



APPLICATION

to remove a school from the South Australian schools register

About this form

This form is to be used by registered schools and responsible authorities seeking to apply for removal from the South Australian Schools Register. The information you provide will authorise the Education Standards Board to remove the school from the Schools Register at the appropriate time and then notify other relevant State and Commonwealth agencies.

Education services must not be provided by the school and its campuses after the school has been removed from the schools register.

Removal process

The Education Standards Board will provide an acknowledgement of this application and confirm the intended removal date. The school will be removed from the South Australian schools register by close of business on the specified removal date. The person responsible for the application will receive a confirmation email. The Education Standards Board will notify the Commonwealth Department of Education, Skills and Training, the Strategic Policy and External Relations division in the Department for Education, the ESOS agency for schools (if applicable), the SACE Board of South Australia and the Australian Curriculum, Assessment and Reporting Authority (ACARA).

Reinstatement on the schools register

A school may apply to be reinstated to the schools register on application and will be assessed if eligible for registration using the Standards for Registration and Review of Registration in South Australia.

Assistance

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

Submitting this form

Email your application form, including the supporting evidence to: ESB.Schools@sa.gov.au

Fees

There is no fee for this application.

Section A: School Information

School sector	<input type="checkbox"/> Non-Government	<input type="checkbox"/> Government	<input type="checkbox"/> Responsible Authority
School name			
School address			
Date of removal from the register			
	<i>This is the date the school ceases to deliver education services.</i>		

Responsible person for the application process

Name	
Position title	
Organisation	
Telephone	
Email	

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

Name	
Position title	
Telephone	
Email	

Principal details (if different from responsible person or person submitting application)

Name	
Email	

Additional campuses/sites relating to this application

Campus/site name(s)	
Campus/site address(es)	


Full-Fee Paying Overseas Students (FFPOS)

Are you registered to deliver education services to overseas full fee paying students?	<input type="checkbox"/> Yes School endorsement of registration on CRICOS will be removed. Department of Education, Skills and Employment will be notified.	<input type="checkbox"/> No
If Yes, do you currently have overseas full fee paying students enrolled?	<input type="checkbox"/> Yes Students must either complete their CoE prior to the removal, or must transfer to another provider	<input type="checkbox"/> No <input type="checkbox"/> Not applicable <i>(not registered to enrol FFPOS)</i>

Section B: Reason for removal from the schools register

1 Reason for removal from the schools register. Only complete the relevant sections.		
✓	Reason	Question/s to be completed
<input type="checkbox"/>	Amalgamation <i>School to become a campus of another school</i>	Question 2
<input type="checkbox"/>	Change in demographics <i>Resulting in little to no student enrolments</i>	N/A
<input type="checkbox"/>	Other <i>Any other factors or reasons for removal from the schools register</i>	Question 3

2 Amalgamation	
Which schools will be amalgamating?	
#1	
#2	
#3	

3 Other factors or reasons for removal from the schools register	
Describe the reason for removal from the schools register:	
 <i>Attach relevant documentation</i>	

Section C: Removal from the South Australian Schools Register

To be completed by the Director, Chairperson of the Responsible Authority

I		
	<i>(Full name)and position</i>	
of		
	<i>(Name and address of legal entity making the notification)</i>	
	➤ I declare that the information provided in and attached to this notification is, to the best of my knowledge, true and correct.	
	Signature	Date

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.