



## 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 their registration. The information provided will enable the Education Standards Board (ESB) 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 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](mailto: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

When you have submitted this application form we will advise you on which criteria in the Standards are relevant to your school context and the evidence that we require. The assessment of your application commences when all sections relevant to the changes being applied for and supporting documentation is 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](mailto: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: All applicants are to complete this section**

School name	
School address	
Proposed date of change	

**Responsible person for the application process**

Name	
Position title	
Telephone	
Email	

**Details of person submitting this application (if different from responsible person)**

Name	
Position title	
Telephone	
Email	

**Type of change**

**Indicate which change/s you are applying to make below. Only complete the relevant sections.**

<input checked="" type="checkbox"/>	<b>Change of registration type</b>	<b>Sections to be completed</b>
<input type="checkbox"/>	Change of school name <i>Changing the school trading name</i>	A, I
<input type="checkbox"/>	Change of school governance	B, I
<input type="checkbox"/>	Change of a school location <i>Moving the school to a new site</i>	C,D,I
<input type="checkbox"/>	Amalgamation <i>Two or more schools becoming one school under one Governing Authority</i>	C, E, I
<input type="checkbox"/>	Change of a campus <i>The addition, closure and/or change of campus location</i>	C, F, I
<input type="checkbox"/>	Change to year levels <i>The addition or reduction of the year levels offered</i>	C (additions only) G, I

Section A: Change of school name

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

1.1	Current school name	
1.2	New school name	

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

**Governing Authority**

2.1	<i>The Board or other authority that administers the school</i>	Name of Governing Authority
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**Responsible Authority**

2.2	<i>The recipient of state and commonwealth funding.</i>	Name of the Responsible Authority
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Section C: Enrolment details

**Current enrolments**

3.1	<b>Year level</b>	<b>R</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>Enrolment</b>							
	<b>Year level</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	
	<b>Enrolment</b>							

**Projected enrolments for the next 5 years ( including a new campus if applicable)**

3.2	Next five years	<b>Year level</b>	<b>R</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		20__							
		20__							
		20__							
		20__							
		20__							

Next five years	Year level	7	8	9	10	11	12
	20__						
	20__						
	20__						
	20__						
	20__						

### Section D: Change of school location

4.1	Address of the proposed site		
	Is the site - <i>Check all that apply</i>	<input type="checkbox"/> Leased <i>Provide lease agreement/ lease arrangement</i>	<input type="checkbox"/> An existing building <i>Provide redevelopment plans, approvals if applicable</i>
			<input type="checkbox"/> To be built <i>Provide plans</i>
4.2	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.
4.3	Has this site been approved by the local council for use as a school?  <i>You will need to gain the necessary approvals for development with the local council of the proposed school site before submitting your application</i>	<input type="checkbox"/> Yes-  <input type="checkbox"/> application to council has been lodged (provide the name of the council and date of lodgement)-	<input type="checkbox"/> No - You will need to find an alternative site or discuss with your local council
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:	

### Section E: Amalgamation

#### Names of schools amalgamating

5.1	Current school name #1
	Current school name #2
	Current school name #3

## New school, campus names and year levels

5.2	New school name	Main campus	Year levels to be provided
	New Campus name #1		
	New Campus name #2		

## Section F: Change of a campus

6.1	Name of Campus			
6.2	Is this an addition, closure and/or change of campus location?	<input type="checkbox"/> Closure – Date of closure:  <i>Continue to Section I</i>	<input type="checkbox"/> Addition	<input type="checkbox"/> Change of campus location

## Address of campus

6.3	Address of the proposed new campus site			
	Is the site - <i>Check all that apply</i>	<input type="checkbox"/> Leased <i>Provide lease agreement/ lease arrangement</i>	<input type="checkbox"/> An existing building <i>Provide redevelopment plans, approvals if applicable</i>	<input type="checkbox"/> To be built <i>Provide plans</i>
6.4	Have you applied to the local council to establish a campus of 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.	
6.5	Has this site been approved by the local council for use as a school?  <i>You will need to gain the necessary approvals for development with the local council of the school site before submitting your application</i>	<input type="checkbox"/> Yes  <input type="checkbox"/> Application has been lodged (provide lodgement date and name of the council)	<input type="checkbox"/> No - Changes cannot be made until there is an approved site	

6.6	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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**Year levels at campus**

6.7	Which year levels will be provided?	
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**Section G: Change of year level provision**

**Is this an extension or reduction of year levels?**

7.1	<input type="checkbox"/> Reduction
	<input type="checkbox"/> Extension

**New year levels of registration**

7.2	Proposed year levels to be provided?	
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**Proposed curriculum and/or curriculum frameworks (for extension of year levels only)**

7.3	Indicate one or more curricula that will be offered.	<input type="checkbox"/> Australian Curriculum or ACARA Approved Alternative 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

## Section H: Supporting Evidence

All applications for changes to registration will be assessed using the *Standards for Registration and Review of Schools in South Australia*.

**Following the receipt of this completed application form, the Education Standards Board will contact you to confirm the kinds of evidence we require to assess your application.**

**The Evidence Guide to using the Standards for Registration and Review of Registration of Schools in South Australia assists schools to provide evidence that demonstrates the Standards.**

## Section I: Declaration

### To be completed by the school principal or responsible person

<b>I</b>		
	<i>(Full name)</i>	
<b>of</b>		
	<i>(Name and address of legal entity making the application)</i>	
	➤ 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 signed

### PRIVACY DISCLAIMER

The Education Standards Board requires all the information collected in this application for the purpose of registering schools under the *Education and Early Childhood services (Registration and Standards) Act 2011 (SA)*. Some information about schools will be made available to the public on the South Australian Schools Register. Information may also be shared with other government organisations if required for their functions.