



Education and Training

# APPLICATION FOR REGISTRATION OF A NON-GOVERNMENT SCHOOL

(Applicants should read the *Education Act 2004* and the *Manual for Registration of Non-government Schools in the ACT*)

**Applicants must complete all sections of the form**

**Application for (tick one)**

- Provisional Registration of a New Non-government School
- Initial Registration of a Non-government School
- Registration of an Additional Campus
- Registration of Additional Educational Levels
- Renewal of Registration of a Non-government School

**Applicant Details**

Family name:	Given name:
Office held (Director, Principal, proprietor):	

**Address for correspondence**

No and Street or Postal details	
Suburb	State / postcode
Phone no (daytime)	Mobile
Email	

**Proprietor's Details**

Company/organisation
ABN

**Address**

No and Street	
Suburb	State / postcode
Phone no (daytime)	Mobile
Email	

**School details**

Name
In Principle approval (date of application) / / (date of notification) / /
Commencement date / /

**Proposed location**

No and Street	
Suburb	State / postcode
Phone no (daytime)	Mobile
Email	

**Educational Levels** (relevant to this application)

<p><b>Primary</b></p> <input type="checkbox"/> Kindergarten <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Year 6 <input type="checkbox"/> Ungraded Special Education	<p><b>Secondary</b></p> <input type="checkbox"/> Year 7 <input type="checkbox"/> Year 8 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12 <input type="checkbox"/> Ungraded Special Education -
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**Additional information**

The applicant is to provide details of the school and documentation as indicated on the checklist included on the following pages.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return application to:**

**Manager, Non-government Education section**  
*In person:*  
220 Northbourne Avenue  
Braddon ACT 2612

*By mail:*  
Department of Education and Training  
GPO Box 158  
CANBERRA ACT 2601

## Checklist of Attachments to this application and schedule of information

<b>SCHOOL ORGANISATION AND GOVERNANCE</b> <b>Evidence to be provided or demonstrated planning for:</b>	Application	Preliminary visit	School visit
a) document showing legal status of proprietor	✓		
b) statement of philosophy and values and how it will be translated into practice	✓	✓	✓
c) policies and procedures to monitor and measure school performance			✓
d) systems for the introduction of change and innovation		✓	✓
e) policy and procedures to investigate complaints			✓
f) policy and procedures for consulting parents about the operation of the school and school programs		✓	✓
g) document showing the names and qualifications of teaching staff	✓		
h) recruitment policies and procedures to validate that staff are appropriately qualified and fit and proper persons		✓	✓
i) audited statements of financial performance and position for the two years prior to the year of registration and statements of financial performance, position and cash flow for the current year	✓	✓	
j) business plan showing projected income and expenditure over the future registration period together with supporting documentation	✓	✓	

<b>STUDENT SUPPORT SYSTEMS</b> <b>Evidence to be provided or demonstrated planning for:</b>	Application	Preliminary visit	School visit
a) student welfare policies that amongst other things: <ul style="list-style-type: none"> <li>- address the needs of Indigenous students and students with disabilities;</li> <li>- prohibits corporal punishment;</li> <li>- encourages children to attend school regularly;</li> <li>- articulates processes for managing student suspension, exclusion and transfer; and</li> <li>- includes information on the role of mandated persons under the <i>Children and Young People Act 1999</i>.</li> </ul>	✓	✓	
b) records of student enrolment and attendance		✓	✓

<b>CURRICULUM AND EDUCATIONAL PROGRAMS</b> <b>Evidence to be provided or demonstrated planning for:</b>	Application	Preliminary visit	School visit
a) statements and policies for all areas of learning including assessment programs and review and renewal processes		✓	
b) documents showing awareness of and planning for embedding the Curriculum Framework for ACT Schools P-10 into the school's curriculum		✓	
c) year 11&12 course documents consistent with BSSS policies and procedures (if applicable)		✓	✓
d) documents showing the breadth of the school's curriculum			✓
e) policy and procedures for approved educational courses and providers( for years 11&12 these courses must meet BSSS requirements)		✓	✓
f) policies and procedures for reporting student progress to parents			✓

<b>ACCOMMODATION AND FACILITIES</b> <b>Evidence to be provided or demonstrated planning for:</b>	Application	Preliminary visit	School visit
a) a school visit to review the accommodation and facilities of the school against appropriate standards and codes accepted as community benchmarks			✓
b) documentation of the extent and nature of the buildings, facilities (including boarding accommodation) and resources of the school (refer <i>Attachment A - Accommodation and Facilities</i> ).	✓	✓	
c) procedures for monitoring and managing health and safety features of the buildings, grounds, facilities and equipment of the school (including boarding facilities)			✓
d) documentation of safety and emergency software and hardware		✓	✓
e) documentation of safety and emergency procedures		✓	✓
f) details of additional facilities, resources and equipment planned for expansion and an overview of major building projects planned or commenced		✓	

**ATTACHMENT A**

**ACCOMMODATION AND FACILITIES** – Buildings, Facilities and Resources

Please indicate which of the following are provided (Essential requirements are in **bold**):

Room/Facility	Number	Details
<b>Administration offices</b>		
<b>General classrooms</b>		
Assembly hall		
Gymnasium		
Student support (ESL, resource teacher)		
School canteen		
Library/Resource centre		
Reading/seminar rooms		
Online access and research points		
Store rooms/work rooms		
Offices		
Media rooms		
No items in stock		
Specialist rooms		
Science laboratories		
Music		
Music practice rooms		
Art/Craft		
Kiln room		
Computing		
Technology rooms		
Woodwork		
Metalwork		
Tech. Drawing		
Hospitality/kitchen		
Fabric technology/sewing		
Other (swimming pool, sport facilities)		
<b>Sanitary facilities for staff</b> (Number of pans for females)		(Number of pans for males)
<b>Sanitary facilities for male students</b> (Number of pans)		Urinals (length in metres)
<b>Sanitary facilities for female students</b> (Number of pans)		
<b>Playground</b> (please describe)		

