

APPLICATION To register a school in South Australia

About this form

This form is to be used by persons applying to register a new school in South Australia. The information you provide 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 changes are required to your registration please complete the *Application for Changes to Registration of a school in South Australia* form available on the ESB website. <http://www.esb.sa.gov.au/forms>

Assistance

For assistance in completing this form, please contact the 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/>

Submitting this form

Email your application form to: ESB.Schools@sa.gov.au

Provide evidence on USB to Level 8, The Conservatory, 131-139 Grenfell Street, Adelaide.

Assessment of applications

The assessment of your application commences when a completed application and all 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, the school will be added to the Schools Register. Please note that a school must be on the Schools Register prior to enrolling students.

Fees

Refer to the ESB Website: <http://www.esb.sa.gov.au/>

You will be invoiced once your completed application has been received.

Section A: Proposed School Information

1.1	School sector	<input type="checkbox"/> Non-Government <input type="checkbox"/> Government
1.2	Proposed school name	
1.3	Proposed commencement date	
1.4	Postal address	

2	Are you applying to be recommended for State Government funding?	
2.1	<i>If yes, you must demonstrate not-for-profit status to be eligible</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

3	Additional campuses/sites relating to this application	
3.1	Campus/site name	
3.2	Campus/site address	

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

5	Proposed year levels	
5.1	What are the proposed year levels at maturity?	

6	Proposed year level commencement	
6.1	What is the year of commencement for each proposed year level?	

	Year level	R	1	2	3	4	5	6
	Year commencing							

	Year level	7	8	9	10	11	12
	Year commencing						

7	What are your projected enrolments for the first five years of operation?								
7.1	First five years	Year level	R	1	2	3	4	5	6
		20_ _							
		20_ _							
		20_ _							
		20_ _							
		20_ _							

	First five years	Year level	7	8	9	10	11	12
		20_ _						
		20_ _						
		20_ _						
		20_ _						
		20_ _						

8	What is the anticipated maximum enrolment for each year level?							
8.1	Number of enrolments	R	1	2	3	4	5	6

	Number of enrolments	7	8	9	10	11	12

9	Are you intending to establish an Early Learning Centre on the same site as the school?	
9.1	<i>If you answer yes to this question, we can notify the ESB- Early Childhood services team of your intention to establish an Early Learning Centre</i>	<input type="checkbox"/> Yes – You will need to complete a separate application form available at http://www.esb.sa.gov.au/forms-2 <input type="checkbox"/> No

10	Are you intending to enrol Full-Fee Paying Overseas Students?	
10.1	<i>To provide education services to overseas students you will need to apply for registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).</i>	<input type="checkbox"/> Yes – You will need to complete this form: Application for endorsement of registration to enrol full fee paying overseas students <input type="checkbox"/> No

11	Contact person responsible for this application	
11.1	Name	
11.2	Position title	
11.3	Postal address	
11.4	Telephone	
11.5	Email	

Section B : Standard 1 – School Governance

The school is accountable for its safe, legal and financially viable operation and has corporate governance arrangements in place to lead this

- Complete Questions 12 – 16
- List your supporting evidence on Page 8

12	Governing Authority	
12.1	<i>There must be corporate governance arrangements to lead the safe, legal and financially viable operation of the proposed School</i>	Name of Governing Authority
12.2	Address of Governing Authority	

13	Responsible Authority	
13.1	<i>Provide if different from your governing authority. The Responsible Authority is also the Approved Authority for Commonwealth funding purposes</i>	Name of the Responsible Authority:

14	Certificate of Corporation/ Incorporation	
14.1	ACN/ABN:	Business name:

15	Affiliations	
15.1	<i>Religious or other organisations</i>	

16	Principal details (if known)	
16.1	Name	
16.2	Email	

Section C: Standard 2 – Student Learning and Assessment

The school has curricula, teaching and performance policies and practices and staff in place to effectively deliver education services for each stage of schooling and monitors its educational achievements.

- **Complete Questions 18 – 19**
- **List your supporting evidence on Page 9**

18 Which curriculum frameworks, courses of instruction and accreditations are you using to teach, assess and report student achievement?				
	<i>Provide the relevant year levels for each curriculum framework checked.</i>	Teaching and learning ✓	Assessment ✓	Reporting ✓
18.1	Australian Curriculum			
18.2	SACE			
18.3	VET Courses			
18.4	International Baccalaureate PYP			
18.5	International Baccalaureate MYP			
18.6	International Baccalaureate Diploma Programme			
18.7	<p>Alternative curriculum frameworks*</p> <p><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></p> <p><i>Please complete the section on Alternative Curriculum frameworks</i></p>			

19	Alternative curriculum frameworks			
19.1	Is the alternative curriculum framework on the ACARA Recognition register?	<input type="checkbox"/> Yes – (continue to 2)	<input type="checkbox"/> No	<input type="checkbox"/> Application submitted to ACARA and under review
19.2	What is the name of the proposed alternative curriculum framework?			
19.3	Which learning areas or general capabilities and year levels do you propose to teach, assess and report using the alternative curriculum framework?		Provide details below	
Learning Area/ General Capabilities			Year Levels	

Section D: Standard 3 – Student Safety, Health and Welfare

The school provides a safe, health and supportive learning environment that protects the well-being of students.

- List your supporting evidence on Page 10

Supporting Evidence

Standard 1

Please complete the table below and indicate which criteria the supporting evidence demonstrates. It is acceptable to provide evidence that demonstrates more than one criteria or standard. Each criterion should be demonstrated at least once. The Evidence Guide may be useful to support your identification of the kinds of evidence that demonstrate each of the criteria within the standards. Provide copies of the supporting evidence in a separate folder. Use the file naming convention as follows: [schoolname/standard1]

Evidence to demonstrate Standard 1	Criteria demonstrated	Submitted
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Standard 2

Please complete the table below and indicate which criteria the supporting evidence demonstrates. It is acceptable to provide evidence that demonstrates more than one criteria or standard. Each criterion should be demonstrated at least once. The Evidence Guide may be useful to support your identification of the kinds of evidence that demonstrate each of the criteria within the standards. Provide copies of the supporting evidence in a separate folder. Use the file naming convention as follows: [schoolname/standard2]

Standard 3

Please complete the table below and indicate which criteria the supporting evidence demonstrates. It is acceptable to provide evidence that demonstrates more than one criteria or standard. Each criterion should be demonstrated at least once. The Evidence Guide may be useful to support your identification of the kinds of evidence that demonstrate each of the criteria within the standards. Provide copies of the supporting evidence in a separate folder. Use the file naming convention as follows: [schoolname/standard3]

Section E: 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