

Overview of the application process for renewal of registration

Parts A and B

- Part A of the application form asks for basic details about the school.
- Part B includes various registers to be completed and declarations to be signed.
- Part A and B are to be submitted to the Department, by the governing body of the school, at least 6 months but not more than 12 months before the current period of registration ends.
- Note that no further information is required at this stage of the application.
- The Department review team undertakes a risk-based assessment of the school's past and present compliance with the registration standards and other requirements for non-government schools and identifies what other information the school will be asked to provide in Part C of the application.

Part C

- The Part C request sent to the governing body indicates the specific information required and the due date for submission (generally two working weeks). The actual information required varies from school to school.

Preparation for the review visit

- The Department review team then develops specific lines of inquiry to be pursued during the review visit. As would be expected, these will differ in nature and number from school to school.
- The lead reviewer emails the principal and chair of the governing body prior to the scheduled visit. The email details what further information is required before or during the visit, what the reviewers would like to see and who they would like to meet on the day. The lead reviewer then telephones the principal to set the agenda for the visit.

Determining applications for renewal of registration

- Following the review visit the review team completes a risk-based assessment of the school's past, present and likely future compliance with the registration standards and other requirements for non-government schools.
- The Director General considers the information provided by the review team and the school, and decides whether or not to renew the school's registration. The Director General may defer making a decision while further information is sought, during which the school's registration continues (if the application for renewal was made at least 6 months but not more than 12 months before the current period of registration ends).
- The Director General also decides whether quality improvement notices, conditions and/or directions are to be given and the period of registration.
- The chair of the governing body is notified by letter of the Director General's decision regarding the school's application. Where applicable, this letter includes a replacement registration certificate, any limitations (quality improvement notice, conditions or directions) which have been imposed and evidence required by the governing body to address these, and may also include a notice requiring further information. A copy of the letter is also sent by email to the principal and the chair of the governing body. As required by the *School Education Act 1999*, upon receipt of the new certificate the original of the old certificate must be returned to the Department. It is essential that the original of the old certificate is sent back, not a copy and not by email.
- A school receiving a condition or direction or refused renewal is advised of the reasons for the Director General's decision and of the governing body's right to apply to the Minister for Education and Training for a review of the decision on the form provided to the governing body. An application for review must respond to the reasons given for the Director General's decision and be submitted within 20 calendar days after the governing body chair receives notice of the decision.