

## How to fill out 'Fit and Proper Person' Attestations for Managers of a Private School

---

One of the criteria for registration as a private school is that the school has managers who are “fit and proper persons” to be managers of a private school as described in clause 6, Schedule 7, Education and Training Act 2020.

As part of the review process, the Education Review Office (ERO) asks the principal, and each member or director of the school’s managing body, to attest to matters affecting whether they are fit and proper persons to manage the school.

If the managing body of your school is an incorporated society or incorporated trust board, a separate attestation should be completed by each member.

If the managing body of your school is a company, a separate attestation should be completed by each director.

Please note that any personal information provided to ERO on these attestation forms will only be used for the purposes of assessing whether individuals are “fit and proper persons” as described in clause 6, Schedule 7, Education and Training Act 2020, and whether the school meets the criteria for registration as a private school. This personal information will not be detailed in ERO’s report.

In assessing whether a person is a fit and proper person to be a manager of the school, the following matters must be taken into account:

- (a) whether the person has been convicted of serious criminal activity:
- (b) whether the person has any health problems that may affect their ability to comply with their obligations towards the school and its students:
- (c) whether the person has been—
  - (i) adjudicated bankrupt under the [Insolvency Act 2006](#) or the [Insolvency Act 1967](#):
  - (ii) prohibited from being a director or promoter of, or being concerned or taking part in the management of,—
    - (A) a company under the [Companies Act 1993](#); or
    - (B) any other body corporate:
- (d) any previous cancellation under this Act of the registration of a school of which the person was a manager:
- (e) any serious breach of the person’s statutory duties as a manager of a private school:
- (f) whether the person has been convicted of an offence against [section 249](#):

(g) all other relevant matters.

**Note:** If the management of the private school changes in its entirety or is transferred to a new entity, the new managers must give notice to the Secretary for Education, and the above assessment will be made of the new managers of the school. Please also notify ERO of the changes or transfer of the management.

Each individual should complete their own attestation form [attached below], working through the series of statements, signing in the space provided, and adding any further comments or explanations.

Please forward these forms to ERO with the other documentation ERO has requested to see before the onsite stage of the review.

## Fit and Proper Persons Attestation

**To: The Chief Review Officer  
Education Review Office**

**From: The Managing Body of** \_\_\_\_\_  
(School)

**Full Name of Person** \_\_\_\_\_  
(Principal OR Member OR Director of Managing Body)

### **Attestation:**

I declare that the following statements are true and correct, to the best of my knowledge:

1. I have not been convicted of any serious criminal activity.
2. I do not have any health problems that may affect my ability to comply with my obligations towards the above-named school and its students.
3. I have not been adjudicated bankrupt under the Insolvency Act 2006 or the Insolvency Act 1967;  
or  
been prohibited from being a director or promoter of, or being concerned or taking part in the management of, a company under the Companies Act 1993; or any other body corporate
4. I have not been a manager of a private school which has previously had its registration cancelled under this Act.
5. I have not been in serious breach of my statutory duties as a manager of a private school.
6. I have not been convicted of an offence under [section 249](#) of this Act.
7. There are no other relevant matters to declare that I may not be a fit and proper person to be a manager of a private school.

-----  
**Signature of Person Named Above**

-----  
**Date**

**Comments or Explanations:**