



Ministry of Education and Training, Eswatini

Annual Education Census

Year: __/__/__/__

The Annual Education Census (AEC) Booklet contains the following Questionnaires (Forms) that have to be completed by ALL schools in the country

1. School Information
2. Approvals
3. Enrolments and Streams
4. Special Education Needs
5. Facilities
6. Furniture, Equipment and Textbooks
7. Previous Year Info
8. Individual Learners Information
9. Teaching Staff
10. Non-teaching Staff

Education Management Information System (EMIS)
MoET, First Floor
Office 102/118/121

Description:

The Educational Management Information Systems (EMIS) is a department in the Ministry of Education and Training. It is based in the national office in Mbabane first floor. It is tasked with collection, Processing, Analysis and Reporting of Educational data/information by the Ministry

Vision

To ensure that the Ministry of Education and Training has adequate data and information on the education system for ‘informed’ policy and decision making

Mission Statement

Strengthen the Management Capacity of the Ministry of Education and Training through provision of clear, well defined, accessible, accurate, timely, relevant, strategic and smart data and information of high quality for informed decision and policy making

Values

Promote a “Results Agenda” which is based on measurable outcomes. We hold in high esteem Timely, Accurate, Responsive, Relevant data of high quality

I. SCHOOL INFORMATION

1.1 Centre Code		___/___/___/___	
1.2 School Name			
1.3 Location of School			
Region	<input type="checkbox"/> Hhohho <input type="checkbox"/> Lubombo <input type="checkbox"/> Manzini <input type="checkbox"/> Shiselweni		
Inkhundla			
1.4 Urban/Rural (<i>Tick only one</i>)	<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Peri -Urban		
1.5 School Type (<i>Tick only one</i>)	<input type="checkbox"/> Government <input type="checkbox"/> Private-government aided <input type="checkbox"/> Mission-government aided <input type="checkbox"/> Private-not government aided <input type="checkbox"/> Community		
1.6 Boys/Girls (<i>Tick only one</i>)	<input type="checkbox"/> Co-educational (boys and girls) <input type="checkbox"/> Boys School <input type="checkbox"/> Girls School		
1.7 Education level(s) offered (<i>Tick all that apply</i>)	<input type="checkbox"/> Child care <input type="checkbox"/> High School (Form 1-5) <input type="checkbox"/> Pre-Primary <input type="checkbox"/> High School (Form 1-6) <input type="checkbox"/> Primary <input type="checkbox"/> Special Education <input type="checkbox"/> Junior Secondary (Form 1-3) <input type="checkbox"/> Vocational Education <input type="checkbox"/> Adult/non-formal education		
1.8 Education Type Offered (<i>Tick only one</i>)	<input type="checkbox"/> Formal Education <input type="checkbox"/> Non-Formal Education <input type="checkbox"/> Special Education		
1.9. Nearest town to the school			
1.10 Distance to the nearest town in km (0 if within town)			
1.11 Number of Approved Teaching Post (Print out quota)			
1.12 Distance from the REO in km			
1.13 School Contact Details	Telephone		
	Cell phone		
	Fax		
	E-mail		
	Postal address		
	Physical (street) address		
1.14 Length of teaching period (in minutes)			
1.15 Title and Name of Head teacher or acting head teacher	Title		
	Name		
	Acting	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Completion and Approval of the Questionnaire

	Name	Position	Telephone	Signature	Date
2.1 Completed it at School level					
2.2 Approved it at school level					
2.3 Approved it at REO level					
2.4 Approved it at the MoET level					

III. Summary of Enrolment, Streams and Staff

3.1 Enrolment and Streams

Primary Education (ISCED 1)																		
Age	Grade 0		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<4 years																		
4 years																		
5 years																		
6 years																		
7 years																		
8 years																		
9 years																		
10 years																		
11 years																		
12 years																		
13 years																		

14 years																		
15 years																		
16 years																		
17 years																		
18 years																		
19 years																		
20 years																		
> 20 years																		
Total																		

Secondary Education (ISCED 2)														
Age	Grade 8 / Form 1		Grade 9 / Form 2		Form 3		Grade 10 / Form 4		Grade 11 / Form 5		Grade 12 / Form 6		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<10 years														
10 years														
11 years														

12 years														
13 years														
14 years														
15 years														
16 years														
17 years														
18 years														
19 years														
20 years														
21 years														
22 years														
23 years														
24 years														
>24 years														
Total														

Education Type	Grade/ Form	Enrolment		
		M	F	T
Non-Formal Education (NFE)	Level 1			
	Level 2			
	Level 3			
	Level 4			
	Level 5			
Total				
Vocational Education	Level 1			
	Level 2			
	Level 3			
	Level 4			
	Level 5			
Total				

Number of Streams (Primary)									
Grade	Grade 0	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Total
Value									

Number of Streams (Secondary)							
Grade	Grade 8 / Form 1	Grade 9 / Form 2	Form 3	Grade 10 / Form 4	Grade 11 / Form 5	Grade 12 / Form 6	Total
Value							

3.2 Number of Staff (Teaching and non-teaching)

Education Type	Teaching staff		Non-teaching staff		Total
	M	F	M	F	
Primary Education					
Secondary Education					
Special Education Needs (SEN)					
Non-Formal Education (NFE)					
Vocational Education					

3.2b Number of staff by qualification

	Qualification	Male	Female	Total
Of which	Qualified Teacher (PTD, STD, BEd, PGCE etc)			
	Qualified Post Secondary (Bachelors degree and above)			
Total				

IV. SPECIAL EDUCATION NEEDS

4.1 Summary of Enrolments by age and grade

Primary Education (ISCED 01)																			
Stream	Age	Bridging		Level 1		Level 2		Level 3		Level 4		Level 5		Level 6		Level 7		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Academic	<4 years																		
	4 years																		
	5 years																		
	6 years																		
	7 years																		
	8 years																		
	9 years																		
	10 years																		

	11 years																		
	12 years																		
	13 years																		
	14 years																		
	15 years																		
	16 years																		
	17 years																		
	18 years																		
	19 years																		
	20 years																		
	> 20 years																		
Vocational	<4 years																		
	4 years																		

	5 years																		
	6 years																		
	7 years																		
	8 years																		
	9 years																		
	10 years																		
	11 years																		
	12 years																		
	13 years																		
	14 years																		
	15 years																		
	16 years																		
	17 years																		

	18 years																		
	19 years																		
	20 years																		
	> 20 years																		

Secondary Education (ISCED 02)																			
Stream	Age	Bridging		Level 1		Level 2		Level 3		Level 4		Level 5		Level 6		Level 7		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Academic	<10 years																		
	10 years																		
	11 years																		
	12 years																		

	13 years																		
	14 years																		
	15 years																		
	16 years																		
	17 years																		
	18 years																		
	19 years																		
	20 years																		
	21 years																		
	22 years																		
	23 years																		
	24 years																		
	>24 years																		

Vocational	<10 years																		
	10 years																		
	11 years																		
	12 years																		
	13 years																		
	14 years																		
	15 years																		
	16 years																		
	17 years																		
	18 years																		
	19 years																		
	20 years																		
	21 years																		

	22 years																		
	23 years																		
	24 years																		
	>24 years																		

4.2 Summary of Enrolments by impairment

Impairment	No difficulty	Some difficulty	A lot of difficulty	Cannot do at all
Vision				
Hearing				
Mobility				
Cognition (Remembering)				
Self care				
Communication				

V. FACILITIES

5.1. Water Supply

5.1.0 Is there Portable/safe drinking water?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.1.1 Main type of water supply ((<i>Tick only one</i>))	<input type="checkbox"/> Piped water supplied by water corporation <input type="checkbox"/> Water from another source <input type="checkbox"/> No water supply
5.1.2 If water from other sources, what is/are its source(s)?	<input type="checkbox"/> River <input type="checkbox"/> Well <input type="checkbox"/> Harvested <input type="checkbox"/> Borehole <input type="checkbox"/> Tanked
5.1.3a. Number of tanks the school has?	
5.1.3b. Number of tanks of 5,000 Litres?	
5.1.3c. Number of tanks of 10,000+ litres?	
5.1.3e. Number of tanks (others)	
5.1.3e How frequently do you refill in a quarter (3 months)	
5.1.3f Do the tanks currently have water?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.1.3g Is there Basic drinking water?	<input type="checkbox"/> Yes <input type="checkbox"/> No

4.2. Power Supply

5.2.1 MAIN Power supply (<i>Tick only one</i>)	<input type="checkbox"/> Eswatini Power Company <input type="checkbox"/> Own Generator <input type="checkbox"/> Own Solar <input type="checkbox"/> No electric Supply
5.2.2 If yes, which rooms are connected to power?	<input type="checkbox"/> Admin <input type="checkbox"/> Classrooms <input type="checkbox"/> Labs <input type="checkbox"/> Other
5.2.3 If other rooms are connected, please specify	

5.3 Telecommunications belonging to the school (*Tick all that apply*)

5.3.1 Types of Telecommunication (<i>Tick all that apply</i>)	<input type="checkbox"/> Telephone <input type="checkbox"/> Internet <input type="checkbox"/> Cell phone <input type="checkbox"/> Fax
5.3.2 Does the school provide internet for? (<i>Tick all that apply</i>)	<input type="checkbox"/> No internet <input type="checkbox"/> Teachers only <input type="checkbox"/> Administrators only <input type="checkbox"/> Learners only
5.3.3 Main Provider of Internet (<i>Tick only one</i>)	<input type="checkbox"/> EPTC <input type="checkbox"/> Swazi Mobile <input type="checkbox"/> MTN <input type="checkbox"/> Wonderport <input type="checkbox"/> Private
5.3.4 Who is responsible for paying for the internet?	<input type="checkbox"/> Government <input type="checkbox"/> Sponsor <input type="checkbox"/> Self
5.3.5 Is internet used for pedagogy (for teaching and learning)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.3.6 Are the computers used for pedagogy (teaching and learning)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.3.7 How many school radios are available?	

5.3.8a Do you use radios for lessons in your school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.3.8b Do you use TV for lessons in your school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.3.9 Any Open Distance Learning programme (social media)	<input type="checkbox"/> Yes <input type="checkbox"/> No

5.4 Other Facilities

5.4.1a School feeding programme?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.4.1b If 'Yes', provided by <i>(Tick all that apply)</i>	<input type="checkbox"/> Government. <input type="checkbox"/> School	<input type="checkbox"/> Nercha <input type="checkbox"/> WFP. <input type="checkbox"/> World Vision
5.4.1c How many meals per day?		
5.4.1d Type of roofing structure for the kitchen? <i>(Tick only one)</i>	<input type="checkbox"/> Roof Tiles <input type="checkbox"/> Grass roof <input type="checkbox"/> Corrugated Iron <input type="checkbox"/> None	
5.4.1e Number of cooking pots	Type	Number
	25kg	
	30kg	
	50kg	
5.4.1f Main source of energy used <i>(Tick only one)</i>	<input type="checkbox"/> Firewood <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Solar	
5.4.2a. Does a nurse or other medical officer visit the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.4.2b. If 'Yes' how often per year		
5.4.2c. Purpose of visits by nurse or other medical officer <i>(Tick all that apply)</i>	<input type="checkbox"/> Screening <input type="checkbox"/> Immunization <input type="checkbox"/> Teaching <input type="checkbox"/> Other	
5.4.3a Does the school have a Committee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.4.3b If 'yes', how long has the current school committee been in the office?		
5.4.4a School Support Team (SST)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.4.4b If 'Yes', how long has the current SST been in office?		
5.4.5a Social club?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.4.5b If 'Yes' <i>(Tick all that apply)</i>	<input type="checkbox"/> HIV/AIDS <input type="checkbox"/> Other <input type="checkbox"/> Science	
5.4.6a Receive support for Special Education Needs (SEN)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.4.6b If 'Yes', type of support <i>(Tick all that apply)</i>	<input type="checkbox"/> Materials <input type="checkbox"/> Other <input type="checkbox"/> Training	
5.4.7 Provide Life skills-based HIV and Sexuality Education?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.4.8 Internet connectivity for pedagogical purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.4.9 Have a Sport field(s) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.4.10a School or Community garden/orchard?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.4.10b If 'Yes', are products used to feed OVC in the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.4.11 Ramps for SEN?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.4.12 Fencing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.4.13 Guard house?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

5.4.14a Another school or education institution sharing the same building?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.4.14b If 'Yes' please state which institution(s)	
5.4.15 Supervision visits by REO and partners to the schools conducted	<input type="checkbox"/> Yes <input type="checkbox"/> No

5.5 Number of Rooms – Part I

Type of room	Predominant/main material of the WALLS									Condition			Rooms accessible to Special Needs Learners	Powered Rooms
	Brick or concrete	Timber	Corrugated iron	Stick and mud	Tent	Open shelter	Grass	Asbestos	Total	Good	Require <u>min</u> or repairs	Require <u>maj</u> or repairs		
Classroom / teaching room														
Standard Classrooms (6mx8m)														
Science laboratory														
Consumer Science laboratory														
Computer laboratory														
Expressive arts workshop														
Technical workshop														
School hall														
Library														
Staff room														
Book store														
Store room														
Agriculture Class / laboratory store room														
Offices (number of rooms)														
Strong room														

5.5 Number of Rooms – Part II

Number of different rooms by the materials of the walls and by their condition														
Type of room	Predominant/main material of the walls									Condition			Room s access ible to SEN	Po wer ed Ro om s
	Bric k or conc rete	Tim ber	Corr ugat ed iron	Stick and mud	Tent	Ope n shelt er	Gra ss	Asb est os	Tot al	Go od	Req uire <u>min</u> or rep airs	Req uire <u>maj</u> or rep airs		
School feeding Kitchen														
Sensory room														
Counselling room														
Hearing aid lab														
Sick bay														
Isolation Room (COVID)														
Kitchen with store room														
Kitchen without store room														
Free Primary Store														
Protected Eating Area														
Other rooms not for teaching														

5.6 Toilets

4.6.1a Type of MAIN Toilet (Learners) (<i>Tick only one</i>)	<input type="checkbox"/> Flash (Water) <input type="checkbox"/> Pit	<input type="checkbox"/> VIP <input type="checkbox"/> No Toilet
4.6.1b Type of MAIN Toilet (staff) (<i>Tick only one</i>)	<input type="checkbox"/> Flash (Water) <input type="checkbox"/> Pit	<input type="checkbox"/> VIP <input type="checkbox"/> No Toilet

5.6.2 If there is toilet – Number of seats and urinals

Type of Toilet	Toilets used by	Males only		Females only	Both shared	Total
		Seats	Urinals	Seats		
Flush (Water)	Staff					
	Learners					
	Staff and learners					
	Total					
Ventilation Improved Pit (VIP)	Staff					
	Learners					
	Staff and learners					
	Total					
Pit	Staff					
	Learners					
	Staff and learners					
	Total					
Toilets for Special Needs	Staff					
	Learners					
	Staff and learners					
	Total					

5.6.3 Are there Hand Washing facilities (as per WASH)? (<i>Tick all that apply</i>)	<input type="checkbox"/> Running Water <input type="checkbox"/> Toilet Paper	<input type="checkbox"/> Soap
5.6.4 Are there personal protective equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5.7 TEACHER HOUSING – Number of housing units and teachers accommodated in them (if no housing for staff enter 0)

Type of Unit	One room	One Bedroom	Two Bedrooms	Three Bedrooms	Over three Bedrooms
Number of units					
Number of teachers accommodated					

VI. Furnitures, Equipment and Textbook

6.1. FURNITURES: Please indicate the number of the class-room furniture according to their condition.

Furniture item	Number of furniture items			
	In good condition	Broken and can be repaired	Broken and cannot be repaired	Total
Learner chairs (sitting places)				
Learner desks				
Teacher chairs				
Teacher tables				
Book cupboards				
Writing (chalk) boards				
Bulletin (pin) boards				
White Boards				

6.2 EQUIPMENT –Indicate the total number of items in the school

Equipment	Number of items			
	For learner' use only	For teachers' or administration's use only	Used by learners and teachers or administration	Total
Projectors				
Computers				
Printers (for computers)				
Photocopiers				
Duplicators				
First aid kits				
Radios/tape recorders				
Stoves				
Refrigerators				
Braille note Touch				
Prodigy Connect				
Water Tanks				
Surveillance System				
Embosser				
Photo copier for Braille				
Perkins Braille				
Handi-gas cylinder				
Other				

6.3 LIBRARY BOOKS: including books in classroom libraries/book corners/book boxes

Total number of library books	
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6.4a TEXTBOOKS- Primary School Total number of text books for different grades and subjects in the school (high schools see guidelines)

Subject	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	SEN (Sign language)	SEN (Braille)	Total
ICT										
English										
French / other language										
General Studies										
HIV/AIDS / Life Skills										
Integrated science										
Mathematics										
Religious education										
SiSwati										
Social studies										
Expressive Arts										
Health & Physical education										
Others										
Total										

6.4b TEXTBOOKS-Secondary and Higher School No. of text books for different grades and subjects in the school (high schools see guidelines)

Subject	Form 1	Form 2	Form 3	Form 4	Form 5	Form 6	SEN (Sign language)	SEN (Braille)	NFE	Vocational	Total
Agriculture											
Biology											
Bookkeeping											
Business studies											
Chemistry											
Commerce											
ICT											
Economics											
English											
French/other language											
General Studies											
Geography											
History											
HIV/AIDS / Life Skills											
Consumer Science											
Integrated science											
Mathematics											
Metal work											
Physics											
Religious education											
SiSwati											
Social studies											
Technical drawing											
Wood work											
Design & Technology											
Expressive Arts											
Health & Physical education											
Welding											
Building											
Carpentry											

Electrical											
Art											
Sewing											
Baking											
Salon											
Sign Language											
Other											
Total											

7.1a LEARNER DROPOUT – Primary School: Number of Learners who left School in the Previous School Year (Do not count learners who left school after completing Grade 7 at the end of the previous year)

Reasons for leaving school by sex	Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Pregnancy															
Disciplinary or expelled															
School fees															
Sickness															
Bullying															
Disaster															
Death															
Relocation															
Marriage															
Disability															
Abuse from home															
Absconded, or other															
Repeated more than once															
Substance Abuse															
Total															

7.1b LEARNER DROPOUT – Secondary and Higher School: Number of Learners who left School in the Previous School Year (Do not count learners who left school after completing Form 5 at the end of the previous year)

Reasons for leaving school by sex	Form 1		Form 2		Form 3		Form 4		Form 5		Form 6		SEN		NFE		Vocational		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Pregnancy																			
Disciplinary or expelled																			
School fees																			
Sickness																			
Bullying																			
Disaster																			
Death																			
Relocation																			
Marriage																			
Disability																			
Abuse from home																			
Absconded, or other																			
Repeated more than once																			
Substance Abuse																			
Total																			

7.2a Learner Progression/Repetition and Absenteeism – Primary School: Progressed and repetition at the end the previous year and absenteeism during the Previous year

Number of learners progressed / repeated	Grade/sex	Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Total
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	
	Progression															
	Repetition															
Absenteeism	Total number of absences for the previous year															
Reasons for Absenteeism	Sick															
	Family reason															
	Discipline															
	School Fees															
	Pregnancy															
	Bullying															
	Natural Disaster															

7.2b Learner Progression/Repetition and Absenteeism – Secondary and Higher School: Progressed and repetition at the end the previous year and absenteeism during the Previous year

Number of learners progressed/repeated	Form/Sex	Form 1		Form 2		Form 3		Form 4		Form 5		Form 6		SEN		NFE		Vocational		Total
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
	Progression																			
	Repetition																			
Absenteeism	Total number of absences for the previous year																			
Reasons for Absenteeism	Sick																			
	Family reason																			
	Discipline																			
	School Fees																			
	Pregnancy																			
	Bullying																			
	Natural Disaster																			

7.3 Teacher Attrition and Absenteeism (Previous Year)

Reason for Leaving the School	Sex	M	F	Total
	Retirement			
	Transfer			
	Resignation			
	Dismissal			
	Absconded			
	Death			
	Promotion (outside the schools)			
	Other			
Days of absenteeism	Vacation leave			
	Maternity leave			
	Study leave			
	Sick leave			
	Compassionate leave			
	Other			
Total number of possible working days				

7.4 School Finance in the Previous Year

8.4.1 Please state the total amount of school finances received in the Previous year	
8.4.2 Total amount of school finances expended in the Previous Year	
8.4.3 Total amount received in the previous year from the OVC Fund	

7.5a School fees – For Primary school

	Grade	Schools Fees (per year)
Primary Education	Grade 1	
	Grade 2	
	Grade 3	
	Grade 4	
	Grade 5	
	Grade 6	
	Grade 7	

7.5b School fees – For Secondary and High School

	Grade	Schools Fees (per year)
Primary Education	Form 1	
	Form 2	
	Form 3	
	Form 4	
	Form 5	
	Form 6	

