

APPLICATION FOR CHANGES to registration of a school in South Australia

About this form

This form is to be used by schools applying to make changes to the registration of a school in South Australia. The information provided will enable the Education Standards Board to assess your application. The following documents relate to the registration of schools.

- *The Education and Early Childhood Services (Registration and Standards) Act 2011*
- *The Standards for Registration and Review of Registration of Schools in South Australia*
- *Evidence Guide for Registration of New or Changed schools*

If you are a school not currently registered in South Australia, please complete the *Application to register a school in South Australia* form, available on the ESB website. <http://www.esb.sa.gov.au/forms>

If you are seeking to make a change to registration that is not on this form, please contact the ESB.

Assistance

For assistance in completing this form, please contact ESB by email at ESB.Schools@sa.gov.au or telephone 08 8226 1215. Further information about schools registration is available from the ESB Website. <http://www.esb.sa.gov.au/>

Assessment of applications

The assessment of your application commences when all sections relevant to the changes being applied for and supporting documentation are submitted to the ESB. The assessment and evaluation of your application is conducted using the *Standards for the Registration and Review of Registration of Schools in South Australia*. On approval of the changes, the Schools Register will be updated and the school will be issued with a new registration certificate.

Submitting this form

This form must be submitted by email to: ESB.Schools@sa.gov.au

Fees

Refer to the website for fee information at <http://www.esb.sa.gov.au/>

If a fee is applicable you will be invoiced accordingly.

General Information

1	All applicants are to complete this section	
1.1	School name	
1.2	Proposed date of change/s to take effect	
2	Are you currently registered to enrol full fee paying overseas students?	
2.1	<input type="checkbox"/> Yes – You may need to complete the Application for registration or re-registration on CRICOS	<input type="checkbox"/> No
3	Are you approved as an Early Learning Centre?	
3.1	If yes, we can notify the ESB- Early Childhood services team of your intention to make changes to your Early Learning Centre	<input type="checkbox"/> Yes – You may need to complete a separate application form available at http://www.esb.sa.gov.au/forms-2 <input type="checkbox"/> No
4	Is the school government or non-government?	
4.1	<input type="checkbox"/> Government	<input type="checkbox"/> Non-Government

Type of change

Indicate which change/s you are applying to make below. Only complete the relevant sections of this application form. All applications must provide supporting evidence that demonstrates the *Standards for Registration of Schools in South Australia*. Use the *Evidence Guide* for the types of evidence that can be used to demonstrate the Standards.

✓	Change requested	Sections to be completed
<input type="checkbox"/>	Change of school name <i>Changing the school trading name</i>	Sections A, C, H, I (25.1), J
<input type="checkbox"/>	Change of a school location* <i>Moving the school to a new site</i>	Sections C, D, H, I, J
<input type="checkbox"/>	Change to Governing and/or Responsible Authority*	Sections B, C, H, I, J
<input type="checkbox"/>	Amalgamation* <i>Two or more schools becoming one school under one Governing Authority. Please also complete the Notification of Closure form if your school will close and become a campus of another.</i>	Sections C, E, G, H, I, J
<input type="checkbox"/>	Change of a campus* <i>The addition or closure of a campus</i>	Sections C, F, G, H, I, J
<input type="checkbox"/>	Change to year levels* <i>This includes adding or reducing year levels, extending the year level provision or moving year level cohorts from one school/campus to another. Student enrolments can only commence on approval of this change.</i>	Sections C, G, H, I, J

***Non-government schools should be aware that changes to registration may affect State government funding.**

Section A: Change of school name

A new Certificate of Registration will be provided with the updated school name.

5.1	Current school name	
5.2	New school name	

Section B: Change of school governance (Non-Government schools only)

6	Governing Authority	
6.1	<i>There must be corporate governance arrangements to lead the safe, legal and financially viable operation of the school</i>	Name of Governing Authority
7	Responsible Authority	
7.1	<i>Only provide this if different from your governing authority The Responsible Authority is also the Approved Authority for Commonwealth funding purposes</i>	Name of the Responsible Authority

Section C: Funding (Non-Government schools only)

9	Are you currently receiving State Government funding?	
9.1	<i>If yes, the changes may affect your current funding</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No – Please complete question 10
10	Are you applying for State Government funding?	
10.1	<i>If yes, you must demonstrate not-for-profit status to be eligible</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

11	Current enrolments							
11.1	Year level	R	1	2	3	4	5	6
	Enrolment							
	Year level	7	8	9	10	11	12	
	Enrolment							

12	Projected enrolments for the next 5 years								
12.1	Next five years	Year level	R	1	2	3	4	5	6
	Next five years	Year level	7	8	9	10	11	12	

Section D: Change of school location

13.1	Address of the proposed site <i>The school must have a built environment for teaching and learning.</i>		
13.2	Have you applied to the local council to establish a school on this site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - A council approval process will need to commence before submitting your application.
13.3	Has this site been approved by the local council for use of a school?	<input type="checkbox"/> Yes-	<input type="checkbox"/> No Please contact the ESB to discuss how to proceed with your application
13.4	Has the local council imposed or foreshadowed any conditions of approval?	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes - Describe impositions or conditions:	

Section E: Amalgamation

14	Names of schools amalgamating		
14.1	Current school name #1		
14.2	Current school name #2		
14.3	Current school name #3		
15	New school, campus names and year levels		
15.1	New school name	<i>Main campus</i>	<i>Year levels to be provided</i>
15.2	New Campus name #1		
15.3	New Campus name #2		

Part F: Change of a campus

16.1	Is this an addition or closure of a campus?	<input type="checkbox"/> Closure	<input type="checkbox"/> Addition –If the addition of a campus involves the closure of an already registered school, a Notification of school closure form will need to be submitted by the closing school
16.2	Name of the campus being changed		



17	Address of additional campus		
17.1	Address of the new campus site <i>The school must have a built environment for teaching and learning.</i>		
17.2	Have you applied to the local council to establish a school on this site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No- A council approval process will need to commence before submitting your application.
17.3	Has this site been approved by the local council for use of a school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No –Please contact the ESB to discuss how to proceed with your application

17.4	Has the local council imposed or foreshadowed any conditions of approval?	<input type="checkbox"/> No <input type="checkbox"/> Yes - Describe impositions or conditions:
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18	Year levels at campus	
18.1	Which year levels will be provided?	

Section G: Change to year levels

19	Is this an addition or reduction of year levels?	
19.1	<input type="checkbox"/> Reduction <input type="checkbox"/> Addition	
20	New year levels of registration	
20.1	Which year levels are currently provided?	
20.2	Which year levels will now be provided?	

21		Proposed curriculum and/or curriculum frameworks (for addition of year levels only)		
21.1	Indicate one or more curricula that will be offered.	<input type="checkbox"/> Australian Curriculum		
		<input type="checkbox"/> SACE		
		<input type="checkbox"/> VET Courses		
		<input type="checkbox"/> International Baccalaureate PYP		
		<input type="checkbox"/> International Baccalaureate MYP		
		<input type="checkbox"/> International Baccalaureate Diploma Programme		
21.2	<i>An alternative curriculum framework defined by ACARA refers to a particular approach used by an alternative curriculum organisation for the delivery of Australian curriculum while meeting its own educational objectives.</i>	<input type="checkbox"/> Alternative curriculum frameworks* Please complete Question 22 below on Alternative Curriculum framework		
22		Alternative Curriculum Framework		
22.1	Is the alternative curriculum framework on the ACARA Recognition register?	<input type="checkbox"/> Yes – (continue to 22.2)	<input type="checkbox"/> No	<input type="checkbox"/> Application submitted to ACARA and under review
22.2	What is the name of the proposed alternative curriculum framework?			
22.3	Which learning areas or General Capabilities and year levels do you propose to teach, assess and report using the Alternative curriculum framework?			
	Learning Area/ General Capabilities		Year Levels	

Section H: Contact information

23	Responsible person for the application process	
23.1	Name	
	Position title	
23.2	Postal address	
23.3	Telephone	
23.4	Email	
24	Details of person submitting this application (if different from responsible person)	
24.1	Name	
	Position title	
24.2	Postal address	
24.3	Telephone	
24.4	Email	

Section I: Supporting Evidence

25	<p>All applications for changes to registration of an existing school will be assessed using the <i>Standards for Registration and Review of Schools in South Australia</i>.</p> <p>The Evidence Guide provides support on the kinds of evidence that demonstrate each of the criteria within the relevant standards.</p>		
	Change	Standard/ Other	Evidence Submitted (Please enter the Title of the document provided)
25.1	Change of school name	Schools Register	<i>Australian Securities and Investments Commission (ASIC) certificate or similar registering the new name.</i>
25.2	Change to Governing and/ or Responsible Authority	1	

25.4	Change of school location	2, 3	
25.5	Amalgamation	1, 2, 3	
25.6	Addition of a campus	2, 3	
25.7	Closure of a campus	No evidence required	
25.8	Addition/ Extension of year level	2, 3	
25.9	Reduction of year level	No evidence required	

Section J: Statutory Declaration

26	To be completed by the school principal or responsible person	
I		
	<i>(Full name)</i>	
of		
	<i>(Name and address of legal entity making the application)</i>	
	➤ declare that the information provided in and attached to this application is, to the best of my knowledge, true and correct.	
	Signature of principal/ responsible person	Date
	before me,	
	Signature of Authorised Witness <i>(list below of Authorised persons)</i>	Date
27	Who can certify documents or witness statutory declarations?	
	<ul style="list-style-type: none"> • Justice of the Peace • Members of the Police Force • Judges and Masters of the Supreme Court • Judges and Masters of the District Court • Magistrates • Practitioners of the Supreme Court 	

OFFICE USE ONLY

Reviewer:	Date:	Signed:
Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No