

AUSTRALIAN CAPITAL TERRITORY.

Regulations 1942. No. 7.

Regulations under the Education Ordinance 1937-1942.*

I JOSEPH SILVER COLLINGS, Minister of State for the Interior, in pursuance of the powers conferred upon me by the *Education Ordinance 1937-1942*, hereby make the following Regulations.

Dated this seventh day of August, 1942.

J. S. COLLINGS
Minister of State for the Interior.

EDUCATION REGULATIONS.

PART I.—PRELIMINARY.

1. These Regulations may be cited as the Education Regulations. Citation.
2. All regulations made in pursuance of the *Education Ordinance 1928*, or under that Ordinance as subsequently amended, and in force immediately prior to the commencement of the *Education Ordinance 1937*, and the regulations made under the *Education Ordinance 1937-1938* on the nineteenth day of December, 1938, are repealed. Repeal.

3. These Regulations are divided into Parts, as follows:—

Parts.

PART I.—Preliminary.

PART II.—Prescribed Forms and Prescribed Persons and Authorities.

PART III.—Conveyance of School Children.

PART IV.—Bursaries—

Division 1.—General.

Division 2.—Bursaries Admitting to a Course of Secondary Instruction.

Division 3.—Bursaries Admitting to a Course at the Canberra Technical College.

PART V.—Miscellaneous.

- 4.—(1.) In these Regulations, unless the contrary intention appears— Definitions.

“Attendance Inspector” means an Attendance Inspector appointed under section 7 of the Ordinance;

“Director of Education” means the Director of Education of the State of New South Wales;

“Inspector of Schools” means an Inspector appointed under the *Public Service Act 1902* of the State of New South Wales for the purposes of the *Public Instruction Act of 1880*, the *Public Instruction (Amendment) Act, 1916* and the *Public Instruction (Amendment) Act, 1917* of that State;

* Notified in the *Commonwealth Gazette* on 20th August, 1942.

"Leaving Certificate Examination" means the Leaving Certificate Examination conducted by the Department of Education of the State of New South Wales;

"Intermediate Certificate Examination" means the Intermediate Certificate Examination conducted by the Department of Education of the State of New South Wales;

"public school" means a school established or maintained by or on behalf of the Commonwealth;

"secondary school", for the purposes of Part IV. of these Regulations, includes a High School established or maintained by or on behalf of the Commonwealth;

"the City Area" means the City Area as defined in the *City Area Leases Ordinance* 1936-1938;

"the Board" means the Bursary Endowment Board of the State of New South Wales;

"the Fund" means the Bursary Endowment Fund established under these Regulations;

"the Ordinance" means the *Education Ordinance* 1937-1942, as amended from time to time;

"the Registrar" means the Registrar of Schools appointed under section 7 of the Ordinance;

(2.) Any reference to a Form in these Regulations shall be read as a reference to a Form in the First Schedule to these Regulations.

PART II.—PRESCRIBED FORMS AND PRESCRIBED PERSONS AND AUTHORITIES.

Form of exemption certificate.

5. A certificate granted under paragraph (c) of section 10, or under section 16, of the Ordinance, shall be in accordance with Form 1.

Returns under sections 15 (1.) (c) and 30 of the Ordinance.

6.—(1.) The proprietor or principal teacher of every school shall, on request, furnish returns in accordance with such of the Forms 2, 3, 4, 5 or 6 as is appropriate to the case.

Prescribed person or authority under section 16 of the Ordinance.

(2.) The Registrar may require the proprietor or principal teacher of any school to furnish such further and fuller information concerning the attendance of scholars as the Registrar deems necessary.

Prescribed person or authority under section 18 (4.) of the Ordinance.

7. Any Inspector of Schools shall be the prescribed person or authority for the purposes of section 16 of the Ordinance.

8. The Registrar shall be the prescribed person or authority for the purposes of sub-section (4.) of section 18 of the Ordinance.

Form of application for first registration.

9. An application for the first registration of a school under section 22 of the Ordinance shall be in accordance with Form 7.

Provisional Certificate of Registration.

10. A Provisional Certificate of Registration under section 22 of the Ordinance shall be in accordance with Form 8.

Prescribed person or authority under sections 23 and 24 of the Ordinance.

11. Any Inspector of Schools shall be the prescribed person or authority for the purposes of sections 23 and 24 of the Ordinance.

12. Certificates of Registration granted under section 23 or section 26 of the Ordinance shall be in accordance with Form 9 or 10.

Certificates of Registration of primary and secondary schools.

13. Certificates in accordance with Form 8, 9 or 10 shall be deemed to have been duly issued if signed by the Registrar.

Signature of certificates by Registrar.

14.—(1.) Any Inspector of Schools shall be the prescribed person or authority for the purposes of sections 26 and 29 of the Ordinance.

Prescribed person or authority under sections 26 and 29 of the Ordinance.

(2.) For the purposes of section 26 of the Ordinance, a primary school is one for the instruction of children up to the age of 15 years only.

15. The return to be made under section 32 of the Ordinance shall be in accordance with Form 11.

Form of return under section 32 of the Ordinance.

PART III.—CONVEYANCE OF SCHOOL CHILDREN.

16.—(1.) Where the Minister is satisfied that a satisfactory arrangement for the conveyance of children to and from any school in the Territory has been made by the parents or guardians of those children, the Minister may, subject to this Part of these Regulations, approve of a grant to the parent or guardian of any such child in aid of the conveyance of that child to and from school at the prescribed rate.

Grants in aid of conveyance of children to and from school.

(2.) The parent or guardian of any child in respect of whom a grant in aid of conveyance is claimed shall fill in and forward to the Registrar a form of application in accordance with Form 12 and shall make a statutory declaration in accordance with Form 14 and shall furnish such other information as the Registrar requires.

(3.) A grant in aid of conveyance shall be payable as on and from the date on which an application in accordance with the last preceding sub-regulation is made.

17. Subject to the next succeeding regulation, a grant in aid of conveyance may be claimed in respect of the following children:—

Children in respect of whom grant may be made.

(a) Any child over the age of six years and under the age of eleven years living more than two miles from the school; and

(b) Any child over the age of eleven years living more than three miles from the school,

the distance in each case being by the nearest practicable walking route:

Provided that, where children are not conveyed the full distance from their homes, grants in aid of their conveyance may be made where the distance they are actually conveyed exceeds two miles.

18.—(1.) A grant in aid of conveyance shall not be payable or continue to be payable in respect of the following classes of children:—

Circumstances in which grant not payable.

(a) Children who have completed three years of super-primary or secondary work from the time of leaving any primary school;

- (b) Children the income of whose parents or guardians during the year ended on the thirtieth day of June preceding the date of the application, or on any subsequent thirtieth day of June, after deduction is made of any amount necessarily expended in the treatment or support of any invalid wholly or partially dependent on such parents or guardians, exceeds a quota of £80 for each member of the family, other than such invalid, including the parents or guardians, and excluding children earning a wage of 15s. or more weekly:

Provided that this sub-regulation shall not affect any boy or girl whose parents' or guardians' income during the relevant year, before making such deduction, is less than £300;

- (c) Children who travel to and from school by bicycle; and
(d) Children who may travel to and from school by motor omnibus or other conveyance at a fare not exceeding one penny per journey.

(2.) It shall be the duty of every parent or guardian of a child in respect of whom a grant in aid of conveyance has been made—

- (a) to inform the Registrar of any change in circumstances by reason of which the grant ceases to be payable within one month after the end of the year in which the change takes place; and
(b) whenever required by the Registrar, to furnish a statutory declaration in accordance with Form 14 having reference to the year ended on any thirtieth day of June specified by the Registrar.

Penalty: Ten pounds.

(3.) It shall be a defence to a prosecution under paragraph (a) of the last preceding sub-regulation to prove that the Registrar was informed, within the period mentioned in that sub-regulation, of the change in circumstances, by any one parent or guardian, of the child in respect of whom the grant was made.

Rate of grant
in aid of
conveyance.

19. The rate of the grant in aid of conveyance payable under this Part shall be sixpence per child for each complete day of attendance but shall not exceed one shilling and sixpence per day in respect of any one family.

Arrangement
made by
Parents'
Committee for
conveyance of
children.

20. Where a majority of the parents and guardians in any locality form a parents' committee to make an arrangement for the conveyance of their children to and from school and the committee enters into an agreement with a contractor for the purpose, the grant in aid of the conveyance of such children, at the prescribed rate, shall be paid to the contractor through a teacher nominated by the Registrar.

Commonwealth
not liable for
claims in
relation to
conveyance.

21. The fact of the payment under these Regulations of a grant in aid of conveyance shall not render the Commonwealth liable in respect of any claim arising in relation to or as a result of such conveyance, nor place the Commonwealth under any responsibility as regards the type of vehicle used for such conveyance.

PART IV.—BURSARIES.

Division 1.—General.

22.—(1.) The Minister may establish a Bursary Endowment Fund with moneys donated for the purpose. Bursary Endowment Fund.

(2.) Any person may donate any sum of money to the Fund, and that sum shall be carried to the capital account.

23. The Minister shall invest moneys standing to the credit of the Fund in Government securities of the Commonwealth, but may, in pursuance of any conditions or directions imposed by a donor, invest the donation in any other securities named by the donor. Investment of Fund.

24. The Minister may establish and maintain bursaries entitling the holders thereof to proceed to a secondary school approved by the Minister, and shall apply for that purpose the interest of the Fund so invested and such other moneys as are available for that purpose. Bursaries.

25. The Minister shall determine the bursaries to be tenable at secondary schools, and the Board may award those bursaries without regard to the school which the bursar has attended, provided that the school is in the Territory. How bursaries to be allotted.

26.—(1.) Any person who donates any sum to the Fund may at the time of the donation specify the bursary to which he desires the interest on the sum to be applied. Private Persons subscribing to fund may specify and name bursaries.

(2.) The Minister shall give effect to the expressed desire of any such person.

(3.) If that person desires that his donation should be set apart for a separate bursary, he may, with the approval of the Minister, give any name he pleases to that bursary.

27.—(1.) A boy or girl shall not be eligible to obtain or to continue to hold a bursary if the total income of the parents or guardians during the year ended on the thirtieth day of June preceding the date of the application, or on any subsequent thirtieth day of June, after deduction is made of any amount necessarily expended in the treatment or support of any invalid wholly or partially dependent on such parents or guardians, exceeds a quota of £80 for each member of the family, other than such invalid, including the parents or guardians, and excluding children earning a wage of 15s. or more weekly: Candidates eligible.

Provided that this sub-regulation shall not affect any boy or girl whose parents' or guardians' income during the relevant year, before making such deduction, is less than £300.

(2.) It shall be the duty of every parent or guardian of a bursar—

(a) to inform the Registrar of any change in circumstances which renders the bursar ineligible to continue to hold the bursary within one month after the end of the year in which the change takes place; and

(b) whenever required by the Registrar, to furnish a statutory declaration in accordance with Form 14 having reference to the year ended on any thirtieth day of June specified by the Registrar.

Penalty: Ten pounds.

(3.) It shall be a defence to a prosecution under paragraph (a) of the last preceding sub-regulation to prove that the Registrar was informed, within the period mentioned in that sub-regulation, of the change in circumstances, by any one parent or guardian, of the bursar.

Withdrawal
of bursary.

28. A bursary may be withdrawn by the Minister at any time during its currency if the holder ceases to be eligible to continue to hold a bursary, or fails to attend classes regularly and punctually, or fails to give evidence of satisfactory progress, or if the report of the Principal of the school or college upon the conduct of the holder is not satisfactory.

Application
for bursaries.

29.—(1.) Parents or guardians of candidates for bursaries shall fill in and forward to the Registrar a form of application in accordance with Form 13, and one of the parents or guardians in each case shall make a statutory declaration in accordance with Form 14, not later than three weeks prior to the date on which the examination is held, and shall furnish such other information as the Registrar requires.

(2.) The Minister or the Board may reject any application for a bursary where the form of application and statutory declaration are not completed in accordance with these Regulations.

Division 2.—Bursaries Admitting to a Course of Secondary Instruction.

Limit of age.

30. Bursaries, of such number as is determined by the Minister, may, subject to these Regulations, be awarded annually by the Board to boys and girls who are not less than 11 years of age and not more than 13 years of age on the date fixed for the qualifying examination for bursaries, and who, in the opinion of the Board, show the greatest merit in that qualifying examination.

Nature of
bursaries.

31.—(1.) Each bursary shall comprise a grant of £40 for the first year's course, £40 for the second, £40 for the third, £50 for the fourth and £50 for the fifth year's course, to holders who may have to live away from home in order to attend the school they have selected, or a grant of £12 for the first year's course, £12 for the second, £12 for the third, £18 for the fourth, and £24 for the fifth year's course, to holders who can travel to and from school and home daily.

(2.) Each bursary shall also entitle the holder to a grant of text-books or other school material for personal use not exceeding the value of £1 10s. per annum.

(3.) In cases presenting special circumstances the Minister may grant allowances at higher or lower rates than those specified in this regulation.

Tenure of
bursaries.

32.—(1.) The normal currency of a bursary shall be for five years with monetary grants for each year as provided in the last preceding regulation:

Provided that any bursar who desires to do so, may, with the consent of the principal of the school at which his bursary is tenable, complete his course in four years.

(2.) Payments shall be made at the end of each school term, and the continuance of the bursary shall be dependent upon the satisfactory work and conduct of the student during the preceding term as shown by a report made to the Registrar by the principal of the school at which the bursar attends.

33. The bursaries annually made available by the Minister shall be open for competition by applicants within the Territory and shall be tenable at secondary schools approved by the Minister. Allotments of bursaries.

34.—(1.) Applicants for bursaries shall be divided into two groups—one group comprising all candidates who attend schools with less than 100 pupils in enrolment and the other group from schools with more than 100 in enrolment. Grouping of candidates.

(2.) The number of bursaries awarded in any year shall be divided between candidates of the two groups approximately in the same proportion as that in which the number of candidates who pass the qualifying examination is so divided:

Provided that, if a satisfactory standard be not reached by candidates in either group, the bursaries unallotted in that group may be awarded to candidates in the other group.

35. The Board may arrange for such qualifying examinations as are necessary to be held to determine the award of bursaries. Examination for bursaries.

36. Bursars may be received into advanced standing in secondary schools, provided that they give evidence to the satisfaction of the Board that their previous studies qualify them therefor. Bursars received into advanced standing.

37. Before any bursary is awarded the parent or guardian shall certify to the Board that it is his intention that the holder of the bursary shall attend at school for at least four years of the period for which the bursary is tenable: Bursary holders to stay four years.

Provided that a candidate received into advanced standing shall be required to attend school only for such time as is necessary to complete the course.

38.—(1.) All bursars shall be presented for the Intermediate Examination at the end either of the second or of the third year of their secondary school course. Attendance at Intermediate Examination.

(2.) A bursar who fails to pass the examination shall not be promoted to a higher year's work except under such special circumstances as are approved by the Board.

39. The Board may extend a bursary up to but not beyond the end of the school term in which a bursar presents himself for the Leaving Certificate Examination. Extension of bursary.

Bursaries
admitting to
secondary
courses upon
the results
of the
Intermediate
Certificate
Examination.

40.—(1.) Subject to the approval of the Minister, the Board may allocate in each year bursaries to be awarded to deserving students upon the results of the Intermediate Certificate Examination.

(2.) Those bursaries shall be of the value of fourth and fifth year bursaries, and shall be tenable for two or three years, subject to the conditions of the last preceding regulation.

Division 3.—Bursaries Admitting to a Course at the Canberra Technical College.

Bursaries for
course at
Canberra
Technical
College.

41.—(1.) Subject to these Regulations, the Minister may award bursaries, not exceeding six in any one year, tenable at the Canberra Technical College, to youths who have completed a two-year course of secondary education at a secondary school.

(2.) Any such bursary shall be tenable for one year but may be renewed for a further period not exceeding two years if the holder is not apprenticed during that period and if the Minister is satisfied that the circumstances justify the extension.

Amount of
bursary.

42. The amount of each such bursary shall be as follows:—

- (a) In the case of a youth who must necessarily live away from home in order to attend the Canberra Technical College—£40 in respect of the first year's course and £50 in respect of any succeeding year or, where any such youth has passed the Intermediate Examination, £50 in respect of each year of the tenure of the bursary; or
- (b) In the case of a youth living at home and able to travel to and from home and the College daily—£12 in respect of the first year's course and £25 in respect of any succeeding year or, where any such youth has passed the Intermediate Examination, £25 in respect of each year of the tenure of the bursary.

Examinations
and tests for
bursaries.

43. The Minister may arrange for such qualifying examinations and practical tests as he considers necessary to be held to determine the award of bursaries.

PART V.—MISCELLANEOUS.

Fees for
enrolment at
Canberra
Technical
College.

44. The scales of fees to be charged for enrolment in classes at the Canberra Technical College and the Evening Continuation School shall be as set out in the Second Schedule to these Regulations.

Power of
Minister to
remit fees.

45. The Minister may—

- (a) postpone the payment, for such time as he determines, of any fee set out in the Second Schedule to these Regulations;
- (b) remit in whole or in part the payment of any such fee; and
- (c) exempt any class of persons from the payment of any such fee during the present state of war.

THE SCHEDULES.

THE FIRST SCHEDULE.

Regulation 5.

Form 1.

Certificate No.....

AUSTRALIAN CAPITAL TERRITORY.

Education Ordinance 1937-1942.

CERTIFICATE EXEMPTING A CHILD FROM ATTENDANCE AT SCHOOL.

(Name)
 (Age) of
 is exempt from attendance at school until the day of
 19...., on the ground that—

- * (a) he (she) receives efficient instruction at home or elsewhere;
- * (b) such conditions exist as make it necessary (or desirable) that this certificate should be granted;
- * (c) there is not adequate school accommodation;
- * (d) that the child is of the age of fourteen years or more and has completed the primary course of study in the school, or has been educated up to a standard equivalent thereto, and that the home conditions are such as to warrant exemption.

Dated at this day of 19....

Inspector of Schools.....

• Strike out, if inapplicable.

Regulation 6.

Form 2.

AUSTRALIAN CAPITAL TERRITORY.

Education Ordinance 1937-1942.

CERTIFICATE OF PRINCIPAL TEACHER OF A SCHOOL MAINTAINED ON BEHALF OF THE COMMONWEALTH AS TO ATTENDANCE OF A CHILD AT A SCHOOL.

I, the Principal Teacher of the public school, situate at in the Australian Capital Territory, which school is maintained on behalf of the Commonwealth, hereby certify that (a scholar of the Class) between the age of six years and the school leaving age, namely who resides at and one of whose parents is is enrolled as a scholar at that school, and that particulars of the attendance of the said child at that school during the period which commenced on the and ended on the are as follows:—

| Particulars and dates of the half-days on which the child attended the school. | Particulars and dates of the half-days on which the school was open and the child did not attend the school. |
|--|--|
| The mornings of | The mornings of |
| The afternoons of | The afternoons of |

Dated this day of 19....

Principal Teacher.

[See back hereof.]

TEACHER'S REMARKS.

In cases outside the City area, the teacher should state the distance of child's residence from the school.

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.....

.....

Teacher.

The Registrar of Schools,
Department of the Interior,
Canberra.

ATTENDANCE INSPECTOR'S REPORT.

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Attendance Inspector.

Date of visit.....

NOTE—The certificate on this Form should be completed in the case of scholars for whose absence no satisfactory reason has been assigned. Every care must be taken in entering the particulars, since the certificate may be used as evidence in Court.

Any written excuse or medical certificate received by the teacher from parent or guardian in regard to the child concerning whom action is recommended should be attached to this Form.

Regulation 6.

Form 3.

AUSTRALIAN CAPITAL TERRITORY.

Education Ordinance 1937-1942.

**CERTIFICATE OF PRINCIPAL TEACHER OF A SCHOOL CERTIFIED
UNDER THE EDUCATION ORDINANCE AS TO ATTENDANCE OF A
CHILD AT SCHOOL.**

I,.....the Principal Teacher of.....
situated at.....in the Australian Capital Territory,
which school is certified under the *Education Ordinance 1937-1942*, hereby
certify that.....(a scholar of the.....class)
between the age of six years and the school leaving age, namely.....
who resides at.....and one of whose parents is....., is enrolled
as a scholar at that school, and that particulars of the attendance of the said
child at that school during the period which commenced on the.....
and ended on the.....are as follows:—

| Particulars and dates of the half-days on which the child attended the school. | Particulars and dates of the half-days on which the school was open and the child did not attend the school. |
|---|--|
| The mornings of | The mornings of |
| The afternoons of | The afternoons of |

Dated this.....day of....., 19....

Principal Teacher.

[See back hercof.]

.....

Teacher.

The Registrar of Schools,
Department of the Interior,
Canberra.

ATTENDANCE INSPECTOR'S REPORT.

.....

Attendance Inspector.

Date of visit.....

NOTE.—The certificate on this Form should be completed in the case of scholars for whose absence no satisfactory reason has been assigned. Every care must be taken in entering the particulars, since the certificate may be used as evidence in Court.

Any written excuse or medical certificate received by the teacher from the parent or guardian in regard to the child concerning whom action is recommended should be attached to this Form.

Regulation 6.

Form 4.

AUSTRALIAN CAPITAL TERRITORY.

Education Ordinance 1937-1942.

RETURN OF ATTENDANCES FOR SCHOOL TERM COMMENCED ON
.....AND ENDED ON.....19.....

(Name of School)at.....

| Week ending Friday. | (a) Total Enrolment. | | | (b) Weekly (Effective) Enrolment. | | | (c) Average Daily Attendance for Week. | | |
|---------------------|-------------------------|--------|--------|---|--------|--------|--|--------|--------|
| | Boys. | Girls. | Total. | Boys. | Girls. | Total. | Boys. | Girls. | Total. |
| | | | | | | | | | |
| | | | | | | | | | |
| | (d) Grand Totals | | | | | | | | |
| | (e) Term Averages | | | | | | | | |

Principal Teacher.

Directions to the Principal Teacher—

1. This Return should be kept in progress week by week and forwarded to the Registrar of Schools, Department of the Interior, Canberra, by the first available post after the last school term.

2. This Return is intended to show the enrolment and attendance of *all* children, irrespective of age.

3. Where there are Secondary, Primary, and Infants' Departments connected with one school, a separate return is required for each department.

4. A duplicate of this Return should be kept in the school.

5. The teacher should—

In column (a) Enter the number of pupils enrolled up to this period. The names are to be kept on the Roll for the whole of the term but no name should be entered on the Roll for the succeeding term until the pupil is in actual attendance. The names of pupils who leave school permanently during the term should be ruled off lightly in the Roll-book at the end of the term;

" " (b) Deduct from the total enrolment the number of pupils who have left the school each week;

" " (c) Add together the attendances for each day and divide by the number of school days in each week;

In line (d) Add together the totals in column (b) and (c) and insert the grand totals; and

" " (e) Divide the grand totals in (b) and (c) by the number of school weeks in the term.

Regulation 6.

Form 5.

AUSTRALIAN CAPITAL TERRITORY.

Education Ordinance 1937-1942.

ANNUAL RETURN OF CERTIFIED SCHOOL FOR THE YEAR

(Name of School).....at.....

(Religious Denomination.....).

(If the School is officially identified with a religious body, state the Denomination; if not, insert the word "Undenominational.")

NO. OF PUPILS ON THE RECORDS FOR THE YEAR

| | Boys. | Girls. | Total. |
|--|-------|--------|--------|
| A No. of Pupils who attended the school during the Year— <i>no child being counted twice</i> ; includes all pupils who left the school during the year and pupils on roll at end of year | | | |
| * B No. of Pupils included in above who attended some other privately conducted School during the <u>current</u> year <i>before</i> they were entered on the Roll of this School | | | |
| Deducting B from A | | | |

* NOTE.—It is immaterial whether the children in B group have attended two, three, or more privately conducted Schools. What is required is the number who attended *some* other privately conducted School during the year, prior to their enrolment at this school.

| | | | |
|---|--|--|--|
| No. of Pupils included under A who attended a school maintained on behalf of the Commonwealth during the <u>current</u> year before they were enrolled at this School | | | |
|---|--|--|--|

† AVERAGE ATTENDANCE OF PUPILS DURING THE YEAR.

† This average may be obtained by taking the average attendance for each term, as shown on your term returns, adding them, and dividing the total by the number of terms in the year.

| Boys. | Girls. | Total. |
|-------|--------|--------|
| | | |
| | | |

† AGES OF PUPILS WHOSE NAMES APPEARED ON THE ROLL IN THE LAST WEEK OF THE DECEMBER TERM.

† IMPORTANT.—The combined totals of Boarders and Day Pupils shown here should agree with the numbers shown under the heading Total Enrolment, Column (a), for the last week of the December term on the attached term return.

| Ages. | Boys. | | Girls. | | Total. | | Pupils taking Secondary Course.‡ (Included in fore-going.) | |
|-------------------------------|-----------|-------------|-----------|-------------|-----------|-------------|--|--------|
| | Boarders. | Day Pupils. | Boarders. | Day Pupils. | Boarders. | Day Pupils. | Boys. | Girls. |
| Under 6 years .. | | | | | | | | |
| 6 to 7 years .. | | | | | | | | |
| 7 years and under 15 years .. | | | | | | | | |
| 15 years and over | | | | | | | | |
| ‡ Totals .. | | | | | | | | |

‡ Secondary pupils are those following a course of instruction similar or equivalent to the standard for secondary schools approved by the Minister under section 26 of the Ordinance.

| Teachers (Including Principal). | | | | Total. |
|--|----------|---|----------|--------|
| Permanent Staff. | | Visiting Teachers. | | |
| Teachers engaged in the ordinary or regular work of this School. | | Teachers attending for Special Subjects (not devoting their whole time to this School). | | |
| Males. | Females. | Males. | Females. | |
| | | | | |

(Signature of Principal)

(Please indicate how designated.)

(Full Postal Address)

DIRECTIONS.

This Return should be forwarded (in duplicate) to the Registrar of Schools, Department of the Interior, Canberra.

Regulation G.

Form G.

AUSTRALIAN CAPITAL TERRITORY.

Education Ordinance 1937-1942.

ANNUAL RETURN OF SCHOOL MAINTAINED ON BEHALF OF THE
COMMONWEALTH AT.....for year ending.....
19.... Name of School.....

This return should be forwarded with the last term return of the year.

Under the heading "No. of Pupils on Records," pupils who left but who were subsequently re-enrolled at the same school during the year, should only be counted once. A school with two or more departments should furnish but one return, in which children transferred from one department to another during the year should only be counted once.

It is immaterial whether children in "B" group (hereunder) have attended two or more schools. What is required is the number who attended some other school maintained on behalf of the Commonwealth during the year prior to enrolment at this school.

| Number of Pupils on Records. | | | | Religions Statistics. | | | | | | |
|---|-------|--------|--------|---|----------|------|-------|-------|---------|--------|
| | Boys. | Girls. | Total. | | C. of E. | R.C. | Pres. | Meth. | Others. | Total. |
| "A." No. of pupils on Records for the whole of the year. No child to be counted twice. | | | | *Total enrolment for term ending 31st December. | | | | | | |
| "B." No. included in above ("A") who attended some other school maintained on behalf of the Commonwealth during the current year before they were entered on Records of this School. | | | | No. of lessons given by authorized religious teachers to all departments during the year. | | | | | | |
| Deducting "B" from "A" | | | | *Total Enrolment should agree with total under "Ages and Classification of Pupils" below. | | | | | | |
| No. under "A" who attended a privately conducted school during the year before being entered on the roll of this school. | | | | | | | | | | |

| Special Practical Work. | Number Taught. | | Kindergarten. |
|------------------------------------|----------------|--------|--|
| | Boys. | Girls. | |
| Agriculture (definite course only) | | | Total enrolment of Kindergarten..... Average attendance of Class..... |
| Horticulture (Gardening) | | | |
| Carpentry .. | | | |
| Metal Work .. | | | |
| Weaving .. | | | |
| Cardboard Work | | | |
| Woodwork .. | | | |

AGES AND CLASSIFICATION OF CHILDREN ON THE ROLL FOR DECEMBER TERM.

Add Two Months to Ages as shown on Roll for December Term.

| Classes. | Under 6 years. | | | 6 and under 7 years. | | | 7 years and under 15 years. | | | 15 years and over. | | | Totals. | | |
|------------|----------------|--------|--------|----------------------|--------|--------|-----------------------------|--------|--------|--------------------|--------|--------|---------|--------|--------|
| | Boys. | Girls. | Total. | Boys. | Girls. | Total. | Boys. | Girls. | Total. | Boys. | Girls. | Total. | Boys. | Girls. | Total. |
| Class 1 .. | | | | | | | | | | | | | | | |
| " 2 .. | | | | | | | | | | | | | | | |
| " 3 .. | | | | | | | | | | | | | | | |
| " 4 .. | | | | | | | | | | | | | | | |
| " 5 .. | | | | | | | | | | | | | | | |
| " 6 .. | | | | | | | | | | | | | | | |
| " 7 .. | | | | | | | | | | | | | | | |
| " 8 .. | | | | | | | | | | | | | | | |
| " 9 .. | | | | | | | | | | | | | | | |
| Totals .. | | | | | | | | | | | | | | | |

NOTE.—The total under the above heading should agree with the total under heading "Religious Statistics" above, and with that under column "Total Enrolment" on the *December Term Return*.

(Signature of Principal Teacher)

DIRECTIONS.

1. This Return should contain information relating to the whole school, whether it consists of one or more departments.

2. This Return should be forwarded (in duplicate) to the Registrar of Schools, Department of the Interior, Canberra.

Regulation 9.

Form 7.

AUSTRALIAN CAPITAL TERRITORY.

Education Ordinance 1937-1942.

APPLICATION FOR REGISTRATION AS A CERTIFIED SCHOOL.

The Registrar of Schools,
Department of the Interior,
Canberra.

(Name of School)

(Locality)

(Date)

I hereby apply for registration of the above-named School, to be attended by children between the ages of.....and.....years, as a Primary School, in accordance with the provisions of section 22 of the *Education Ordinance 1937-1942* and request that the School be certified as efficient.

The premises in which it is proposed to conduct the school are provided with proper access, drainage, light, ventilation and sanitary conveniences and the school will provide regular and efficient instruction.

Proprietor or Head Teacher

INFORMATION TO BE SUPPLIED BY APPLICANT.

1. Approximate area of playground.
2. Dimensions of class-rooms (to be given in feet only).

| — | Length. | Breadth. | Height to Ceiling. | |
|-----|---------|----------|--------------------|--|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |

3. Classification of pupils, and attendance.

| * Corresponding Class in a School Maintained on behalf of the Commonwealth. | Name of Class. | Enrolment for Previous School Term. | | Daily Average for Previous School Term. | | Average Age of Class. | Remarks. |
|---|----------------|-------------------------------------|--------|---|--------|-----------------------|----------|
| | | Boys. | Girls. | Boys. | Girls. | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | Totals | | | | | |

* Leave blank ; to be filled in by Inspector.

4. Course of Instruction—

- (a) Number of hours of instruction per day (apart from religious instruction)
- (b) Does the school provide a complete primary course suitable for pupils to the standard of the school leaving age, or is the course a more limited one, intended for younger children? (If the latter, up to what age?)

5. Courses beyond primary.

TEACHING STAFF.

| Name of Teacher. | Position on Staff. | Years of Teaching Experience. | Training and other Qualifications (Degrees, Diplomas and Certificates). | Subjects Taught. | Remarks. |
|------------------|--------------------|-------------------------------|---|------------------|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

GENERAL REMARKS—

Regulations 10, 13.

Form 8.

AUSTRALIAN CAPITAL TERRITORY.
Education Ordinance 1937-1942.

PROVISIONAL CERTIFICATE OF REGISTRATION.

The School known as.....
situated at.....attended by
children between the ages of six and.....years, has been declared by
the Minister of State for the Interior to be a provisionally certified.....
School under the provisions of section 22 of the *Education Ordinance 1937-1942*,
until the.....day of.....19....

Dated at Canberra this.....day of.....19....

Registrar of Schools.

Regulations 12, 13.

Form 9.

AUSTRALIAN CAPITAL TERRITORY.
Education Ordinance 1937-1942.

CERTIFICATE OF REGISTRATION OF A PRIMARY SCHOOL.

Whereas the.....School was registered as a
provisionally certified school until the.....day of.....19....
and whereas it has been duly reported by an authorized Inspector of Schools
that regular and efficient instruction is being given to pupils attending such
school, I hereby certify that, in pursuance of sections 23 and 26 of the *Education
Ordinance 1937-1942*, the school has been registered as a Primary School until
the.....day of.....19...., for the instruction of children
up to the age of fifteen years only.

Dated at Canberra this.....day of.....19....

Registrar of Schools.

Regulations 12, 13.

Form 10.

AUSTRALIAN CAPITAL TERRITORY.
Education Ordinance 1937-1942.

CERTIFICATE OF REGISTRATION OF A SECONDARY SCHOOL.

Whereas the.....School was registered as a
provisionally certified school until the.....day of.....
19...., and whereas it has been duly reported by an authorized Inspector of
Schools that the organization and equipment, the method and range of instruc-
tion, the efficiency of the teaching staff, and the manner of conduct of the school
are in accordance with the respective standards for Secondary Schools approved
by the Minister, I hereby certify that, in pursuance of sections 23 and 26 of the
Education Ordinance 1937-1942, the school has been registered as a Secondary
School for the period ending on the.....day of.....19....

Dated at Canberra this.....day of.....19....

Registrar of Schools.

Regulation 15.

Form 11.

AUSTRALIAN CAPITAL TERRITORY.
Education Ordinance 1937-1942.

RETURN OF CHILDREN BETWEEN THE AGES OF SIX AND
FIFTEEN YEARS RESIDING AT.....

| Num- ber. | Name and surname of each child in full. | Sex— M. or F. | Age last birthday. | Date of birthday. | State if enrolled at a school, and, if so, name of school. | Date of enrol- ment. | If in employment, state what employ- ment, name of em- ployer (if any) and place of employ- ment. |
|--------------|---|------------------|-----------------------|----------------------|---|----------------------------|--|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |

The foregoing is a true statement as to all children between the ages of six and fifteen years residing in this dwelling-house on.....*

(Signature of Parent or Guardian)

..... (Occupation.)

Date....., 19....

The Registrar of Schools,
Department of the Interior,
Canberra.

* Date to be specified.

Regulation 16.
[CONFIDENTIAL.]

Form 12.

AUSTRALIAN CAPITAL TERRITORY.
Education Ordinance 1937-1942.

APPLICATION FOR A GRANT IN AID OF CONVEYANCE OF
A CHILD TO AND FROM SCHOOL.

The Registrar of Schools,
Department of the Interior,
Canberra.

I,....., of,
being a parent of the child mentioned hereunder, hereby apply for a grant
in aid of the conveyance of the child to and from school.

Name of child—

Surname.....

Christian names (in full).....

Date and place of birth.....

Home address.....

School or Schools regularly attended by child during past year.....

School which it is proposed child will attend in event of grant in aid of
conveyance

Place at which it is proposed child will reside while attending school

Names and occupations of parents or guardians.....

Name of insurer (if motor vehicle).....

Mode of conveyance

Name of owner of conveyance

Name of driver of conveyance.....

Name of payee

Fare payable by child

I certify that the above statements are correct in every particular.

Dated this.....day of....., 19....

Parent or Guardian.

Regulation 29.
[CONFIDENTIAL]

FORM 13.

AUSTRALIAN CAPITAL TERRITORY.

*Education Ordinance 1937-1942.***FORM OF APPLICATION FOR A BURSARY.**

(Candidates for a Bursary admitting to a course of Secondary Instruction must be aged not less than 11 years and not more than 13 years on the 1st day of January following the Examination.)

(This application must reach the Registrar of Schools, Canberra, A.C.T., at least three weeks before the Examination.)

Name of candidate—

Surname.....

Christian names (in full).....

Date and place of birth.....

Home address.....

School or Schools regularly attended by Candidate during past year.....

*School which Candidate proposes to attend in the event of gaining a Bursary

Place at which Candidate proposes to reside while attending School.....

Names of parents or guardians.....

Nationality of parents (state whether natural born or naturalized).....

Occupation, or source of income, of parents or guardians.....

* Candidates may select a Public High or Intermediate High School in which provision is made for a five-year course, or any other approved secondary school or College. In choosing a school it is to be understood that the matter of fees is one entirely between the bursary winner and the school authorities.

The Registrar of Schools,
Department of the Interior,
Canberra.

I desire to compete for a Bursary at the forthcoming Bursary and High School examination, and, in the event of my being successful, it is my intention to attend the.....for the full term of..... years.

(Sign).....

Candidate.

We certify that the above statements are correct in every particular and we undertake to do our utmost to keep the candidate at school for a period ofyears in the event of ^{his}her gaining a Bursary.

(Sign).....

(Sign).....

Parents† or Guardians.

† If this form is signed by one parent only, the reason for the absence of the signature of the other parent should be stated on dotted line above.

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Regulations 16 and 29.

Form 14.

AUSTRALIAN CAPITAL TERRITORY.

Education Ordinance 1937-1942.

STATUTORY DECLARATION.

(To accompany Forms 12 and 13.)

I....., of....., do solemnly and sincerely declare—

1. I am a parent of....., who was born on the day of....., 19...., and who has no means of his own.
her
2. The other parent guardian of the said child is..... of.....
3. In addition to the said child, the following children are wholly or partially dependent for support upon the parents guardians of the said child, viz.:—

| Name of Child. | Address. | Age. | Earnings or Income. |
|----------------|----------|------|---------------------|
| | | | |

4. During the year ended 30th June, 19...., the parents guardians supported wholly or in part invalid(s), namely:—
 Name
 Relationship..... Age.....
 Nature of disability.....
 Earnings or income.....
 During the said year the said parents guardians necessarily expended £..... for treatment of the said invalid(s).
5. The net income derived during the year ended 30th June last of the parents of the said child was as follows:—

| Source. | Father (or male guardian). | Mother (or female guardian). |
|--|-------------------------------|---------------------------------|
| | £ s. d. | £ s. d. |
| Salary or wages | | |
| Profits of a business (including farming or grazing) | | |
| Interest | | |
| Rents | | |
| Pensions and compensation | | |
| Rental value of premises occupied free of rent | | |
| Other sources (specify) | | |

6. The excess of the value of the assets over the liabilities of the
 parents of the child does not exceed—

In the case of the father £.....
 " " " " " mother £.....
 " " " " " guardian(s) £.....

And I make this solemn declaration by virtue of the *Statutory Declarations Act 1911* conscientiously believing the same to be true in every particular.

Declared at
 this day of 19 }
 Before me—

THE SECOND SCHEDULE.
Education Ordinance 1937-1942.
 CANBERRA TECHNICAL COLLEGE.
 FEES FOR ENROLMENT.
Apprenticeship Trade Subjects.

| | One term. One or more lessons per week. | Three terms. One or more lessons per week. |
|-----------------|---|--|
| | <i>s. d.</i> | <i>s. d.</i> |
| Seniors | 10 0 | 25 0 |
| Juniors | 5 0 | 12 6 |

Subjects.—Diesel Engineering, Drainage, Electric Arc Welding, Freehand and Model Drawing, Landscape and Model Painting, Mathematics, Mechanical Drawing, Oxy Acetylene Welding, Radio Mechanics, Radio Servicing, Show-card and Ticket Writing, Signwriting, Woolclassing.

| | One term. | | | Three terms. | | |
|-------------------------------|-------------------|--------------|--------------|-------------------|--------------|--------------|
| | Lessons per week. | | | Lessons per week. | | |
| | 1. | 2. | 3. | 1. | 2. | 3. |
| | <i>s. d.</i> | <i>s. d.</i> | <i>s. d.</i> | <i>s. d.</i> | <i>s. d.</i> | <i>s. d.</i> |
| Seniors..... per subject.. .. | 10 0 | 20 0 | 25 0 | 25 0 | 50 0 | 65 0 |
| Juniors..... per subject.. .. | 5 0 | 10 0 | 12 6 | 12 6 | 25 0 | 32 6 |

Subjects.—Dressmaking, Cookery, Shorthand and Book-keeping—Five shillings per term.

Subjects.—Fitting and Machining and Radio-Telegraphy in preparation for National Service.

| | One term. | One year's course. | Hours each week. |
|-----------------|--------------|--------------------|------------------|
| | <i>s. d.</i> | <i>s. d.</i> | |
| Seniors | 10 0 | 25 0 | 6 |
| Juniors | 5 0 | 12 6 | 6 |

Subjects.—Diploma Entrance Preparatory Courses—£3 3s. per annum or £1 5s. per term.

Any student enrolled after the expiration of the first half of a term is charged half fees.

The Junior scale is charged to students under 21 years of age who are in receipt of less than thirty shillings (30s.) per week.

EVENING CONTINUATION SCHOOL.

| — | | | Duration of lesson. | Fee per term. | Number of lessons per week. |
|--------------|----|----|------------------------|------------------|--------------------------------|
| One subject | .. | .. | 1 hour | £ s. d. 0 2 6 | 1 |
| One subject | .. | .. | 2 hours | 0 5 0 | 1 |
| All subjects | .. | .. | 2 hours | 1 0 0 | .. |

By Authority: L. F. JOHNSTON, Commonwealth Government Printer, Canberra.