



Department of Education Services  
Non-government schools

# Application for renewal of registration

Non-government schools in Western Australia

**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: School details

### School contact information

School name					
Address					
Suburb		State		Postcode	
Postal address					
Suburb		State		Postcode	
School website		Log in		Password	
School email address					
Telephone number	( )	Facsimile number	( )		
ABN					

### Other campuses (and/or off 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	

### Approved delivery (please tick where applicable)

School providing education to *Full Fee Paying Overseas Students*

(i.e. students holding Visa class 571 or a 'packaged' visa arrangement that includes school education)

School providing Vocational Education and Training (VET) qualifications and /or courses

## Part B: Documentary evidence

The following information and documents are required for the renewal of registration process and will be supplemented with evidence gathered during the 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 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 any documentation. The school registration standards and requirements are available on the Department of Education Services website at <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. Further specific information on the presentation of the information can be found in the support document entitled *Renewal of registration for your school* available on the department's website.

### 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 an annual self-review (risk assessment relating to provision of level of care) conducted by the governing body.

#### 1.9 Critical incidents

Evidence of critical incidents reported by the principal to chair of the governing body and the Minister for Education through the DES, including a copy of the written annual report to the Board.

#### 1.10 Training opportunities

Evidence of training opportunities provided and undertaken by members of the governing body.

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

Schools should 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 school's policy and procedure that describe the ongoing process for the review of student learning (achievement, engagement and progress).

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

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

### **2.3 School improvement plan**

School improvement plan describing the priorities identified through analysis of student learning (achievement, progress and engagement) and the strategies to improve teaching and learning.

### **2.4 Annual report**

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

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

Best examples of school surveys, stakeholder communication and/or partnerships related to communicating performance and improving student learning.

### **2.6 School website**

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 school meets curriculum requirements and how the school meets 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 is 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**

Evidence to demonstrate that the governing body is provided with information regarding curriculum implementation and evaluation of the quality of programs provided.

## 4. Level of care

### 4.1 Positive learning environment

Evidence of strategies 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.

#### **Students in care of the Chief Executive Officer, Department of Child Protection and Family Support (DCPFS)**

Number of students in care of DCPFS 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 school governing body and the Minister for Education through the DES.

### 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. Schools 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

Most recent audited financial statements and independent audit report.

### 5.2 School year operating financials (management accounts)

Current school year operating financials (management accounts).

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

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

### 5.4 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.

### 5.5 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 paid.

### 5.6 Commonwealth Financial Questionnaire

Most recent Commonwealth Financial Questionnaire with responses.

### 5.7 School business plan

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

### 5.8 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.

### 5.9 Insurance policies

Current insurance policies covering risk areas for the school.

## 6. Staff and management

### Teaching staff

Total number of members of teaching staff (including part-time)

### Non-teaching staff

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

### 6.1 Staff Declaration

Completed *Staff Declaration* (page 12) listing all current 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

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 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

For all changes to the school's buildings, facilities and grounds, and their operation since the last registration visit:

- Completed section on buildings, facilities and grounds in *physical environment declaration* (page 13).
- Details of changes made to school infrastructure.
- 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 school and used for transporting students should be available on the day of the school visit.
- Evidence of driver licensing qualifications should also be available on the day of the school visit.
- Drivers employed by the school should be included in the *staff declaration* including Working with Children (WWC) cards (page 12).

### 7.4 Occupational safety and health

School occupational safety and health policy and procedure for staff and students.

### 7.5 Risk management

Copies of risk/safety audits conducted in the two years prior to seeking renewal of registration and school 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

School enrolment policy and procedures.

### 8.2 Attendance policy and procedures

School attendance policy and procedures.

### 8.3 Attendance records and enrolment register

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 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 total number of students in each class.

Note: Student names are not required.

### 9.4 Boarding students (where applicable)

Number of boarding students

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

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 Days open in 2014

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

School's daily timetable showing the hours allocated for instruction each day (for each sector of the 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

School policy and procedures related to disputes and complaints and how these are 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).



#### 4. Level of care declaration

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

The school provides a safe, healthy, secure and supportive boarding environment for its students.

##### Policies and procedures

The school has policies and procedures for boarding that:
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

The School's written records for boarding:
1. Are accurately maintained.
2. Are detailed, confidential and preserved for legal compliance regarding medical matters, in particular.

##### Boarding staff

The school's staff for boarding:
1. Are 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.

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Signature - School Principal

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Date

## 6. Staff declaration

Staff employed by the 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 school maintains a register of teachers that includes their name, financial status and registration number for TRBWA and WWC card.
- The school maintains 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 Indicate any new teachers and details the level of support /arrangements for P and L staff
		Registration number	Financial member Y (Yes) N (No)	Category Full (F) Provisional (P) Limited (L) 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 (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 enrolled in the 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 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 school's buildings, facilities and grounds:
1. Are suitable for the programs offered by the 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 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 enrolled in the 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 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 school's buildings and facilities for boarding:
1. 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 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 enrolled in the 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* document for details.

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

\_\_\_\_\_  
Date

## 8. Enrolment and attendance declaration

### 8.3 Compliance with legal requirements

The 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)*

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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 renewal of registration (under the *School Education Act 1999*) of the non-government school described in this application. 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 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 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

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Signature - School Principal

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Date