input type="checkbox"/> Government <input type="checkbox"/> Catholic <input type="checkbox"/> Evangelical Alliance <input type="checkbox"/> United Church <input type="checkbox"/> Lutheran Church <input type="checkbox"/> Anglican <input type="checkbox"/> Seventh Day Adventist <input type="checkbox"/> IEA <input type="checkbox"/> Permitted <input type="checkbox"/> Private <input type="checkbox"/> Others: <small>*International Education Agency (IEA) (please state)</small>	
14. IPA registration: Business name/Owners name: <small>*Investment Promotion Authority (IPA) applicable to Private/Permitted School</small>	
15. Feeder School(s) with School Code(s):	
16. Distance travel to nearest: a) LLG Station(mins/hrs): b) District Station(mins/hrs):	
17. School Phone No:	18. School Fax No:
19. Postal Address:	
20. School Email Address:	
21. School Board: <input type="checkbox"/> Active <input type="checkbox"/> Not active	

SECTION 2: SCHOOL FINANCES

This section covers the money your school received from various sources during 2024. Please be accurate as possible. If your school received no money from a particular source, please indicate with a dash (-) in the box below.

22. How much did your school actually receive from other sources in 2024?

(Only indicate the income your school received last year and not what it should have received. This should include any money received for ancillary staff salaries, school materials, school buildings, etc.)

Source of School Funds

Government Tuition Fee Subsidies: _____
 Provincial Government Subsidies: _____
 Local-level Government: _____
 School fund raising activities: _____
 Parents donations: _____
 Politicians: _____
 Project Fees: _____
 Fees collection: _____
 Overseas Donors: _____
 Other: _____
 Sub-total: _____

Amount (in Kina)

K
K
K
K
K
K
K
K
K
K

SECTION 3: STUDENT ENROLMENT/CLASSES

This section covers information about the number of classes, students and teachers in your school. Most of this information will be taken from the school attendance books. Questions 23 - 24 asks you to include all students on the school roll after **14th March 2025**.

23. How many classes, students and teachers does your school have in each grade this year?

(Include all students on the school roll after 15th March 2024. Remember, if a teacher is teaching two grades, then that teacher is 0.5 in each grade. If a teacher is teaching three grades, then that teacher is 0.33 in each grade).

Number of Classes, Students and Teachers by Grade and Gender							
Grade	No. of Classes	2025 Number of Students			2025 Number of Teachers		
		Male	Female	Total	Male	Female	Total
Kindergarten 1							
Kindergarten 2							
Total							

24. State the total number of students enrolled in each grade, by year of birth and gender. If you have students born in years not indicated, then fill in those years in the blank spaces below 2014.

(Include all students still enrolled after 14th March 2025)

Year of Birth	Kindergarten 1		Kindergarten 2		Total		
	Male	Female	Male	Female	Male	Female	Total
2018							
2017							
2016							
2015							
2014							
Total							

25. Please indicate the number of students with special needs or disabilities at your school by grade and gender.

*Inclusive Education Resource Centre (IERC)-See terms and definition on page 8

IERC Registration Status	Disabilities Type(s)	Kindergarten 1			Kindergarten 2		
		Male	Female	Total	Male	Female	Total
Student registered with IERC	Physical Disabilities						
	Intellectual Disabilities						
Student not registered with IERC	Physical Disabilities						
	Intellectual Disabilities						
Total							

SECTION 4: INFRASTRUCTURE

This section covers the existing school infrastructure and how well board of management is managing each school.

26. Total number of Classrooms

Permanent Classroom(s)	Semi-Permanent	Bush Material	Open-Air	Total

27. Total number of buildings

Staff room Play area/ground Toys room Sick Bay Sleeping Bay Others _____
(Specify)

Toilets

28. Total number of Usable toilets

Septic	Shore Drop	Ventilated Pit Latrine	Pit Latrine (No Pipe)	Potty	Total

Water Supply

29. Total number for students' main drinking water source

Town Supply(Taps)	Rain Water Tanks	Well (protected/pump)	Well (open)	River, Stream Lake	Students bring water from home	None	Total

Hand Washing Facilities

30. Total number of school having hand washing facilities with soap and water available.

Facilities with both soap and water	Facilities With water only	No facilities with soap and water	Total

Transport31. Does the school have vehicle(s)? Yes No**Power**

32. What type of main power supply does the school use?

PNG Power	Solar (s)	Generator(s)	Hydro	Others (please state)	Total

SECTION 5: TEACHER INFORMATION

This section provides key information for each teacher in your school. Fill out as much information as you can. You have to go to each teacher to get this information before completing the form.

33. Indicate the number of teacher(s) and teacher Aide(s) in your school by gender in the table below

Teachers			Teacher Aide		
Male	Female	Total	Male	Female	Total

Teacher Name	File No.(Applicable to NES school only)	Gender	Teacher Type(Teacher, Teacher Aide)
1		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Aide
2		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Aide
3		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Aide
4		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Aide
5		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Aide
6		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Aide
7		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Aide
8		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Aide

This section is asking for individual teachers details.
Please fill in all teachers in your school the tables below
Teacher # 1

Teacher Type: <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Aide		Gender: <input type="checkbox"/> M <input type="checkbox"/> F		Date of Birth.....
File No. (Applicable to NES school only).....		Highest Academy Qualification.....		
Highest Teaching Qualification.....				
Teacher registration certificate: (Applicable to NES school only)				
Provisional certificate No.		Full registration certificate No.		
Nationality: <input type="checkbox"/> PNG Citizen <input type="checkbox"/> Non-PNG Citizen		National Identity Number (NID).....		

Teacher #2

Teacher Type: <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Aide		Gender: <input type="checkbox"/> M <input type="checkbox"/> F		Date of Birth.....
File No. (Applicable to NES school only).....		Highest Academy Qualification.....		
Highest Teaching Qualification.....				
Teacher registration certificate: (Applicable to NES school only)				
Provisional certificate No.		Full registration certificate No.		
Nationality: <input type="checkbox"/> PNG Citizen <input type="checkbox"/> Non-PNG Citizen		National Identity Number (NID).....		

Teacher #3

Teacher Type: Teacher Teacher Aide Gender: M F Date of Birth.....

File No. (Applicable to NES school only).....Highest Academy Qualification.....

Highest Teaching Qualification.....

Teacher registration certificate: (Applicable to NES school only)

Provisional certificate No.	Full registration certificate No.

Nationality: PNG Citizen Non-PNG Citizen National Identity Number (NID).....

Teacher #4

Teacher Type: Teacher Teacher Aide Gender: M F Date of Birth.....

File No. (Applicable to NES school only).....Highest Academy Qualification.....

Highest Teaching Qualification.....

Teacher registration certificate: (Applicable to NES school only)

Provisional certificate No.	Full registration certificate No.

Nationality: PNG Citizen Non-PNG Citizen National Identity Number (NID).....

Teacher #5

Teacher Type: Teacher Teacher Aide Gender: M F Date of Birth.....

File No. (Applicable to NES school only).....Highest Academy Qualification.....

Highest Teaching Qualification.....

Teacher registration certificate: (Applicable to NES school only)

Provisional certificate No.	Full registration certificate No.

Nationality: PNG Citizen Non-PNG Citizen National Identity Number (NID).....

Teacher #6

Teacher Type: Teacher Teacher Aide Gender: M F Date of Birth.....

File No. (Applicable to NES school only).....Highest Academy Qualification.....

Highest Teaching Qualification.....

Teacher registration certificate: (Applicable to NES school only)

Provisional certificate No.	Full registration certificate No.

Nationality: PNG Citizen Non-PNG Citizen National Identity Number (NID).....

Teacher #7

Teacher Type: Teacher Teacher Aide Gender: M F Date of Birth.....

File No. (Applicable to NES school only).....Highest Academy Qualification.....

Highest Teaching Qualification.....

Teacher registration certificate: (Applicable to NES school only)

Provisional certificate No.	Full registration certificate No.

Nationality: PNG Citizen Non-PNG Citizen National Identity Number (NID).....

Teacher #8

Teacher Type: Teacher Teacher Aide Gender: M F Date of Birth.....

File No. (Applicable to NES school only).....Highest Academy Qualification.....

Highest Teaching Qualification.....

Teacher registration certificate: (Applicable to NES school only)

Provisional certificate No.	Full registration certificate No.

Nationality: PNG Citizen Non-PNG Citizen National Identity Number (NID).....

TERMS AND DEFINITION

No	Words	Definitions
1	School Type	Refers to a school whether registered under National Education System(NES) or permitted /private
2	School Agency Authority	The authority or body which governs the establishment or operation of a school
3	National Education System (NES)	Schools who are registered under National Education System (NES)
4	Feeder School	A school zoned within the vicinity of a catchment area which children progress to a particular level of education
5	Permitted School	A private school however they get permission to operate using NES curriculum
6	Private School	A schools run by private organization or individual rather than the government
7	Physical Disabilities	Limitation to a student physical functioning, mobility or stamina
8	Intellectual Disabilities	Limitation to a student ability to understand new or complex information and to learn
9	Usable toilet	Usable toilets means main doors are unlock ,toilet not broken, toilet hole not blocked and water is available for flush/pour and closed door locked from inside.
10	Teacher Type	Refers to the person assisting the student in a particular institution
11	Teacher Aide	A person who assist a teacher with instructional responsibilities
12	Highest Academy Qualification	The most advance qualification obtain by a teacher
13	Highest Teaching Qualification	Highest teacher level of education qualification obtain by a teacher
14	Provisional Certificate No.	Certificate number issued to a teacher who is teaching on a transitional period
15	Full Certificate No.	Certificate number issued to a teacher who is teaching on permanent basis
16	Investment Promotion Authority(IPA)	An Organization where private institutions (schools) register their business name, regulations and certification.

• Person filling out this National School Census Form needs to sign off the census forms as being accurate and completed on the spaces provided below;

Name: _____ Signature: _____ Date filled out: _____

• ECE/Primary School Inspector needs to validate and verify that data is complete, correct and accurate.

Name: _____ Signature: _____ Date: _____

• Provincial Education Office needs to certify the form, and stamp it before sending the form to DoE Headquarters.



Standards Officer Stamp



Provincial Education Advisor Stamp