Application for registration change

Non-Government School Regulation

# Registration change

A governing body proposing to make certain changes to its school registration must apply from approval to the Director General of the Department of Education. Registration changes are:

* a change to the name of the school;
* a change to the address of the school or the address of any of its premises (i.e. campuses);
* the addition or discontinuation of a campus;
* the addition or discontinuation of year level(s) of education provided;
* the addition or discontinuation of curriculum(s) provided;
* a change to the name of the governing body; and/or
* transfer to a new governing body.

The cancellation of a school’s registration (i.e. to close a school entirely) is not a registration change and cannot be requested with this form. A governing body wishing to cancel a school’s registration should contact the Non-Government School Regulation Directorate (NGSRegulation@education.wa.edu.au).

It is an offence to operate a school in accordance with registration changes that have not be approved by the Director General [section 156A of the [*School Education Act 1999*](https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a1960.html) (the Act).

The Director General’s decisions about registration change are informed in part by a risk-based approach which takes account of relevant information about the school, including information about past and current compliance with the requirements of the Act.

The risk-based approach enables an individualised assessment of each governing body’s application for each school’s registration change.

Any risks identified would be expected to cause more focused examination of compliance, proportionate to the concerns that are identified.

The registration standards and other requirements must be complied with at all times.

We acknowledge and respect the Traditional Custodians of the lands and waters on which students live and are educated, and where staff live and work, throughout Western Australia.

Significant registration changes

An application for the following registration change(s) can **only** be made if the school has a current [Advance Determination](https://www.education.wa.edu.au/change-a-school-registration) in favour of the change from the Minister for Education and Training:

* to relocate the school or a campus of the school;
* to open an additional campus of the school; and/or
* to provide one or more additional year levels of education, where the school is not already registered for year levels in that education stage (ie. pre-compulsory, primary, secondary).

These situations are known as significant registration changes and are listed in regulation 129 of the [*School Education Regulations 2000*](https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_s2087.html)*.*

When to submit an application

An application for registration change must be submitted on this form **at least six months before** the change is proposed to be implemented or such shorter period as approved by the Director General. The Director General may refuse to consider the application in a shorter timeframe.

The above requirements can be found in sections 158A, 159B and 161A of the Act. Section 161(1) is also relevant.

Relevant factors

Under section 161A of the Act, the Director General will approve an application for registration change if satisfied about those of the following matters from section 160(1) which, in the Director General’s opinion, are relevant to the application:

1. the governing body has the ownership, management or control of the school;
2. the constitution of the governing body is satisfactory for the purposes of the Act;
3. each member of the governing body is a fit and proper person to operate a school;
4. the school will observe the standards determined by the Minister for Education and Training under section 159(1);
5. day-to-day management of the school by the Principal will be separate from overall governance;
6. the governing body will be accountable for:
	1. development and implementation of an effective strategic direction for the school;
	2. development and implementation of effective processes to plan for, monitor and achieve improvements in student learning;
	3. effective management of the school’s financial resources; and
	4. compliance with all written and other laws that apply;
7. the school will provide a satisfactory standard of education;
8. the school will provide satisfactory levels of care; and
9. in the case of a significant registration change, there has been no material change to the information provided in support of the advance determination application.

The Director General may, in writing, request the governing body to provide further information relevant to the application. The Director General may refuse to consider an application if the governing body does not comply with such a request [section 159B(6) of the Act].

If not satisfied as to the matters referred to in section 160(1) of the Act, the Director General may approve the application with quality improvement notice(s), condition(s), or direction(s), or may refuse to approve the application [section 161A(2)].

**Application for registration change**

# How to complete this application

## Part A and Part B

Please complete Parts A and B and attach the requested information:

* Part A – details about the governing body and proposed school
* Part B – responses, attachments and declarations about the standards and other requirements

Submit Parts A and B to the Department of Education at least six months before the school is proposed to commence.

*Required attachments are designated by the paperclip icon* 

*Hover over the information icon*  *for additional information about that item.*

Following submission of Parts A and B the applicant may be asked to provide further information. A due date for submission will be specified. Please note failure to respond to these requests for information in full may result in the Director General refusing to consider the application [section 159B(6) of the Act].

**Registration visit/video conference**

To facilitate assessment of an application, a video conference with the applicant and/or visit to the proposed school site is usually required. If a video conference and/or visit is to be undertaken, you will be advised of the scheduled date well before the video conference and/or visit.

## Closer to the date of the video conference and/or visit, the Department will contact you to discuss the aspects of the standards and other requirements that will be the focus of the video conference and/or visit and further information, if any, to be made available on the day of the video conference and/or visit.

## Part C (Matters for clarification)

Following submission of Parts A and B, the applicant may be asked to provide further information which will be specified in Part C. Part C is the first request for further information which the Director General may make under section 159B(5) of the Act. A due date for submission will be specified. The Director General may also request further information following receipt of the Part C documentation. Please note that failure to respond to these requests for information in full may result in the Director General refusing to consider the application [section 159B8(6) of the Act applies].

## Submission

Applicants are provided access to Microsoft OneDrive folder/s created specifically for their application and are requested to submit their application via this folder, alternatively an applicant may create a folder and share the submission with ngsregulation@education.wa.edu.au and the specified case manager. Please include two copies of the application:

* Electronic Microsoft Word version
* Signed and scanned version

## Enquiries

T: (08) 9441 1900

E: *ngsregulation@education.wa.edu.au*

Application form published 29 September 2023

# Part A – applicant details

## Governing Body

|  |  |
| --- | --- |
| Governing body name | Click/tap to enter. |
| Governing body address | Click/tap to enter. |
| Suburb | Click/tap to enter. | Postcode | Click/tap |
| Governing body postal address | Click/tap to enter. |
| Suburb | Click/tap to enter. | Postcode | Click/tap |
| Australian Business Number (ABN) or Australian Company Number (ACN) | Click/tap to enter. |
| Name of governing body chair | Click/tap to enter. |
| Chair’s email address[[1]](#footnote-1) | Click/tap to enter. |
| Chair’s telephone numbers1 | Landline:  | Click/tap to enter. | Mobile:  | Click/tap to enter. |

## School details

|  |  |
| --- | --- |
| School name | Click/tap to enter. |
| Main address | Click/tap to enter. |
| Suburb | Click/tap to enter. | Postcode | Click/tap |
| Postal address | Click/tap to enter. |
| Suburb | Click/tap to enter. | Postcode | Click/tap |
| School website | Click/tap to enter. | Log in[[2]](#footnote-2) | Click/tap | Password2 | Click/tap |
| Telephone number | Click/tap to enter. | School email address | Click/tap to enter. |

## Proposed other campuses/sites and/or off campus sites related to this registration.

Attach a separate schedule if space is insufficient.

|  |  |
| --- | --- |
| Campus/site name | Click/tap to enter. |
| Campus/site address | Click/tap to enter. |
| Suburb | Click/tap to enter. | Postcode | Click/tap |
| Name of contact person | Click/tap to enter. |
| Role of contact person | Click/tap to enter. |

## Administration

|  |  |
| --- | --- |
| Name of school Principal | Click/tap to enter. |
| Date of appointment | Click/tap to enter. |
| School Principal’s email address | Click/tap to enter. |
| Principal’s telephone numbers | Landline:  | Click/tap to enter. | Mobile:  | Click/tap to enter. |

# Part B – registration changes

1. Indicate the nature of the registration change(s):

|  |  |
| --- | --- |
| **Type of change** | **Section to be completed** |
|[ ]  Change  | [B1](#_B1._Application_to) |
|[ ]  Change of school (or campus) address (*not* involving a change of location) | [B2](#_B2._Application_to) |
|[ ]  Change of school location or the location of a campus | [B3](#_B3._Application_to) |
|[ ]  Addition of a campus | [B4](#_B4._Application_to) |
|[ ]  Discontinuation of a campus | [B5](#_B5._Application_to) |
|[ ]  Addition of year level(s) | [B6](#_B6._Application_to) |
|[ ]  Discontinuation of year level(s) | [B7](#_B7._Application_to) |
|[ ]  Change, discontinuation or addition of curriculum | [B8](#_B8._Application_to) |
|[ ]  Change of governing body name only | [B9](#_B9._Application_to) |
|[ ]  Change of governing body (i.e. transfer to a new governing body)  | [B10](#_B10._Application_to) |

1. Specify the proposed date of implementation of change

Select date.

1. If this application is submitted closer in time to the proposed implementation date than six months, please provide your reasons here for requesting a decision within a shorter timeframe, attaching any supporting documentation. The Director General may refuse to consider the application in the shorter timeframe.

Click/tap to enter.

B1. Application to change a school’s name

1. Specify the proposed new school name

Click/tap to enter.

5) Outline the reason for the proposed change

Click/tap to enter.

|  |  |
| --- | --- |
| paperclip icon🡺 | Evidence of registration of the proposed name as a business name from information sources such as the ACNC, ABR and/or ASICSign the submission of application at [B14](#_B14._Submission_of). |

# B2. Application to change a school’s (or campus) address (not involving a change of location)

6) Specify the proposed new school address

Click/tap to enter.

7) Outline the reason for the proposed change

Click/tap to enter.

|  |  |
| --- | --- |
| paperclip icon🡺 | Evidence of the change of address (such as advice from the local government authority, or a Title)Sign the submission of application at [B14](#_B14._Submission_of). |

# B3. Application to change the school’s location or the location of a campus

8) Specify the details of the new school/campus location below

|  |  |
| --- | --- |
| New campus name(if more than one campus) | Click/tap to enter. |
| New campus address(if more than one campus) | Click/tap to enter. |
| Suburb | Click/tap to enter. | Postcode | Click/tap to enter. |
| Name of contact person | Click/tap to enter. | Phone | Click/tap to enter. |
| Role of contact person | Click/tap to enter. | Email | Click/tap to enter. |

9) Outline the reason for the proposed change

Click/tap to enter.

Standard 5 – Premises and facilities

10) What indoor and outdoor space is available for Pre-Kindergarten and/or Kindergarten students, and how many students use these at any one time?

|  |  |
| --- | --- |
| Unencumbered indoor space (sqm) | Click/tap to enter text. |
| Unencumbered outdoor space (sqm) | Click/tap to enter text. |
| Maximum number of students who will use this space at any one time  | Click/tap to enter text. |

11) How will the school ensure:

*Describe process or insert policy name*

|  |  |
| --- | --- |
| compliance with local zoning regulations  | Click/tap to enter text. |
| compliance with the Building Code of Australia and local planning regulations | Click/tap to enter text. |
| compliance with occupational health and safety requirements | Click/tap to enter text. |
| the premises and facilities are safe and well maintained (including for boarding students if applicable) | Click/tap to enter text. |
| the premises and facilities, are sufficient and appropriate for the provision of a satisfactory standard of education and satisfactory levels of care, including for boarding students (if applicable) | Click/tap to enter text. |
| the premises, including boarding premises where applicable, are so arranged, and their use so organised, as to effectively deter inappropriate interactions between students and staff, and between students, and to facilitate detection of any such interactions which may occur. | Click/tap to enter text. |
| all students enrolled are provided with adequate ancillary support as is necessary to ensure equity of access to educational programmes | Click/tap to enter text. |

Levels of care

12) How does the school propose to identify onsite and offsite risks to students? [](#Item44)

Click/tap to enter text.

13) How will the school ensure that it adequately mitigates these risks?

Click/tap to enter text.

|  |  |
| --- | --- |
| paperclip icon🡺 | * Advance determination made by the Minister for Education and Training for the change
* Development approval (if applicable) from the local government authority
* Evidence of the entitlement to occupy the proposed new site for the purposes of a school
* Policies, procedures, etc relevant to students’ access to each part of the school’s premises and their use of the facilities
* A schedule of property lease or rental agreements, including the length of the lease or rental agreement and annual cost of accommodation services.
* Any policies identified in Item 11, 12 or 13.

Complete [B6](#_B6._Application_to) if the change of location will also result in the addition of a year level(s).Sign the Premises and Facilities declaration at [B13](#_B13._Premises_and).Sign the submission of application at [B14](#_B14._Submission_of). |

# B4. Application to add a campus

14) Specify the details of the new campus below

|  |  |
| --- | --- |
| New campus name(if more than one campus) | Click/tap to enter. |
| New campus address(if more than one campus) | Click/tap to enter. |
| Suburb | Click/tap to enter. | Postcode | Click/tap to enter. |
| Name of contact person | Click/tap to enter. | Phone | Click/tap to enter. |
| Role of contact person | Click/tap to enter. | Email | Click/tap to enter. |

15) Outline the reason for the proposed change

Click/tap to enter.

16) Provide current and projected enrolments for each year level at the proposed new site

Primary years

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Calendar year | Year | PK | K | PP | 1 | 2 | 3 | 4 | 5 | 6 | Total |
| Current year |       |       |       |       |       |       |       |       |       |       |       |
| Current + 1 |       |       |       |       |       |       |       |       |       |       |       |
| Current + 2 |       |       |       |       |       |       |       |       |       |       |       |
| Current + 3 |       |       |       |       |       |       |       |       |       |       |       |
| Current + 4 |       |       |       |       |       |       |       |       |       |       |       |
| Current + 5 |       |       |       |       |       |       |       |       |       |       |       |

Secondary years

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Calendar year | Year | 7 | 8 | 9 | 10 | 11 | 12 | Total |
| Current year |       |       |       |       |       |       |       |       |
| Current + 1 |       |       |       |       |       |       |       |       |
| Current + 2 |       |       |       |       |       |       |       |       |
| Current + 3 |       |       |       |       |       |       |       |       |
| Current + 4 |       |       |       |       |       |       |       |       |
| Current + 5 |       |       |       |       |       |       |       |       |

Standard 2 – Staff to Student Ratios

17) Specify the staff to student ratio information related to the proposed new campus

|  |  |
| --- | --- |
| Calendar year  | Click/tap to enter. |
| Total # of students  | Click/tap to enter. |
| Total # of teaching staff [](#Item9) | Click/tap to enter. |
| Total # of education support staff [](#Item9) | Click/tap to enter. |
| Total # of other staff [](#Item9) | Click/tap to enter. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Calendar year** |  | **Pre-Kindergarten (Pre-K) and Kindergarten (K)** | **Pre-Primary (PP) toYear 6** | **Year 7 to Year 12** |
| **Teacher to student ratio** | Maximum [](#Item9) | Click/tap to enter. | Click/tap to enter. | Click/tap to enter. |
| Average | Click/tap to enter. | Click/tap to enter. | Click/tap to enter. |
| **Classroom staff to student ratio** | Maximum [](#Item9) | Click/tap to enter. | Not applicable | Not applicable |
| Average | Click/tap to enter. | Not applicable | Not applicable |

Standard 4 – Staff

18) Please confirm if the current school policies related to staff such as the Codes of conduct, staff induction and professional development, student safety and wellbeing policies etc. will be implemented at the new campus. Specify any site-specific variations

Click/tap to enter.

19) How does the school ensure:

*Describe process or insert policy name*

|  |  |
| --- | --- |
| there are staff on the premises, at all times that Pre-Kindergarten and Kindergarten students are present, with the required first aid, anaphylaxis and asthma training (if applicable) | Click/tap to enter text. |
| all new staff, including staff who commence after the beginning of the school year, are inducted into:* the Code of Conduct,
* student safety and wellbeing policies, procedures and practices, and
* the law with respect to mandatory reporting of child sexual abuse.
 | Click/tap to enter text. |

Standard 5 – Premises and facilities

20) What indoor and outdoor space is available for Pre-Kindergarten and/or Kindergarten students, and how many students use these at any one time (if applicable)?

*Only applicable for premises built or commissioned for Pre-Kindergarten and/or Kindergarten since August 2012.*

|  |  |
| --- | --- |
| Unencumbered indoor space (sqm) | Click/tap to enter text. |
| Unencumbered outdoor space (sqm) | Click/tap to enter text. |
| Maximum number of students who will use this space at any one time  | Click/tap to enter text. |

21) How does the school ensure:

*Describe process or insert policy name*

|  |  |
| --- | --- |
| compliance with local zoning regulations  | Click/tap to enter text. |
| compliance with the Building Code of Australia and local planning regulations | Click/tap to enter text. |
| compliance with work health and safety requirements | Click/tap to enter text. |
| the premises and facilities are safe and well maintained (including for boarding students if applicable) | Click/tap to enter text. |
| the premises and facilities are sufficient and appropriate for the provision of a satisfactory standard of education and satisfactory levels of care, including for boarding students (if applicable) | Click/tap to enter text. |
| the premises, including boarding premises where applicable, are so arranged, and their use so organised, as to effectively deter inappropriate interactions between students and staff, and between students, and to facilitate detection of any such interactions which may occur. | Click/tap to enter text. |
| all students enrolled are provided with adequate ancillary support as is necessary to ensure equity of access to educational programmes | Click/tap to enter text. |
| paperclip icon🡺 | * Advance determination made by the Minister for Education and Training for the change
* Evidence of the entitlement to occupy the proposed new site for the purposes of a school
* Development approval (if applicable) from the local government authority
* Policies, procedures, etc relevant to students’ access to each part of the school’s premises and their use of the facilities
* Policies and procedures relating to emergency evacuation and schedule of proposed emergency response trials.
* A schedule of property lease or rental agreements, including the length of the lease or rental agreement and annual cost of accommodation services
* Any policies identified in Item 18, 19 or 20

Complete [B6](#_B6._Application_to) if the change of location will also result in the addition of a year level(s).Sign the Premises and Facilities declaration at [B13](#_B13._Premises_and).Sign the submission of application at [B14](#_B14._Submission_of). |

# B5. Application to discontinue a campus

22) Specify the details of the discontinued campus below

|  |  |
| --- | --- |
| Campus name(if more than one campus) | Click/tap to enter. |
| Campus address(if more than one campus) | Click/tap to enter. |
| Suburb | Click/tap to enter. | Postcode | Click/tap to enter. |
| Name of contact person | Click/tap to enter. | Phone | Click/tap to enter. |
| Role of contact person | Click/tap to enter. | Email | Click/tap to enter. |

23) Outline the reason for the proposed change

Click/tap to enter.

24) Provide current student numbers for each year level at the discontinued campus

Primary years

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Year | PK | K | PP | 1 | 2 | 3 | 4 | 5 | 6 | Total |
| Current year |       |       |       |       |       |       |       |       |       |       |       |

Secondary years

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Year | 7 | 8 | 9 | 10 | 11 | 12 | Total |
| Current year |       |       |       |       |       |       |       |       |

25) How will the school assist all students currently attending the campus to transition to another campus or school?

Click/tap to enter.

|  |  |
| --- | --- |
| paperclip icon🡺 | Any supporting evidenceComplete [[B](#_Application_to_discontinue_1)7](#_Application_to_discontinue_1) if the discontinuation of a campus will also result in the discontinuation of a year level(s).Sign the submission of application at [B14](#_B14._Submission_of). |

# B6. Application to add year levels

26) Specify the current and proposed year levels below

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Pre-K | K | PP | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Registered |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Proposed |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

27) Provide current and projected enrolments for each year level at the proposed new site

Primary years

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Year | PK | K | PP | 1 | 2 | 3 | 4 | 5 | 6 | Total |
| Current year |       |       |       |       |       |       |       |       |       |       |       |
| Current + 1 |       |       |       |       |       |       |       |       |       |       |       |
| Current + 2 |       |       |       |       |       |       |       |       |       |       |       |
| Current + 3 |       |       |       |       |       |       |       |       |       |       |       |
| Current + 4 |       |       |       |       |       |       |       |       |       |       |       |
| Current + 5 |       |       |       |       |       |       |       |       |       |       |       |

Secondary years

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Year | 7 | 8 | 9 | 10 | 11 | 12 | Total |
| Current year |       |       |       |       |       |       |       |       |
| Current + 1 |       |       |       |       |       |       |       |       |
| Current + 2 |       |       |       |       |       |       |       |       |
| Current + 3 |       |       |       |       |       |       |       |       |
| Current + 4 |       |       |       |       |       |       |       |       |
| Current + 5 |       |       |       |       |       |       |       |       |

28) Outline the reason for the proposed change

Click/tap to enter.

Standard 1 - Curriculum

29) Specify the intended curriculum for the proposed additional year levels in the table below:

|  |  |
| --- | --- |
|  | Proposed |
| **Final year of early education period (Pre-Kindergarten)** |  |
| Early Years Learning Framework (Pre-Kindergarten) |[ ]
| **Pre-compulsory education period (Kindergarten)** |  |
| Western Australian Kindergarten Curriculum Guidelines |[ ]
| **Compulsory education period (Pre-Primary to Year 10)** |  |
| Western Australian Curriculum |[ ]
| Other Curriculum: Click/tap to enter. |[ ]
| Alternative reporting on student achievement |[ ]
| **Compulsory education period (Years 11 and 12)** |  |
| ATAR, General, Foundation, VET industry specific, and Preliminary Courses(i.e. Western Australian Certificate of Education (WACE) |[ ]
| Nationally recognised training delivered by a Registered Training Organisation |[ ]
| Cambridge International A Levels |[ ]
| International Baccalaureate Diploma |[ ]
| Other qualification: Click/tap to enter. |[ ]

Standard 2 – Staff to Student Ratios

30)Please specify the staff to student ratio information related to the additional year levels

|  |  |
| --- | --- |
| Total # of students  | Click/tap to enter. |
| Total # of teaching staff [](#Item9) | Click/tap to enter. |
| Total # of education support staff [](#Item9) | Click/tap to enter. |
| Total # of other staff [](#Item9) | Click/tap to enter. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Pre-Kindergarten (Pre-K) and Kindergarten (K)** | **Pre-Primary (PP) toYear 6** | **Year 7 to Year 12** |
| **Teacher to student ratio** | Maximum [](#Item9) | Click/tap to enter. | Click/tap to enter. | Click/tap to enter. |
| Average | Click/tap to enter. | Click/tap to enter. | Click/tap to enter. |
| **Classroom staff to student ratio** | Maximum [](#Item9) | Click/tap to enter. | Not applicable | Not applicable |
| Average | Click/tap to enter. | Not applicable | Not applicable |

Standard 3 – Days and Hours of Instruction

31) How many hours of instruction will each additional year level receive?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Pre-K** | **K** | **PP** | **1** | **2** | **3** | **4** | **5** | **6** |
| Max. weekly hours [](#Item11) | Click/tap | Click/tap | -- | -- | -- | -- | -- | -- | -- |
| Annual hours [](#Item11) | -- | -- | Click/tap | Click/tap | Click/tap | Click/tap | Click/tap | Click/tap | Click/tap |
|  |  |  |  |  |  |  |  |  |  |
|  | **7** | **8** | **9** | **10** | **11** | **12** |  |  |  |
| Annual hours | Click/tap | Click/tap | Click/tap | Click/tap | Click/tap | Click/tap |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| paperclip icon | * The school’s proposed daily timetable showing the hours allocated for instruction each day.
 |

Standard 4 – Staff

32) How does the school ensure:

*Describe process or insert policy name*

|  |  |
| --- | --- |
| early childhood teachers hold an approved early childhood qualification or have sufficient experience to teach early childhood (if applicable) | Click/tap to enter text. |
| other staff required to meet the Pre-Kindergarten and Kindergarten staff to student ratio hold, or are working towards, the required qualifications (if applicable) | Click/tap to enter text. |

|  |  |
| --- | --- |
| there are staff on the premises at all times that Pre-Kindergarten and Kindergarten students are present, with the required first aid, anaphylaxis and asthma training (if applicable) | Click/tap to enter text. |
| all new staff, including staff who commence after the beginning of the school year, are inducted into:* the Code of Conduct,
* student safety and wellbeing policies, procedures and practices, and
* mandatory reporting law.
 | Click/tap to enter text. |

Standard 5 – Premises and Facilities

33) Will new buildings/facilities be built to accommodate the additional year levels?

Click/tap to enter.

If answered yes complete Item 34.

34) How will the school ensure:

*Describe process or insert policy name*

|  |  |
| --- | --- |
| compliance with local zoning regulations  | Click/tap to enter text. |
| compliance with the Building Code of Australia and local planning regulations | Click/tap to enter text. |
| compliance with occupational health and safety requirements | Click/tap to enter text. |
| the premises and facilities are safe and well maintained (including for boarding students if applicable) | Click/tap to enter text. |
| the premises and facilities are sufficient and appropriate for the provision of a satisfactory standard of education and satisfactory levels of care, including for boarding students (if applicable) | Click/tap to enter text. |
| the premises, including boarding premises where applicable, are so arranged, and their use so organised, as to effectively deter inappropriate interactions between students and staff, and between students, and to facilitate detection of any such interactions which may occur. | Click/tap to enter text. |
| all students enrolled are provided with adequate ancillary support as is necessary to ensure equity of access to educational programmes | Click/tap to enter text. |

35) What indoor and outdoor space is available for Pre-Kindergarten and/or Kindergarten students, and how many students use these at any one time?

*Only applicable for premises built or commissioned for Pre-Kindergarten and/or Kindergarten since August 2012.*

|  |  |
| --- | --- |
| Unencumbered indoor space (sqm) | Click/tap to enter. |
| Unencumbered outdoor space (sqm) | Click/tap to enter. |
| Maximum number of students will use this space at any one time  | Click/tap to enter. |

Standard 13 – Minimum Age of Enrolment

36) for schools seeking approval to add Pre-Kindergarten, please specify the date of birth range of students to be considered for enrolment in Pre-Kindergarten and outline how the date of birth will be verified.

Click/tap to enter.

|  |  |
| --- | --- |
| paperclip icon | * Advance determination made by the Minister for Education and Training for the change (if applicable)
* Evidence of the entitlement to occupy the proposed new site (if applicable) for the purposes of the additional year levels.
* Curriculum plans that articulate the school’s provision for the proposed year levels
* The school’s Assessment and reporting policy relating to the proposed year levels
* Template reports to parents for the proposed year levels
* Policies, procedures, etc relevant to students’ access to each part of the school’s premises and their use of the facilities (if applicable)
* A schedule of property lease or rental agreements, including the length of the lease or rental agreement and annual cost of accommodation services (if applicable)
* Any policies identified in Items 31, 32, 33, 34, or 35.

Complete [B8](#_Application_to_change,) if the addition of year levels will also result in the addition of a curriculum(s) (eg. the addition of Kindergarten).Sign the Premises and Facilities declaration at [B13](#_B13._Premises_and).Sign the submission of application at [B14](#_B14._Submission_of). |

# B7. Application to discontinue year levels

37) Specify the current and proposed year levels below

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Pre-K | K | PP | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Registered |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Proposed |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

38) Outline the reason for the proposed change

Click/tap to enter.

1. How will the school assist all students currently attending the campus and affected by the discontinuation of year levels to transition to another campus or school?

Click/tap to enter.

|  |  |
| --- | --- |
| paperclip icon🡺 | Any supporting evidenceComplete [B8](#_Application_to_change,) if the discontinuation of year levels will also result in the discontinuation of a curriculum(s).Sign the submission of application at [B14](#_B14._Submission_of). |

# B8. Application to change, discontinue or addition of curriculum

Standard 1 – Curriculum

1. Specify the current and proposed additional curricula in the table below

|  |  |  |
| --- | --- | --- |
|  | Registered | Proposed |
| **Final year of early education period (Pre-Kindergarten)** |  |  |
| Early Years Learning Framework (Pre-Kindergarten) |[ ] [ ]
| **Pre-compulsory education period (Kindergarten)** |  |  |
| Western Australian Kindergarten Curriculum Guidelines |[ ] [ ]
| **Compulsory education period (Pre-Primary to Year 10)** |  |  |
| Western Australian Curriculum |[ ] [ ]
| Other Curriculum: Click/tap to enter. |[ ] [ ]
| Alternative reporting on student achievement |[ ] [ ]
| **Compulsory education period (Years 11 and 12)** |  |  |
| ATAR, General, Foundation, VET industry specific, and Preliminary Courses(i.e. Western Australian Certificate of Education (WACE) |[ ] [ ]
| Nationally recognised training delivered by a Registered Training Organisation |[ ] [ ]
| Cambridge International A Levels |[ ] [ ]
| International Baccalaureate Diploma |[ ] [ ]
| Other qualification: Click/tap to enter. |[ ] [ ]

1. Outline the reason for the proposed change

Click/tap to enter.

|  |  |
| --- | --- |
| paperclip icon🡺 | * Curriculum Plan for the additional curriculum(s) (if applicable)
* Assessment and reporting policies and report templates for the additional curriculum(s) (if applicable)
* A copy of approval for an alternative curriculum or reporting from the School Curriculum Standards Authority (if applicable)

Sign the submission of application at [B14](#_B14._Submission_of). |

# B9. Application to change the governing body name *only*

1. Specify the proposed new governing body name

Click/tap to enter.

1. Outline the reason for the proposed change

Click/tap to enter.

|  |  |
| --- | --- |
| paperclip icon🡺 | Evidence of registration of the proposed name as a business nameSign the submission of application at [B14](#_B14._Submission_of). |

# B10. Application to change the school’s governing body

1. Specify the details of the new governing body below

|  |  |
| --- | --- |
| Proposed new governing body name | Click or tap here to enter text. |
| Governing body address | Click or tap here to enter text. |
| Suburb | Click or tap here to enter text. | Postcode | Click/tap |
| Governing body postal address | Click or tap here to enter text. |
| Suburb | Click or tap here to enter text. | Postcode | Click/tap |
| Australian Business Number (ABN) or Australian Company Number (ACN) | Click or tap here to enter text. |
| Name of governing body Chair | Click or tap here to enter text. |
| Chair’s email address[[3]](#footnote-3) | Click or tap here to enter text. |
| Chair’s telephone numbers3 | Landline: Click/tap | Mobile: Click/tap |

1. Outline the reason for the proposed change

Click/tap to enter.

School Governance

1. Which of the following does the governing body have of the school (check all which apply)?

|  |
| --- |
|[ ]  Ownership [](#Item3) |
|[ ]  Management [](#Item3) |
|[ ]  Control [](#Item3) |

1. When was the changed/new constitution approved at a General Meeting?

Click or tap here to enter text.

1. How are conflicts of interest managed by the governing body (check all which apply)? [](#Item3)

|  |
| --- |
|[ ]  The constitution or policy specifies how conflicts of interest are to be managed [](#Item3) |
|[ ]  Conflicts of interest are a standing item for governing body meeting minutes |
|[ ]  Conflicts of interest are minuted in governing body meeting minutes |
|[ ]  A member is required to withdraw during governing body discussion of a matter about which the member has a conflict of interest  |
|[ ]  The governing body maintains a register of members’ conflicts of interest |
|[ ]  Other (please specify): Click/tap to enter text. |

1. How does the governing body ensure a separation between its overall governance of the school and the day-to-day management and control of the school by the Principal (check all which apply)?

|  |
| --- |
|[ ]  The constitution or policy specifies a separation |
|[ ]  The governing body has formally delegated powers and/or functions to the Principal |
|[ ]  The governing body has a process by which it assesses the Principal’s performance |
|[ ]  Other (please specify): Click/tap to enter text. |

1. What are the quorum requirements for a governing body meeting?

Click/tap to enter text.

1. Have the quorum requirements been met for every governing body meeting in the past two years? If not, what has the governing body done to address this?

Click/tap to enter text.

|  |  |
| --- | --- |
| paperclip icon | * Certificate registering the legal entity (e.g., Certificate of Incorporation and/or Certificate of Registration of Business Name)
* Where ownership, management and control are shared between two or more entities, evidence that the entity nominated as the governing body has the authority and security of tenure to operate the school and be accountable as required.
* Constitution/rule book and other complementary documents e.g. Governance Handbook/Charter
* Supporting documentation that describes the operation of the governing body e.g., committee structure and relationship between the governing body and the principal (where not evident from the constitution itself), delegations, and governing body policies and procedures such as those relating to conflicts of interest.
* Any instruments executed by the governing body delegating powers and functions, including but not limited to financial powers, to a sub-committee, Principal, business manager and/or bursar and the curriculum vitae of each person with a delegation.
* The CVs of the Chair and Treasurer (or equivalent).
* Governing body meeting agendas (including reports) and minutes for the past twelve months
* Schedule of professional learning undertaken by governing body members relevant to their role on the governing body
* Strategic plan endorsed by the governing body
* School improvement plan/s endorsed by the governing body
* Annual schedule of financial reports provided to the governing body
* Any policy referred to in Items 45 - 50
* Delegation to the Principal if any

Complete the register of governing body members at [B11](#_B11._Register_of).Sign the Statutory Declaration at [B12](#_B12._Statutory_declaration) attesting to the fitness and propriety of the proposed governing body members.Sign the submission of application at [B14](#_B14._Submission_of). |

# B11. Register of governing body members

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Start date | Director Identification Number (if applicable) | Title(Dr, Mr, Ms, etc) | Full legal name | Role(i.e. Chair, Treasurer, Member, etc) | Experience and qualifications relevant to role | Voting or non-voting(V/NV) |
| Click/tap |  | Click/tap | Click/tap | Click/tap | Click/tap | Click/tap |
| Click/tap |  | Click/tap | Click/tap | Click/tap | Click/tap | Click/tap |
| Click/tap |  | Click/tap | Click/tap | Click/tap | Click/tap | Click/tap |
| Click/tap |  | Click/tap | Click/tap | Click/tap | Click/tap | Click/tap |
| Click/tap |  | Click/tap | Click/tap | Click/tap | Click/tap | Click/tap |
| Click/tap |  | Click/tap | Click/tap | Click/tap | Click/tap | Click/tap |
| Click/tap |  | Click/tap | Click/tap | Click/tap | Click/tap | Click/tap |
| Click/tap |  | Click/tap | Click/tap | Click/tap | Click/tap | Click/tap |
| Click/tap |  | Click/tap | Click/tap | Click/tap | Click/tap | Click/tap |

Signed on behalf of the governing body \* by:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Click/tap to enter text. |  | Click/tap to enter text. |  |  |  | Click/tap to enter date. |
| Name |  | Position |  | Signature |  | Date |

\* A signatory who is not the Chair of the governing body named as the applicant must attach evidence of authority to submit this register on behalf of the governing body.

***Important Note***: On the appointment of a new member to, or the retirement of an existing member from, the governing body, a completed [Notice – Change of Constitution or Governing Body Member](http://www.des.wa.gov.au/schooleducation/nongovernmentschools/info-ngs/School_registration/Documents/2017%20-%20Notice%20of%20changes%20to%20governing%20body%20-%20membership%20or%20constitution%20-%20s156B.pdf) must be provided within 30 calendar days to the Director General together with a statutory declaration made by the Chair as to each new member’s fitness and propriety.

# B12. Statutory declaration

*Oaths, Affidavits and Statutory Declarations Act 2005*

This Statutory Declaration must be completed by the Chair of the school’s governing body. Enter or select information in the highlighted fields then print the document. Have your signature witnessed by an authorised witness.

I, Click/tap to enter full name of Click/tap to enter address (address), Click/tap to enter occupation, sincerely declare as follows:

1. I am the chair of Click/tap to enter governing body name, the governing body of Click/tap to enter school name and make this declaration in that capacity concerning the members of the management committee, council or board of directors of Click/tap to enter governing body name herein referred to as “the members”.
2. In this declaration, as required by *School Education Act 1999*, section 160(5), a relevant relationship refers to a relationship between a board member and another person, or between two or more board members, which fits one of the following:
* employer and employee
* business partners
* director of a body corporate and the body corporate
* involved in the control or management of a body corporate and the body corporate
* holds an interest in at least 5% of the share capital of a body corporate and the body corporate
* joint trustee or joint beneficiary.

## Chair’s assessment of members’ fitness and propriety

1. The members are required to provide evidence of their eligibility, fitness and propriety to serve as members to me as chair and I have assessed the evidence so provided.
2. On the basis of my assessment, I am satisfied that all of the members are eligible to serve, and are not disqualified from serving, on a management committee, council or board of directors in accordance with (**select one which applies**):

|  |
| --- |
|[ ]  *Associations Incorporation Act 2015* (WA) sections 39 and 40 |
|[ ]  *Corporations Act 2001* (Cth) Part 2D.6 |
|[ ]  *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) Division 279 |
|[ ]  Other (please specify)Click/tap to specify if ‘other’ legislation selected |

1. On the basis of my assessment, I am satisfied that none of the members:
	1. has ever been refused a Working With Children Card or its equivalent in Australia or any other country, except on the basis that they were not engaged in child-related work (Note: in WA this refusal includes being issued with an interim negative notice or a negative notice under the *Working with Children (Criminal Record Checking) Act 2004*); or
	2. has a conflict of interest that cannot be effectively managed by the governing body in accordance with the applicable legislation.
2. I have obtained a statement from each member as to his or her knowledge of the past conduct of the persons and companies with whom he or she has a relevant relationship (as defined in clause 2) and I am of the opinion that **(select one which applies**):

[ ]  none of the members is aware of having a relevant relationship with a person or company who has been convicted within the last five years or, if convicted and imprisoned, released within the last five years, in respect of an offence involving fraud, theft or breach of a fiduciary relationship, however described, whether committed in Australia or elsewhere.

OR

[ ]  in each case of a member who is aware of having a relevant relationship with a person or company who has been convicted within the last five years or, if convicted and imprisoned, released within the last five years, in respect of an offence involving fraud, theft or breach of a fiduciary relationship, however described, whether committed in Australia or elsewhere, the relationship should not preclude that member from membership of the governing body for reasons I have documented.

## Chair’s fitness and propriety

1. I am eligible to serve and am not disqualified from serving as both member and chair of the management committee, council or board of directors of Click/tap to enter governing body name in accordance with **(select one which applies)**:

|  |
| --- |
|[ ]  *Associations Incorporation Act 2015* (WA) sections 39 and 40 |
|[ ]  *Corporations Act 2001* (Cth) Part 2D.6 |
|[ ]  *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) Division 279 |
|[ ]  Other (please specify)Click/tap to specify if ‘other’ legislation selected |

1. I:
	1. have never been refused a Working With Children Card or its equivalent in Australia or any other country, except on the basis that I was not engaged in child-related work (Note: in WA this refusal includes being issued with an interim negative notice or a negative notice under the *Working with Children (Criminal Record Checking) Act 2004)*; and
	2. have no conflict of interest that cannot be effectively managed by the governing body in accordance with the applicable legislation.
2. I: **(select one which applies)**

[ ]  am not aware of having a relevant relationship with a person or company who has been convicted within the last five years or, if convicted and imprisoned, released within the last five years, in respect of an offence involving fraud, theft or breach of a fiduciary relationship, however described, whether committed in Australia or elsewhere.

OR

[ ]  am aware of having a relevant relationship with a person or company who has been convicted within the last five years or, if convicted and imprisoned, released within the last five years, in respect of an offence involving fraud, theft or breach of a fiduciary relationship, however described, whether committed in Australia or elsewhere, and attach a statement as to the nature of that relationship in a sealed envelope addressed to the Director General, Department of Education, and marked “confidential”. Further, I have made the members aware of this relationship.

## Declaration

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005* (WA) at Click/tap to enter full name on Click/tap to enter date by:

|  |
| --- |
| (signature) |
| Click/tap to enter full name |

in the presence of:

|  |
| --- |
| (signature of authorised witness) |
| Click/tap to enter full name of authorised witness and qualification\* as such a witness |

|  |
| --- |
| \*Important: This declaration must be made before one of the following persons: |
| Academic (post secondary institution) | Engineer | Patent attorney |
| Accountant | Industrial organisation secretary | Physiotherapist |
| Architect | Insurance broker | Podiatrist |
| Australian Consular Officer | Justice of the Peace | Police officer |
| Australian Diplomatic Officer | Landgate officer | Post office manager |
| BailiffBank managerChartered secretaryChemistChiropractorCompany auditor or liquidatorCourt officer (magistrate, registrar or clerk) | LawyerLocal Government CEO or deputy CEOLocal government councillorLoss adjusterMarriage celebrantMember of ParliamentMidwife | PsychologistPublic notaryPublic servant (Commonwealth)Public servant (State)Real estate agentSettlement agentSheriff or deputy sheriffSurveyor |
| Defence force officer | Minister of religion | Registered teacher |
| Dentist | Nurse | Tribunal officer |
| Doctor | Optometrist | Veterinary surgeon |
| Electorate officer of a member of State Parliament | Paramedic |  |

# B13. Premises and facilities declaration

The school’s buildings, facilities and grounds (including off-campus sites) are required to meet all legal standards and fully comply with safety and health requirements.

## Buildings and grounds

|  |
| --- |
| Prior to the commencement of students, the school’s buildings, facilities and grounds will: |
| 1. be suitable for the programs offered by the school and the students’ age levels. |
| 2. comply with the Building Code of Australia and local planning regulations, where relevant. |
| 3. comply with all applicable local government safety and health by-laws. |
| 4. comply with the *Work Health and Safety Act 2020* (WA) and *Work Health and Safety* *(General) Regulations 2022*. |
| 5. comply with the *Disability (Access to Premises – Buildings) Standards 2010* (Cth), if applicable. |

## Vehicles (if applicable)

|  |
| --- |
| Prior to the commencement of students, vehicles owned or leased by the school will: |
| comply with all licensing, inspection, maintenance and safety requirements for vehicles used to transport students. |

## Boarding – buildings and facilities (if applicable)

|  |
| --- |
| Prior to the commencement of students, the school’s buildings and facilities for boarding will: |
| 1. provide a suitable and pleasant environment for the promotion of the health, safety, educational progress and wellbeing of its students. |
| 2. comply with the Building Code of Australia and other local planning regulations, where relevant. |
| 3. comply with all applicable local government by-laws. |
| 4. comply with the *Work Health and Safety Act 2020* (WA) and *Work Health and Safety* *(General) Regulations 2022*. |
| 5. comply with the *Disability (Access to Premises – Buildings) Standards 2010* (Cth), |
| 6. be fit for purpose, safe, hygienic, well-maintained, sufficient and appropriate for the accommodation of boarding students and for the numbers of students to be accommodated. |

Signed for and on behalf of the governing body \* by:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Click/tap to enter text. |  | Click/tap to enter text. |  |  |  | Click/tap to enter date. |
| Name |  | Position |  | Signature |  | Date |

\* A signatory who is not the Chair of the governing body named as the applicant must attach evidence of authority to make this declaration on behalf of the governing body.

# B14. Submission of Application for renewal change

This application for registration change made by me on behalf of Click/tap to enter governing body name.

I certify that, to the best of my knowledge and belief, all of the information provided in and with this application is true and correct and that the school complies with the requirements of the *School Education Act 1999* and all other State and Australian Government legal requirements associated with its operation.

I declare that the registered governing body of the school is not-for-profit. *(Strike out if the school does not receive public funding.)*

Signed for and on behalf of the governing body \* by:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Click/tap to enter text. |  | Click/tap to enter text. |  |  |  | Click/tap to enter date. |
| Name |  | Position |  | Signature |  | Date |

\* A signatory who is not the Chair of the governing body named as the applicant must attach evidence of authority to make this application on behalf of the governing body.

# Part C: Further information (Matters for clarification) which may be requested by the Director General under the *School Education Act 1999*, Section 159A(5)

The Director General may request further information once an application for initial registration has been received (i.e. Parts A and B of this form).

The governing body will receive a request for an itemised list of further information to be provided to the Department.

The Director General may refuse to consider an application if any request for further information is not complied with as per section 159A(6) of the Act.

1. Please ensure that these are direct contact details for the Chair (it is not sufficient to provide the Principal’s or school’s phone and email address here). [↑](#footnote-ref-1)
2. Some schools publish policies and procedures to a section of the website accessible only to staff and parents/students. Access to these sections of a website can assist the Department in assessing an application, and may reduce the amount of information required to be provided by the school. [↑](#footnote-ref-2)
3. Please ensure that these are direct contact details for the Chair (it is not sufficient to provide the Principal’s or school’s phone and email address here). [↑](#footnote-ref-3)