



User Guide – Post Primary School Registration

Use this form to apply to register a post primary school which holds a roll number assigned by the Department of Education and Skills. Post primary schools come within the terms of the Charities Act 2009, as they fall within the definition of an ‘education body’ in the Act and, as such, are legally required to apply for inclusion on the Register of Charities. In this form (image below) there are six tabs to complete: Details, Purpose, Address, Board, Further Info and Declaration which are explained below in detail.

The screenshot shows the 'Post Primary School Details' form. It includes fields for 'Name of School', 'Roll Number', and 'Other Name(s)'. The 'Number of Teachers' field has a calendar icon, and the 'Governing Documents' field has an 'i' icon. There are 'Upload File' and 'Save Draft' buttons at the bottom.


Post Primary School Details

Name of School * 


Roll Number * 


Other Name(s)


No Other Name(s) in this list



Number of Teachers *

Governing Documents * 

 Upload File

 Save Draft

The ‘eye’ symbol indicates that the information entered in a particular field will appear on the public Register.

Fields marked with a red asterisk are mandatory and must be completed.

This symbol indicates that there is further information available if you hold your mouse over it.

The save draft option appears on each tab of the form and allows you to save your progress. (Note: there is no automatic save so we recommend that you save draft regularly as you work through the form).

1. Details

Here you must enter the official name of your school, as well as its roll number. If your school is known by any other name, please add it.

You must also enter the date that your school was established and the number of teachers employed by the school (include full and part-time, and both permanent and temporary).

You are also required to upload a copy of your school's governing document. Your school's governing document will set out the objectives of the school and determines how the school is governed. The type of governing document that your school has will depend on the structure and ethos of the school and could include one of the following examples;

- Constitution
- Articles of Management
- Deed of Trust
- Memorandum and Articles of Association

In order to upload this document to your charity account please ensure the document is in PDF (Portable Document Format) with a maximum file size of 10mb.

2. Purpose

The charitable purpose 'Advancement of education' and your main objects, section 9 of the Education Act 1998, have been pre-populated. If your school has a different main object, you can edit the pre-populated information by clicking in the body of the text.

3. Address

Please enter your school's physical address in this tab. This must be a physical address and cannot be a PO Box address.

You can enter the full address or the Eircode in the Search Address box and it will auto-populate with your details. If your school is in an area

with many non-unique addresses (such as a rural townland) you may need to enter your full address manually, including your Eircode.

If your correspondence address is different to your school's physical address please add it here. If not, there is no need to add another address.

You must also enter your school's telephone number and email address in this section. If your school has a website you can also add it here.

4. Board

The members of the Board of Management are the charity trustees for the school.

The minimum number of board members is set to one (1) by default. However enter the number relevant to your school – for example for the *Association of Community and Comprehensive Schools* and *Educate Together* schools the minimum required is eleven (11), while for *Joint Managerial Body for School Management in Voluntary Secondary Schools* and *Association of Management of Catholic Secondary Schools* the minimum is eight (8).

Please enter the details, start date on the Board and residential addresses of all the members of the Board of Management, by clicking on 'Add Board Member'. It is a mandatory requirement under section 39(5)(d) of the Charities Act 2009 that residential addresses are provided, however they will not be made public on the Register. Phone number and email addresses may be entered, but are not mandatory, and will not be made public on the public Register of Charities. You are also required to indicate which board member is the chairperson.

Please note that each member of the Board of Management must not be disqualified, under section 55 of the Charities Act 2009, from being a trustee of a charitable organisation.

This includes, but is not limited to:

- a) is adjudicated bankrupt;
- b) makes a composition or arrangement with creditors;
- c) is convicted on indictment of an offence;
- d) is sentenced to a term of imprisonment by a court of competent jurisdiction;


The name, position type and start date of members of the Board of Management will be published on the public Register of Charities.


5. Further information

Any other documentation which you feel may be relevant or in support of your application can be uploaded (in PDF format only) in this section.

6. Declaration

This section allows you to review and certify the information you have provided. If you are satisfied that it is correct, and it has been approved by the trustees for submission, you should submit your changes. The privacy terms and Statement of Information Practices should be read and accepted.

Once you are satisfied with this you can click on  **Preview** button to

download a PDF of your information, and then click on  button to submit your application to the Charities Regulator.