

**SECTION A: IDENTIFICATION PANEL**

JA00:2024 School Census Serial No.	<input type="text"/>				
JA01:County	<input type="text"/>	JA02:Sub County	<input type="text"/>	JA03:Division	<input type="text"/>
JA04:Location	<input type="text"/>	JA05:Sub Location	<input type="text"/>	JA16:School Zone	<input type="text"/>
JA06:Constituency	<input type="text"/>	JA07:Ward	<input type="text"/>		
JA09: Education Level:		A. Pre-Primary	<input type="text"/>	JA10:School Name .....	
		B. Primary	<input type="text"/>		
		C. Junior School	<input type="text"/>	JA17:Institution Type	1.Public <input type="text"/>
		D. Pre-Vocational	<input type="text"/>		2.Private
		E. Secondary	<input type="text"/>		
JA11:Unique Institutional Code (UIC)/NEMIS Code		1. NEMIS Code	<input type="text"/>	JA12: MOE Registration No.	1. REG. No. <input type="text"/>
		2. None			2. None
JA13:Year of School Registration	<input type="text"/>	JA14:TSC Code	1. TSC Code	<input type="text"/>	
			2. None		
JA15:KNEC Code	1. KNEC Code	<input type="text"/>			
	2. None				

**SECTION B: GENERAL INFORMATION**

JB01:INSTITUTION N.S.S.F CODE	1. NSSF Code 2. None	<input type="text"/>	JB02:INSTITUTION NHIF CODE	1. NHIF Code 2. None	<input type="text"/>
JB03:INSTITUTION KRA PIN	1. KRA PIN 2. None	<input type="text"/>	IF JA17 = 2, JB04: Single Business Permit No.	1. SBP No. 2. None	<input type="text"/>
JB05:Is the school formal or informal?			1. Formal 2. Informal		<input type="text"/> <input type="text"/>
<b>Postal Address:</b>					
JB06: Box		<input type="text"/>	JB07:Postal Code		<input type="text"/>
JB08: Postal Town		<input type="text"/>			
<b>Physical Address:</b>					
JB09: Physical Town		<input type="text"/>	JB10: Street/Road		<input type="text"/>
JB11: Plot No.		<input type="text"/>	JB12: Building Name .....		
JB13: Building No.		<input type="text"/>	JB14: Floor		<input type="text"/>
<b>Contact</b>					
JB15: Tel./Mobile Phone No. (Office)		<input type="text"/>	JB16: Email address .....		
JB17: Website .....			JB18: Social Media Handle .....		
<b>JB19: Physical Landmark:</b> (Name of the nearest police station or health facility or town or shopping centre) .....					
JB20: Is this the main school or a branch?			1 Main School 2 Branch		<input type="text"/> <input type="text"/>
If JB20 = 2, what is the name of the main school?.....					
JB20.1: Main School Name .....			JB20.2: Unique Institutional Code (UIC)/NEMIS Code	1. NEMIS Code 2. None	<input type="text"/>
JB20.3: County		<input type="text"/>	JB20.4: Physical Town		<input type="text"/>

**SECTION C: SCHOOL BASIC INFORMATION**

**JC01: Name the School Category:**

- 1 Regular
- 2 Integrated (regular and special needs)
- 3 Special (special needs only)
- 4 Regular with special needs units


**JC02: Is the school a boys only, girls only or mixed (both boys and girls)?**

- 1 Boys
- 2 Girls
- 3 Mixed


**JC03: What is the accomodation type?**

- 1 Day
- 2 Boarding
- 3 Day and Boarding


**IF JC03 = 1 SKIP TO JC05**

**JC04: Indicate the number of boarders only**

- 1 Boys
- 2 Girls


**JC05: Is the school operating from a fixed location or mobile ?**

- 1 Mobile
- 2 Fixed Location


**CHECK JA17: IF JA17 = 1, SKIP TO JC07**

**JC06: Indicate Ownership structure:**Specify the percentage shareholding

- 1 Foreign (Individual/Corporate)
- 2 Local Private (Individual/Corporate)
- 3 **Total**

100%

**CHECK JA17: IF JA17=2, ASK JC07**

**JC07: Give the legal status**

- 1 Sole proprietorship
- 2 Partnership
- 3 Local private company
- 4 Non-profit/NGOs
- 5 Faith Based Organization (FBO)
- 6 Community Based Organization (CBO)


**JC08: What is the composition of Board of Management(BOM)/Board of Directors by sex?**

- 1 Male
- 2 Female
- 3 Total


**JC09: Indicate the type of curriculum offered**

- 1 National (8-4-4/CBC)
- 2 International
- 3 Both National and International


**JC10: Does the school own this parcel of land, either alone or jointly with another entity?**

- 1 Yes, alone
- 2 Yes, jointly
- 3 No


**IF JC10 = 3 SKIP TO JC12**

**JC11: Does the school have a recognised legal document for this parcel?**

- 1 Yes, title deed
- 2 Yes, other document
- 3 No


**CHECK JC03: IF JC03 = 2, SKIP TO JC12.2**

**JC12: Does the school provide meals for day scholars?**

- 1 Yes
- 2 No


**JC12.1: What is the main entity responsible for funding the school meals program?**

- 1 MOE
- 2 County Government
- 3 NGO/CBO/FBO/CSO/Private Organizations
- 4 Parents


**JC12.2: Is there a supplementary feeding program for boarding students provided by entities other than the boarding school funds?**

- 1 Yes
- 2 No


**IF JC12.2=2, SKIP TO SECTION D**

**JC12.3: Which main entity is responsible for funding the supplementary feeding program?**

- 1 MOE
- 2 County Government
- 3 NGO/CBO/FBO/CSO/Private Organizations
- 4 Parents


**SECTION D: 2023 ENROLMENT**

**JD01: Provide the number of learners (including learners with special needs and disabilities) in grade 7 by sex in 2023**

	2023			2023		
	Kenyans			Non-Kenyans		
Grade	Boys	Girls	Total	Boys	Girls	Total
Grade 7						

**JD02: Were there learners with special needs in this junior school in 2023?**

1.Yes

2.No


IF JD02 = 2, SKIP TO JD03

**JD02.1: Provide the number of learners with Special Needs and Disabilities (Age-Based) in grade 7 in 2023**

	2023			2023		
	Kenyans			Non-Kenyans		
Grade	Boys	Girls	Total	Boys	Girls	Total
Grade 7						

**JD03: Using the 2023 school register, provide the number of learners that were in grade 7 by sex and age**

Age (years)	Grade 7		
	Boys	Girls	Total
9			
10			
11			
12			
13			
14			
15			
More than 15 years			
<b>Total</b>			

**SECTION E: 2024 ENROLMENT**

**JE01: Using the 2024 school register, provide the number of learners by grade, sex and age**

Age (years)	Grade 7			Grade 8		
	Boys	Girls	Total	Boys	Girls	Total
9						
10						
11						
12						
13						
14						
15						
More than 15 years						
<b>Total</b>						

**JE05: Provide the number of learners who left this junior school by grade and sex in 2023 school year by main reason**

**(THESE ARE LEARNERS WHO WERE IN THE SCHOOL AT THE BEGINNING OF 2023 SCHOOL YEAR AND LEFT BEFORE THE END OF THE SCHOOL YEAR)**

Reason	Grade 7		
	Boys	Girls	TOTAL
Transfer to another school			
Natural Disaster			
Early Marriage			
Pregnancy			
Own Disability/Special Needs/Illness			
Work e.g. Child Labour			
Lack of Sanitary Pads			
Lack of School Fee/levies			
Family related issues(Conflict, Instability)			
Insecurity			
Religious beliefs			
Orphanhood			
Physical/Psychological abuse			

Over age			
Poor Academic performance			
Indiscipline e.g. Drug abuse			
Death			
Don't Know			
<b>TOTAL</b>			

**JE07: Provide the number of age-based learners with special needs and disability by grade and sex in 2024**

	<b>Grade 7</b>	<b>Grade 8</b>
Boys		
Girls		
<b>Total</b>		

**JE07.1: Provide the number of age-based learners with disability by grade, sex and type of disability in 2024**

<b>Type of disability</b>	<b>Grade 7</b>			<b>Grade 8</b>		
	<b>Boys</b>	Girls	Total	Boys	Girls	Total
1. Total Blindness						
2. Low Vision						
3. Physical impairment						
4. Hard of hearing						
5. Deafness						
6. Autism						
7. Cerebral Palsy						
8. Intellectual and developmental disabilities						
9. Specific learning disabilities (dyslexia, dyscalculia, dysgraphia)						
10. Speech and language difficulties						
11. Albinism						

**SECTION F: STAFF ESTABLISHMENT**

**JF03: What is the number of employees in this junior school by sex and age in 2024?**

Age group	Teaching staff		Non-teaching staff	
	Male	Female	Male	Female
18-34 years.....				
35-49 years.....				
50 years and above.....				
<b>Total</b>				

**JF05: What is the number of employees with disability in this junior school by disability type and sex in 2024?**

Disability Type	Teaching			Non-Teaching Staff		
	Male	Female	Total	Male	Female	Total
Physical.....						
Visual.....						
Hearing.....						
Speech.....						
Albinism.....						

**JF06: What is the number of non-teaching staff in this junior school by occupation and sex in 2024?**

**IF THE SCHOOL HAS MORE THAN ONE LEVEL AND IS SHARING ANY OF THE PERSONNEL, PLACE SUCH PERSONNEL IN ONE LEVEL TO AVOID DOUBLE-COUNTING**

Occupation	Male	Female
1 Bursar/Accounts clerk		
2 Accountant/Finance manager		
3 Human resource officer		
4 Secretary		
5 Copy typist		
6 Office Messenger		
7 Laboratory assistant		
8 Watchman		
9 Cook/Chef		
10 Waiter/Waitress		
11 Artisan		
12 Groundsman/woman		
13 Driver		
14 Transport/Fleet manager		
15 Carpenter		
16 Nurse/Clinical Officer		
17 Cateress		
18 Tea-girl/boy		



19	Matron/Patron/Caregiver		
20	Counsellor		
21	Agricultural Officer/Farm manager		
22	Electrician		
23	Plumber		
24	ICT officer/technician		
25	Librarian		
26	Store keeper		
27	Supply chain officer		
28	Cleaner		
	<b>Total</b>		

**JF08: What is the current number of teachers in this junior school by sex and highest education level attained?**

Education attained	Male	Female
	PhD.....	
Master's Degree.....		
Post Graduate Diploma.....		
Bachelor's Degree.....		
Diploma.....		
Certificate.....		
Secondary (KCSE).....		
<b>Total</b>		

**JF08.1: What is the current number of teachers in this junior school by sex and highest education level attained in the field of education?**

Education attained	Male	Female
	PhD.....	
Master's Degree.....		
Post Graduate Diploma.....		
Bachelor's Degree.....		
Diploma.....		
Certificate.....		
<b>Total</b>		

**JF08.2: What is the current number of teaching staff in this junior school by subject area?**

Subject Area	Male	Female
Social Studies/Life Skills		
Agriculture/Home Science		
Intergrated Science/Health Education		
Pre-technical Studies,Computer Studies/ Business Studies		
Visual arts, Performing Arts, Sports/PE merged		
Mathematics		
English		
Kiswahili		
Religious Education		

**JF08.3: What is the number of teaching staff trained in ...?**

	Number	
	Male	Female
Special Needs Education		
Guidance and Counselling		

**JF08.4: What is the number of teaching staff with ...?**

	Number	
Area of proficiency	Male	Female
Basic digital literacy skills		
Co-curricular skills e.g. Performing Arts, Sports		

**JF10: In 2023,what was the number of employees in this junior school who received in-service training by sex?**

Employees	Male	Female
Teaching staff.....		
Non-teaching Staff.....		
<b>Total</b>		

**JF11: In 2023, how many teachers have left this junior school due to (....)?**

<b>Reason for leaving</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
Death.....			
Illness.....			
Dismissal.....			
Retirement.....			
Resignation.....			
Transfer to another school.....			
Transfer of Service.....			
<b>Total</b>			

**JF12: Employment and Earnings as at 30<sup>th</sup> June 2022 and 30<sup>th</sup> June 2023 (Full-time and part-time paid employees, working proprietors/partners, working directors and unpaid family workers)**

		<b>No. of Employees</b>			<b>Earnings<sup>1</sup></b>		
		<b>Male</b>	<b>Female</b>	<b>Total</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
i) Regular Employees <sup>2</sup>	June 2022						
	Jun-23						
ii) Casual Employees <sup>3</sup>	June 2022						
	Jun-23						
iv) Working Proprietors/Partners, Working Directors	June 2022						
	Jun-23						
iii) Total	June 2022						
	Jun-23						
v) Unpaid Directors, Proprietors and Family workers not employed elsewhere	June 2022						
	Jun-23						

<sup>1</sup>Gross cash remuneration paid in June 2022 and June 2023 i.e wages and salaries (before deduction) including overtime and all regular allowances such as housing allowance, cost of living and overseas allowances etc.  
(Exclude Teachers paid by TSC, Staff under the Government payroll)

<sup>2</sup>Regular employee: a salaried person employed on monthly, weekly, or ticket contract terms of service on a verbal or written contract

<sup>3</sup>Casual employee: any person whose engagement provide for his/her payment at the end of each day and who is not engaged for a period longer than 30 days.

**SECTION G: FACILITIES**

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**JG02: Provide the Number of Approved Textbooks Available by Learning Area/Subject in grade 7 and 8  
(PUT EXACT NUMBER OF BOOKS, DO NOT USE RATIO)**

<b>Learning areas</b>	<b>Grade 7</b>	<b>Grade 8</b>
English		
Kiswahili		
KSL (for learners who are deaf)		
Mathematics		
Integrated Science		
Health Education		
Pre-Technical and Pre-Career Education		
Social Studies (Citizenship, Geography, History)		
Religious Education (CRE/IRE/HRE/PPI)		
Business Studies		
Agriculture		
Life Skills Education		
Sports and Physical Education		

**JG04: How many [ ... ] does this junior school have?**

	<b>Number</b>
Special room for Pre-Technical Studies	
Science Laboratory/room	
Computer Room/Laboratory	
Chair and locker	
Boys dormitory/hostel	
Girls dormitory/hostel	
Beds for boys	
Beds for girls	
Bathrooms for boys	
Bathrooms for girls	
Functional fire extinguishers	

**SECTION L: SPECIAL NEEDS**

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**JL01: Does this junior school have assistive devices for learners with special needs and disabilities?**

- 1. Yes
- 2. No

**IF JL01 = 2, SKIP TO JL02**

**JL01.1: If yes, how many of the following:**

	<b>Number</b>
Braille machines	
Wheel chairs	
Communication Aids	
Pill organizers	
Memory aids	
Scooters	
Walkers	
Canes	
Crutches	

**SECTION M: FINANCIAL INFORMATION**

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**CHECK JA17: IF JA17=1, SKIP TO JM01**

**IF JB20 = 1, ASK:**

**JM00: Is the information provided consolidated or for the main branch?**

1. Consolidated
2. Main branch

**JM01: How much did this junior school receive/earn in 2023? (provide the breakdown)**

<b>Source</b>	<b>2023 (January - December)</b>
1 Capitation – Operation.....	
2 Capitation – Tuition.....	
3 Top up Grant - Operation.....	
4 Top up Grant - Tuition.....	
5 Low cost boarding capitation.....	
6 Tuition fees.....	
7 Boarding Fees.....	
8 Sale of goods and services.....	
9 Infrastructure (MOE/NG-CDF).....	
10 Motivation fee (teachers/students/remedial).....	
11 Disposal of assets.....	
12 Donation / fund raising.....	
13 Interests on deposits.....	
14 Payment in kind.....	
15 School transport	
16 <b>Total</b>	

**JM02: How much did this junior school spend on the following items in 2023?**

<b>Expenditure Items</b>		
<b>Staff Cost</b>		<b>2023 (January - December)</b>
1	Annual gross salaries and wages	
2	Employer's contributions (pension, provident etc)	
3	Fringe benefits	
4	Board expenses	
5	Other employee benefits	
<b>Operating Expenses</b>		
6	Motor vehicle running costs (eg. spare parts)	
7	Leasing and hiring of plant, machinery, equipment and vehicles under operating leases	
8	Insurance	
9	Accommodation and travelling	
10	Office supplies	
11	Stores and consumables	
12	Medicine & medical supplies	
13	Postal and courier services	
14	Advertising	
15	Rental of land and premises	
16	Repair and maintenance	
17	Research and development	
18	Professional services	
19	Telecommunication services	
20	Transport of goods (freight by rail, road, sea, air), warehousing and storage	
21	Water	
22	Electricity	
23	Water & electricity	
24	Fuels and lubricants	
25	Cooking fuel	
26	Entertainment	
27	License fees, permits, stamp duties and similar fees paid to government or local authorities, catering levy	
28	Fees and Commissions paid	
29	Containers and packaging materials	

30	Donations, bursaries and sponsorships	
31	Property tax	
32	Depreciation	
33	Amortisation	
34	Bank charges	
35	Interest paid	
36	Other expenditure ( <i>not specified above</i> )	
	a).....	
	b).....	
<b>37</b>	<b>Total Expenditure</b>	

**JM03: What was the total amount of money owed to and by this junior school in 2023?**

Items		2023 (as at 31st December 2023)
1	<b>Creditors</b> (owed by the school)	
	<b>Total</b> .....	
2	<b>Debtors</b> (owed to the school)	
	School fees arrears .....	
	Others.....	
3	<b>Total</b> .....	

**JM04: Did this junior school receive international scholarships for Kenyan learners in the 2023 school year?**

1. Yes
2. No

**JM05: Did this junior school receive aid/ assistance from outside the country in the 2023 school year?**

1. Yes
2. No



**SECTION N: CONTACTS AND COMMENTS**

JN01: Name of Contact Person ..... JN02: Mobile Phone No. (Contact Person) .....

JN03: Designation (Contact Person) ..... JN04: Name of the Respondent .....

JN05: Mobile Phone No. (Respondent) ..... JN06: Email address (Respondent) .....

JN07: Respondent comments

JN08: Enumerator comments

JN09: GPS Coordinates of this Junior School

Latitude ..... Longitude .....