



Department of Education Services  
Non-government Schools

# Application for registration proposed new non-government school

## 2014

### Send to:

22 Hasler Road OSBORNE PARK WA 6017; or  
PO Box 1766 ORBORNE PARK WA 6916  
(Attention: Regulation Officer (Schools), Non-Government Schools)

### Enquiries:

Regulation Officer (Schools)  
Phone: 9441 1943  
Email: [ngs@des.wa.gov.au](mailto:ngs@des.wa.gov.au)

Schools are assured that all information provided as part of the application process is treated confidentially by the Department of Education Services and its Independent School Reviewers.

## Part A: Proposed school details

### Proposed school contact information

|                               |     |                  |     |          |  |
|-------------------------------|-----|------------------|-----|----------|--|
| Proposed school name          |     |                  |     |          |  |
| Address                       |     |                  |     |          |  |
| Suburb                        |     | State            |     | Postcode |  |
| Postal address                |     |                  |     |          |  |
| Suburb                        |     | State            |     | Postcode |  |
| Proposed school website       |     | Log in           |     | Password |  |
| Proposed school email address |     |                  |     |          |  |
| Telephone number              | ( ) | Facsimile number | ( ) |          |  |
| ABN                           |     |                  |     |          |  |

Proposed opening date: \_\_\_\_\_

Proposed registration levels requested (*tick all that apply*) :

Early Childhood

Primary

Lower Secondary

Upper Secondary

### Other proposed campuses (and/or off proposed campus sites related to this registration)

|                        |  |       |  |          |  |
|------------------------|--|-------|--|----------|--|
| Campus name            |  |       |  |          |  |
| Campus address         |  |       |  |          |  |
| Suburb                 |  | State |  | Postcode |  |
| Name of contact person |  |       |  |          |  |
| Role of contact person |  |       |  |          |  |

### Administration

|                                |  |
|--------------------------------|--|
| Name of school principal       |  |
| School principal email address |  |
| Principal telephone number     |  |

|                                 |  |
|---------------------------------|--|
| Governing body name             |  |
| Name of chair of governing body |  |
| Chair email address             |  |
| Chair telephone number          |  |

## Part B: Documentary evidence

The following information and documents are required for the registration process and will be supplemented with evidence gathered during the proposed school visit. **This is a checklist and should be used in conjunction with the registration standards and requirements 2014. Further information on the nature of documents for submission and the scope of information being sought from proposed schools is outlined in the explanatory notes section of the *Registration standards and requirements 2014* document.** Schools are advised to make themselves familiar with the Explanatory Notes before submitting documentation. The school registration standards and requirements are available on the Department of Education Services website at [www.des.wa.gov.au](http://www.des.wa.gov.au).

Please attach the requested documents using the boxes  as a checklist. In some cases a declaration has been provided as part of this Application form. Documents provided to support this application should be presented in the same order as the following sections. As a guide most schools provide between two and five lever arch files. **If a document is not available, please indicate process and timeline for development.**

### 1. Governance and accountability

#### 1.1 Legal entity

Certificate registering the legal entity (e.g. *Certificate of Incorporation* and/or *Certificate of Registration as a Business Name*).

#### 1.2 Constitution

Constitution outlining the objects, powers, structures, roles and responsibilities of the governing body and how governance is separated from management.

#### 1.3 Supporting documentation (if not a part of the constitution)

Supporting documentation that describes the way in which the governing body operates. See explanatory notes in *registration standards and requirements 2014*.

#### 1.4 Not-for-profit status

Declaration or evidence of the school's not-for-profit status, if seeking the provision of public funding. See also attached *legal compliance declaration* (page 15).

#### 1.5 Register of governing body members

Completed *governance and accountability declaration* (page 10).

#### 1.6 Minutes of meetings

Minutes of meetings, including the annual general meeting that demonstrate how the governing body is meeting accountability requirements and carrying out its responsibilities.

#### 1.7 School's strategic plan

School's strategic plan outlining the future direction for development of the school, endorsed by the governing body.

#### 1.8 Annual self-review (risk assessment)

Evidence that best demonstrates how an annual self-review (risk assessment relating to provision of level of care) will be conducted by the governing body.

#### 1.9 Critical incidents

Evidence of how critical incidents will be reported by the principal to chair of the governing body and the Minister for Education through the Department of Education Services, including the process to provide a copy of the written annual report to the Board.

### **1.10 Training opportunities**

Evidence of future training opportunities that will be provided and undertaken by members of the governing body.

### **1.11 Full Fee Paying Overseas Students (international students) (where applicable)**

Refer to the explanatory notes in the *registration standards and requirements 2014* for additional information.

### **1.12 National Quality Standards in Early Childhood Education and Care and School Age Care (where applicable)**

Refer to the explanatory notes in the *registration standards and requirements 2014* for additional information.

## **2. Student learning**

### **2.1 Policy for the review of student learning**

The proposed school's policy and procedure that describe the future process for the review of student learning (achievement, engagement and progress).

### **2.2 Analysis of student learning**

The proposed school's planned process for the analysis of quality data on student learning (achievement, progress and engagement of individual students and target groups).

### **2.3 School improvement plan**

Outline of the school improvement plan to be utilised to identify priorities through analysis of student learning (achievement, progress and engagement) and the strategies to improve teaching and learning.

### **2.4 Annual report (if applicable)**

School's most recent annual report, including analysis of school performance that meets Commonwealth Government requirements.

### **2.5 Surveys, stakeholder communication and/or partnerships**

Outline of the planned structure of school surveys, stakeholder communication and/or partnerships related to communicating performance and improving student learning.

### **2.6 Proposed school website**

Proposed school website address is to be detailed on page 2, including log in and password details for Independent School Reviewer access (if applicable).

### **2.7 Full Fee Paying Overseas Students (international students) (where applicable)**

Refer to the explanatory notes in the *registration standards and requirements 2014* for additional information.

## **3. Curriculum**

### **3.1 School curriculum plan**

School curriculum plan that outlines, for the relevant stages of schooling, how the proposed school will meet curriculum requirements and how the proposed school will meet the diverse needs of its students through adjustments to teaching and learning programs.

### **3.2 Curriculum evaluation policy**

Policy explaining how and when curriculum delivery and teaching practice will be evaluated.

### **3.3 Assessment and reporting policy**

School assessment and reporting policy, including sample reports to parents (for each phase of schooling).

### **3.4 Information provided to the governing body**

Outline to demonstrate how the governing body will be provided with information regarding curriculum implementation and evaluation of the quality of programs provided.

## 4. Level of care

### 4.1 Positive learning environment

Outline of strategies to be implemented to develop a positive and inclusive school culture in which respectful and equitable relationships are fostered.

### 4.2 Student welfare

Policies and procedures related to student welfare.

#### **Proposed students in care of the Chief Executive Officer, Department of Child Protection and Family Support (CPFS)**

Number of proposed students in care of CPFS by year group.

| Year group | Number of students |
|------------|--------------------|
|            |                    |
|            |                    |
|            |                    |
|            |                    |

### 4.3 Student safety

Policies, procedures and risk management plans related to student safety.

### 4.4 Critical incidents

Policy and procedure for prompt notification of any critical incidents to the chair of the proposed school governing body and the Minister for Education through the Department of Education Services.

### 4.5 Student health

Policies and procedures related to student health.

### 4.6 Boarding facilities (where applicable)

Policies and procedures in place for student boarding facilities. Proposed school must also complete the *level of care declaration – boarding* (page 11).

### 4.7 Full Fee Paying Overseas Students (international students) (where applicable)

Refer to the explanatory notes in the *registration standards and requirements 2014* for additional information.

## 5. Financial management

### 5.1 Audited financial statements (if applicable)

Most recent audited financial statements and independent audit report.

### 5.2 Schedule of loan agreements (where applicable)

A schedule of any agreements is required if it has not already been provided in the financial statements.

### 5.3 Property lease or rental agreements (where applicable)

Property lease or rental agreement including the length of the lease or rental agreement and the annual cost of accommodation services.

### 5.4 Remuneration and/or staff salaries

Information about any remuneration paid to members of the governing body (where applicable).

Information about the awards or agreement under which staff salaries are to be paid.

### 5.5 School business plan

School business plan outlining the current objectives/targets to be achieved through the day-to-day operation of the proposed school.

## 5.6 Current year's budget and forecast budgets of three to five years

Current year's budget and forecast budgets as per the school's business plan providing information about predicted future enrolment trends, income, expenditure and cash flow.

## 5.7 Insurance policies

Current insurance policies covering risk areas for the proposed school.

# 6. Staff and management

## Teaching staff

Proposed total number of members of teaching staff (including part-time)

## Non-teaching staff

Proposed total number of non-teaching staff members (including part-time)

### 6.1 Staff Declaration

Completed *Staff Declaration* (page 12) listing all proposed teaching staff and non-teaching staff.

### 6.2 School organisation chart

School organisation chart which demonstrates the management structure, including the arrangements for educational leadership.

### 6.3 Staff induction, performance management and professional learning policies and procedures

Staff induction, performance management and professional learning policies and procedures.

### 6.4 Staff handbook

Current staff handbook (electronic or print version).

### 6.5 Boarding staff (where applicable)

Completed *staff declaration* (page 12) listing staff employed in relation to the management and operation of the proposed school's boarding facility.

### 6.6 Full Fee Paying Overseas Students (international students) (where applicable)

Refer to the explanatory notes in the *registration standards and requirements 2014* for additional information.

# 7. Physical environment

## 7.1 Buildings, facilities and grounds

- Completed section on buildings, facilities and grounds in *physical environment declaration* (page 13).
- Details of changes made to proposed school infrastructure (if applicable).
- Copies of documents showing compliance with zoning regulations of the local government area (if applicable).
- Copies of documents showing compliance with building regulations of the local government area (if applicable).

## 7.2 Maintenance schedules

A replacement or improvement schedule.

A planned annual maintenance schedule.

## 7.3 Vehicles (where applicable)

Completed section on vehicles in *physical environment declaration* (page 13).

Note:

- Maintenance and licensing schedules for all vehicles owned or leased by the proposed school and used for transporting students should be available on the day of the proposed school visit.
- Evidence of driver licensing qualifications should also be available on the day of the proposed school visit.
- Drivers employed by the proposed school should be included in the *staff declaration* including Working with Children (WWC) cards (page 12).

#### 7.4 Occupational safety and health

Proposed school occupational safety and health policy and procedure for staff and students.

#### 7.5 Risk management (if applicable)

Copies of risk/safety audits conducted and responses.

#### 7.6 Boarding facilities (where applicable)

Completed section on boarding – buildings and facilities in *physical environment declaration* (page 13).

## 8. Enrolment and attendance

#### 8.1 Enrolment policy and procedures

Proposed school enrolment policy and procedures.

#### 8.2 Attendance policy and procedures

Proposed school attendance policy and procedures.

#### 8.3 Legal requirements for attendance and enrolment

Completed compliance with legal requirements in the *enrolment and attendance declaration* (page 14).

Procedures for maintaining enrolment register including students who are removed from attendance rolls.

Procedures for maintaining the record of attendance, reporting unexplained absences (missing students) under the *Student Tracking System* protocol and removing students from attendance rolls.

#### 8.4 Full Fee Paying Overseas Students (international students) (where applicable)

Refer to the explanatory notes in the *registration standards and requirements 2014* for additional information.

## 9. Number of students

#### 9.1 Proposed number of students in each year level

|    | Pre-K | K | PP | 1 | 2 | 3 | 4 | 5 | 6 |
|----|-------|---|----|---|---|---|---|---|---|
| No |       |   |    |   |   |   |   |   |   |

Note: Pre-Kindergarten - students who are 3 and turn 4 in the second half of this year. No per capita funding is available for these students.

Kindergarten - students who turn 4 in the first half of this year or earlier. Per capita funding is available.

|    | 7 | 8 | 9 | 10 | 11 | 12 | Ungraded | Total |
|----|---|---|---|----|----|----|----------|-------|
| No |   |   |   |    |    |    |          |       |

#### 9.2 Future enrolments

A projection of future enrolments for a five year period with the reasons explaining any forecast change and any supporting evidence.

#### 9.3 Class sizes

A list of class sizes that shows the proposed total number of students in each class.

Note: Student names are not required.

#### 9.4 Boarding students (where applicable)

Proposed number of boarding students

#### 9.5 Full Fee Paying Overseas Students (international students) (where applicable)

Proposed number of enrolled international students

Note: Students holding Visa class 571 or a 'packaged' visa arrangement that includes school education.

## 10. Time for instruction

### 10.1 Proposed days open in proposed first year of operation

| Term         | First day for students | Last day for students | Number of days of instruction |
|--------------|------------------------|-----------------------|-------------------------------|
| 1            |                        |                       |                               |
| 2            |                        |                       |                               |
| 3            |                        |                       |                               |
| 4            |                        |                       |                               |
| <b>Total</b> |                        |                       |                               |

Note: The total number of days for instruction does not include Public Holidays and days when students do not attend such as Staff Professional Development/Planning Days.

### 10.2 Hours allocated for instruction

Proposed school's daily timetable showing the hours allocated for instruction each day (for each sector of the proposed school where different for example, Pre-Kindergarten, Kindergarten, Pre-Primary/Primary, Secondary). It is not necessary to include each class timetable unless they are different from other class groupings.

## 11. Complaints management

### 11.1 Complaints management policy and procedures

Proposed school policy and procedures related to disputes and complaints and how these will be communicated to parents, students and staff (e.g. parent, student, staff handbooks or website).

### 11.2 *Full Fee Paying Overseas Students (international students)* (where applicable)

Refer to the explanatory notes in the *registration standards and requirements 2014* for additional information.

## 12. Legal compliance

### 12.1 Declaration of legal compliance

Completed *legal compliance declaration* (page 15).



## Part C: Registers and declarations

### 1. Governance and accountability declaration

Members of the governing body are fit and proper persons for carrying out their responsibilities.

#### 1.5 Register of members of governing body

| Title and full name | Experience<br>(Relevant to role) | Voting or non-<br>voting<br>(Ex-officio) | Police clearance<br>details <sup>1</sup> |        | Working with<br>Children card details <sup>2</sup><br>(if applicable) |        |
|---------------------|----------------------------------|--|--|--------|---|--------|
|                     |                                  |  | Date                                     | Number | Expiry  | Number |
|                     |                                  |  |  |        |   |        |
|                     |                                  |  |  |        |   |        |
|                     |                                  |  |  |        |   |        |
|                     |                                  |  |  |        |   |        |
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|                     |                                  |  |  |        |   |        |
|                     |                                  |  |  |        |   |        |
|                     |                                  |  |  |        |   |        |

<sup>1</sup> Members should have no conviction that renders them unfit for involvement in the governance of a school.

<sup>2</sup> Members should have a Working with Children card if their usual duties in the proposed school require contact with students.

\_\_\_\_\_  
Name - Chair of the Governing Body

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name - School Principal

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### 4. Level of care declaration

##### Boarding - duty of care (if applicable)

The proposed school will provide a safe, healthy, secure and supportive boarding environment for its students.

##### Policies and procedures

| <b>The proposed school has policies and procedures for boarding that:</b>  |
|--|
| 1. Are not discriminatory and provide for a safe, healthy, secure and supportive environment for all enrolled boarders including students with disabilities. |
| 2. Have been given in a clear and comprehensive statement to all boarding students, parents and staff.   |
| 3. Cover, but are not limited to, the matters of duty of care listed in the <i>registration standards and requirements 2014</i> document.                    |

##### Records

| <b>The proposed school's written records for boarding will be:</b>                                     |
|--|
| 1. Accurately maintained.  |
| 2. Detailed, confidential and preserved for legal compliance regarding medical matters, in particular. |

##### Boarding staff

| <b>The proposed school's staff for boarding will:</b>  |
|--|
| 1. Be trained and competent to administer first aid.   |
| 2. Know, understand and practice their legal duty of care responsibilities.  |
| 3. Know and practice the school's boarding policies and procedures, including reporting of critical incidents and suspected abuse. |
| 4. Provide close and caring supervision at all times.  |

\_\_\_\_\_  
Signature - School Principal

\_\_\_\_\_  
Date

## 6. Staff declaration

Staff employed by the proposed school meet the following registration requirements:

- Teaching staff are financial, registered members of the Teacher Registration Board of Western Australia (TRBWA) under the *Teacher Registration Act 2012* and hold a current Working with Children (WWC) card.
- The proposed school will maintain a register of teachers that includes their name, financial status and registration number for TRBWA and WWC card.
- The proposed school will maintain a register of non-teaching staff and certain volunteers (those who are not parents of students at the school) hold a current police clearance and/or WWC card (if appropriate).

### Teacher registration

| Full name | Date of birth | TRBWA registration details |                                       |   | Working with Children card details |        | Progress of TRBWA registration<br>Indicate any new teachers and detail the level of support /arrangements for P and L staff |
|-----------|---------------|----------------------------|---------------------------------------|---|------------------------------------|--------|---|
|           |               | Registration number        | Financial member<br>Y (Yes)<br>N (No) | Category<br>Full (F)<br>Provisional (P)<br>Limited (L)<br>Non-practising (NP) | Number                             | Expiry |   |
|           |               |                            |                                       |   |                                    |        |   |
|           |               |                            |                                       |   |                                    |        |   |
|           |               |                            |                                       |   |                                    |        |   |
|           |               |                            |                                       |   |                                    |        |   |
|           |               |                            |                                       |   |                                    |        |   |
|           |               |                            |                                       |   |                                    |        |   |
|           |               |                            |                                       |   |                                    |        |   |

### Non-teaching staff and certain volunteers (including boarding staff if applicable)

| Full name | Date of birth | Role | Reason for non-registration | Working with Children card details<br>(if appropriate) |        | Police Clearance details |        |
|-----------|---------------|------|-----------------------------|--|--------|--------------------------|--------|
|           |               |      |                             | Number   | Expiry | Date                     | Number |
|           |               |      |                             |  |        |                          |        |
|           |               |      |                             |  |        |                          |        |
|           |               |      |                             |  |        |                          |        |
|           |               |      |                             |  |        |                          |        |
|           |               |      |                             |  |        |                          |        |

### 6.6 Boarding staff

|  |
|--|
| 1. Are sufficient in number and skills to meet the needs of all boarders to be enrolled in the proposed school.                    |
| 2. Hold documented, appropriate police clearances, including WWC card.   |
| 3. Have up-to-date information, induction and training in all matters necessary for the safety and health of the boarding students |

\_\_\_\_\_  
Signature - School Principal

\_\_\_\_\_  
Date

## 7. Physical environment declaration

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

### 7.1 Buildings, facilities and grounds

| <b>Standard*</b>   |
|--|
| The proposed school's buildings, facilities and grounds:   |
| 1. Will be suitable for the programs offered by the proposed school and the students' age levels.  |
| 2. Comply with the Building Code of Australia and other local planning regulations, where relevant.  |
| 3. Comply with Australian Standards for all minimum health and safety requirements for the proposed school purposes, particularly where dangerous materials and equipment are used and high levels of fumes or dust are present. |
| 4. Have associated plans and procedures in place for the minimising and management of health, safety and security risks.   |
| 5. Are accessible and suitable for all students to be enrolled in the proposed school, including those with disabilities, to participate in the whole-school curriculum.   |
| 6. Are satisfactory in terms of extraction; hygiene; maintenance; natural and artificial light; natural and mechanical ventilation; safety; security; and space.   |

### 7.3 Vehicles

|   |
|---|
| Vehicles owned or leased by the proposed school:  |
| 1. Comply with all licensing, inspection, maintenance and safety requirements for use in transporting students. |
| 2. The appropriate licence and WWC card are held by all drivers transporting students.                          |

### 7.6 Boarding – buildings and facilities (if applicable)

| <b>Standard*</b>  |
|---|
| The proposed school's buildings and facilities for boarding:  |
| 1. Will provide a 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 Australian Standards for health and safety requirements for the proposed school purposes, particularly where dangerous materials and equipment are used and high levels of fumes or dust are present.  |
| 4. Have associated plans and procedures in place for the minimising and management of health, safety and security risks.  |
| 5. Are accessible and suitable for all students to be enrolled in the proposed school as boarders, including those with disabilities.   |
| 6. Are satisfactory for study, sleep, meals, washing and lavatories, illness, laundry, storage; and recreation in terms of accessibility; extraction; hygiene; maintenance; natural and artificial light; natural and mechanical ventilation; safety; security; privacy; and space. |

\* Refer to *registration standards and requirements 2014* for details.

\_\_\_\_\_  
Signature - School Principal

\_\_\_\_\_  
Date

## 8. Enrolment and attendance declaration

### 8.3 Compliance with legal requirements

The proposed school's enrolment and attendance policies and procedures:

- comply with the *School Education Act 1999* - Part 2 - Enrolment and attendance
- comply with the *School Education Regulations 2000* - Part 2 –Enrolment and attendance
- comply with the *Disability Discrimination Act 1992*, the *Disability Standards for Education 2005* and the *Equal Opportunity Act 1984* in the enrolment of any student with a disability for whom enrolment is sought, except where their enrolment would impose unjustifiable hardship on the school to support their needs
- comply with the *Sex Discrimination Act 1984* and the *Equal Opportunity Act 1984* in the enrolment of any student of either sex for whom enrolment is sought, except where a school is solely for students of the opposite sex to that of the applicant
- comply with the *Racial Discrimination Act 1984* and the *Equal Opportunity Act 1984* in the enrolment of any student of any race for which enrolment is sought
- comply with the *Equal Opportunity Act 1984* in the enrolment of a student of any religion, except where a school is conducted in accordance with a particular religion
- comply with *Education Service Providers (Full Fee Overseas Students) Registration Act 1991 (ESPRA)*, the *Education Services for Overseas Students Act 2000 (ESOS)* and the *National Code of Practice for Registration Authorities and Providers of Education and Training for Overseas Students 2007 (the National Code)*

---

Signature - School Principal

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Date

**(please note the final declaration is required on the following page (15))**

## 12. Legal compliance declaration

We hereby apply for registration as a proposed new non-government school (under the *School Education Act 1999*). We certify that to the best of our knowledge and belief all of the information provided in this application and in the supporting documentation is true and correct.

We declare that the body responsible for governance of the proposed school is a not-for-profit organisation. (*Strike out if the school does not receive public funding.*)

Furthermore, we certify to the best of our knowledge and belief that the proposed school complies with the requirements of the *School Education Act 1999* and all other State and Australian Government legal requirements associated with its operation.

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Signature - Chair of the Governing Body

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Date

---

Signature - School Principal

---

Date