



Department of  
**Education**

# **APPLICATION FOR RENEWAL OF REGISTRATION**

**NON-GOVERNMENT SCHOOL REGULATION**

## Renewal of registration

Renewal of registration is one of the principal processes through which the Director General of the Department of Education assesses a school's compliance with Part 4 of the *School Education Act 1999* (the Act).

The Director General's decisions about renewal of registration 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 quality improvement notices and conditions on registration and with other requirements of the Act.

The risk-based approach guides the information required in the request for further information (referred to as the Part C request, see final page of this form). It ensures that the scope, depth and nature of regulatory activity is proportionate to any non-compliance and/or risk of future non-compliance.

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

## How to complete this application

### Part A and Part B

Please complete the school details in Part A, all of the registers and sign all of the declarations in Part B.

Please attach all documents required in Parts A and B.

Submit Parts A and B to the Department of Education at least six months before, but no more than 12 months before, the registration expiry date on the current certificate of registration. Parts A and B, once completed and submitted as required, constitutes a completed application for renewal of registration.

### Part C

Following submission of Parts A and B, schools 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 159A(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 159A(6) of the Act applies].

### Registration visit

To facilitate renewal of registration, a visit to the school is usually required. If a visit is to be undertaken, schools are advised of the scheduled date well before the visit.

Closer to the date of the visit, the Department will make contact with the school to discuss the aspects of the standards and other requirements that will be the focus of the visit and further information, if any, to be made available on the day of the visit.

### Submission

Applicants are provided access to a Microsoft OneDrive folder created specifically for their application. Applicants are encouraged to submit their application via this folder.

### Enquiries

T: (08) 9441 1943

E: [ngsregulation@education.wa.edu.au](mailto:ngsregulation@education.wa.edu.au)

Application form published 25 September 2018

## Part A: Applicant details

### Governing Body

Governing body name			
Governing body address			
Suburb		Postcode	
Governing body postal address			
Suburb		Postcode	
Australian Business Number (ABN) or Australian Company Number (ACN)			
Name of governing body chair			
Chair's email address <sup>1</sup>			
Chair's telephone numbers <sup>1</sup>	Landline:	Mobile:	

### School details

School name			
Main address			
Suburb		Postcode	
Postal address			
Suburb		Postcode	
School website		Log in <sup>2</sup>	Password <sup>2</sup>
Telephone number		School email address	

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

Attach a separate schedule if space is insufficient.

Campus/site name			
Campus/site address			
Suburb		Postcode	
Name of contact person			
Role of contact person			

### Administration

Name of school Principal			
Date of appointment			
School Principal's email address			
Principal's telephone numbers	Landline:	Mobile:	

<sup>1</sup> 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).

<sup>2</sup> 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.

**Curriculum/s (tick where applicable)**

**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: Specify and attach evidence of recognition of alternative by the School Curriculum and Standards Authority
- Alternative reporting on student achievement: specify and attach evidence of recognition by the School Curriculum and Standards Authority

**Compulsory education period (Year 11 to Year 12)**

- ATAR, General, Foundation, VET industry specific, and Preliminary Courses (ie Western Australian Certificate of Education (WACE))
- Nationally recognised training delivered by a Registered Training Organisation
- Cambridge International A Levels
- International Baccalaureate Diploma

**Approved delivery (please tick where applicable)**

- School providing education to on-site Australian residents
- School providing education to Full Fee Paying Overseas Students
- School providing Vocational Education and Training (VET) qualifications and/or courses:
- School is a Registered Training Organisation (RTO)
- Name of RTO(s) used to provide qualifications
- School providing Distance Education/Online Distance Learning.  
Please specify year levels: Year \_\_\_\_\_ to Year \_\_\_\_\_
- Other (specify):

**School term dates (current year)**

	Start date	Finish date	Total # school days*
Term 1			
Term 2			
Term 3			
Term 4			

\* Not including any public holidays or other days (eg. school planning days) when students do not attend

### Weekly school hours

	Pre-K	K	PP	1	2	3	4	5	6
Weekly hours*									

	7	8	9	10	11	12
Weekly hours*						

\* Not including non-teaching time such as recess and lunch breaks and any extra curricula hours unless compulsory for all students

### Student enrolments and projections

	PK	K	PP	1	2	3	4	5	6	7	8	9	10	11	12	Total
2018																
2019																
2020																
2021																
2022																
2023																

### Child-safe organisation framework

Identify the child-safe organisation framework that has guided the development of policies and procedures.

**Please attach the most recent of the following documents:**

- Governing body constitution.
- Agendas (including reports included in the agenda) and minutes of governing body meetings (board or management committee meetings as well as the most recent annual general meeting) for the previous 12 months that demonstrate how the governing body operates and undertakes its responsibilities.
- Schedule/list of financial information provided to the Governing Body during the last financial year. This would encompass, for example, management reports and policies of a financial or corporate governance nature. The actual reports/policies need only be provided if requested by the Department.
- Most recent audited financial statements, independent audit report, independent auditor's management letter, and management responses to the letter.
- A schedule of loan agreements is required, including loans made to and by the school, all external commercial loans with financial institutions, any private loans with individuals or businesses, and any loans with governing body members or employees. The schedule should include a description of the loan, interest rate, interest/principal payments and the outstanding balance.
- A schedule of property lease or rental agreements is required, including the length of the lease or rental agreement and the annual cost of accommodation services.
- 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.
- Public liability, professional indemnity, building insurance and all other risk policies.
- Staff Code of Conduct and guidelines on how to comply with it. Note that this must also comply with Standard 12 on the prevention of child abuse.
- Policies, procedures, protocols and staff professional development requirements applicable to the detection and reporting of grooming and child abuse.
- The Principal's National Quality Standard internal audit as submitted to the governing body and documentation of actions approved by the governing body (where applicable – Pre-Kindergarten to Year 2).
- Policies and procedures for:
  - enrolment and attendance;
  - managing and reporting critical incidents;
  - managing and recording complaints;
  - behaviour management;
  - prevention of grooming and child abuse; and
  - ensuring that all staff and volunteers are suitable to work with children, including having regard, where applicable, to working with children checks, any other screening checks, teacher registration, and qualifications (attained or working toward).



## 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, \_\_\_\_\_ (name) of \_\_\_\_\_  
(address), \_\_\_\_\_ (occupation), sincerely declare as follows:

1. I am the chair of \_\_\_\_\_ (governing body name), the governing body of \_\_\_\_\_ (school name) and make this declaration in that capacity concerning the members of the management committee, council or board of directors of \_\_\_\_\_ (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**

3. 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.
4. 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 (specify) \_\_\_\_\_

5. On the basis of my assessment, I am satisfied that none of the members:
- (a) 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
  - (b) has a conflict of interest that cannot be effectively managed by the governing body in accordance with established policies and procedures.
6. 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

7. 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

\_\_\_\_\_ (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 (specify) \_\_\_\_\_

8. I:

- (a) 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
- (b) have no conflict of interest that cannot be effectively managed by the governing body in accordance with established policies and procedures.

9. 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

\_\_\_\_\_ (place) on \_\_\_\_\_ (date) by:

\_\_\_\_\_  
 (Signature of person making the declaration)

in the presence of:

\_\_\_\_\_  
 (Signature of authorised witness)

\_\_\_\_\_  
 (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)	Electorate Officer (State – WA only)	Podiatrist
Accountant	Engineer Industrial organisation secretary	Police officer
Architect	Insurance broker	Post Officer Manager
Australian Consular Officer	Justice of the Peace (any State)	Psychologist
Australian Diplomatic Officer	Lawyer	Public Notary
Bailiff	Local government CEO or deputy CEO	Public Servant (State or Commonwealth)
Bank Manager	Local government councillor	Real Estate agent
Chartered secretary	Loss adjuster	Settlement agent
Chemist	Marriage Celebrant	Sheriff or deputy Sheriff
Chiropractor	Member of Parliament	Surveyor
Company auditor or liquidator	Minister of religion	Teacher
Court officer (magistrate, registrar or clerk)	Nurse	Tribunal officer
Defence Force officer	Optometrist	Veterinary surgeon
Dentist	Patent Attorney	
Doctor	Physiotherapist	

or any person before whom, under the Statutory Declarations Act 1959 of the Commonwealth, a Statutory Declaration may be made.

Full definitions of these professions are available at [courts.dotag.wa.gov.au/files/Professions\\_witness\\_statutory\\_declarations.pdf](https://courts.dotag.wa.gov.au/files/Professions_witness_statutory_declarations.pdf)



**Pre-Kindergarten and Kindergarten teachers – additional information (where applicable)**

Please include any Pre-kindergarten or Kindergarten teachers specified in the table above

Please include any teachers (e.g. specialist teachers) who are scheduled for Pre-kindergarten or Kindergarten classes at which the class teacher will not also be in attendance

Full name	Role	Qualification – held and year	Date of commencement at school	Suitability as early childhood teacher

**Pre-Kindergarten and Kindergarten educators (not teachers) – additional information (where applicable)**

Full name	Role	Qualification – held and year	Qualification - working towards	Date of commencement at school	Qualification requirement of Standard 4.2(b) met

**Teaching assistants (other than Pre-Kindergarten and Kindergarten educators), non-teaching staff and all volunteers**

Full Name	Role	Working with Children Check details (if required <sup>3</sup> )		National Criminal History Check (if conducted)		Date of commencement at school
		Card number (C) or Application receipt number (A)	Date of card expiry or date of application	Date	Number	

**Boarding staff (where applicable)**

Full Name	Role	Name of highest first aid qualification held (must be current)	Working with Children Check details (where required)		National Criminal History Check (if conducted)		Date of commencement at school
			Card number (C) or Application receipt number (A)	Date of card expiry or date of application	Date	Number	

<sup>3</sup> Volunteers who are parents of children enrolled at the school do not ordinarily require a Working with Children Check.

### All staff medical emergency training

Only complete if the school is registered for Pre-Kindergarten or Kindergarten

Full Name	Role	Accessibility/proximity to Pre-Kindergarten and Kindergarten students (ie. how long to respond in an emergency)	Full time / part time (if part time, please specify days and hours)	Current approved first aid qualification (date attained)	Current approved anaphylaxis management training (date attained)	Current approved emergency asthma management training (date attained)

Signed by the Principal:

\_\_\_\_\_

Name Title Signature Date

## 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

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 local planning regulations, where relevant.
3. Comply with all applicable local government safety and health by-laws.
4. Comply with the <i>Occupational Safety and Health Act 1984 (WA)</i> and <i>Occupational Safety and Health Regulations 1996</i> .
5. Comply with the <i>Disability (Access to Premises – Buildings) Standards 2010 (Cth)</i> , if applicable.

### Vehicles

Vehicles owned or leased by the school:
Comply with all licensing, inspection, maintenance and safety requirements for vehicles used to transport students.

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

The school's buildings and facilities for boarding:
1. Provide or will 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 <i>Occupational Safety and Health Act 1984 (WA)</i> and <i>Occupational Safety and Health Regulations 1996</i> .
5. Comply with the <i>Disability (Access to Premises – Buildings) Standards 2010 (Cth)</i> ,
6. Are or will 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:

Name	Position	Signature	Date
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\* 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.

## Enrolment and attendance declaration

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* (Cth), the *Disability Standards for Education 2005* (Cth) and the *Equal Opportunity Act 1984* (WA) 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* (Cth) and the *Equal Opportunity Act 1984* (WA) in the enrolment of any student of either sex for whom enrolment is sought, except where the school is solely for students of the opposite sex to that of the applicant;
- comply with the *Racial Discrimination Act 1984* (Cth) and the *Equal Opportunity Act 1984* (WA) in the enrolment of a student of any race for which enrolment is sought;
- comply with the *Equal Opportunity Act 1984* (WA) in the enrolment of a student of any religion, except where the school is conducted in accordance with a particular religion;
- comply with *Education Service Providers (Full Fee Overseas Students) Registration Act 1991* (WA), the *Education Services for Overseas Students Act 2000* (Cth) (ESOS) and the *National Code of Practice for Providers of Education and Training for Overseas Students 2018* (the National Code), where applicable;

The school protects the confidentiality of personal information it collects about students and their parents/guardians in accordance with the Australian Privacy Principles subject, where appropriate, to the applicable information sharing provisions of the *Children and Community Services Act 2004* (WA), sections 28A-C.

Unless approved otherwise by the Director General, the school does not enrol any child before the final year of their early education period and the child has turned 3 years of age.

If the school is a CARE school, the school does not enrol any child before the eighth year of their compulsory education period, and the total number of students enrolled in the school does not exceed the number whose needs and safety can be effectively catered for and protected within the financial and other resources of the school.

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

Name	Position	Signature	Date
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\* 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.

## Submission of application for renewal of registration

This application for renewal of registration is made by me on behalf of

\_\_\_\_\_ (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 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:

Name	Position	Signature	Date
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\* 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 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 renewal of 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 types of information which may be requested are described in the [Guide to the Registration Standards and Other Requirements for Non-Government Schools](#).

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.