



APPLICATION to register a new 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 you are already a registered school applying to change your registration details please complete the *Application for Changes to Registration of a school in South Australia* form available on the Education Standards Board website. <http://www.esb.sa.gov.au/resources>

Assessment of applications

The assessment of your application commences when a completed application form and all supporting documentation are submitted to the Education Standards Board. 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.**

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 school registration is available from the Education Standards Board Website. <http://www.esb.sa.gov.au/>

Submitting this form

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

On receipt of your application form we will send you a folder upload link. All evidence must be uploaded to the relevant standard in your folder. We do not accept hardcopies or evidence attached in emails.

Fees

Refer to the Education Standards Board website for the current list of fees associated with this application: <http://www.esb.sa.gov.au/>.

You will be invoiced on receipt of your completed application form.

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		

2	State Government funding		
2.1	<i>Do you intend to apply for State Government funding?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3	Additional sites relating to this application		
3.1	Additional site name		
3.2	Additional site address and intended year levels		

4	Proposed school site/development details		
	<i>The school must have a built environment, infrastructure, grounds and facilities for teaching and learning and student safety, health and well-being at each of its sites. (Standard 2.11)</i>		
4.1	Address of the proposed site/development		
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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Please contact the Education Standards Board to discuss how to proceed with your application
4.4	Has the local council imposed or foreshadowed any conditions of approval?	<input type="checkbox"/> Yes <i>Attach document with impositions or conditions</i>	<input type="checkbox"/> No
4.5	Is the site leased?	<input type="checkbox"/> Yes Site owner: Lease terms: <i>Provide a signed copy of the lease agreement.</i>	<input type="checkbox"/> No

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	Do you intend to establish an Early Learning Centre on the same site as the school?	
9.1	<input type="checkbox"/> Yes – You will need to complete a separate application, further information is available at https://esb.sa.gov.au/early-childhood/approved-providers	<input type="checkbox"/> No

10	Do you intend 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

	Non-Government Schools: <ul style="list-style-type: none"> • Complete Questions 12 – 16 • List your supporting evidence on Page 8 <i>This information will be shared with the funding unit</i>	Government Schools: <ul style="list-style-type: none"> • Complete Question 16
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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	Names and Contact details of each member of the Governing Authority	<i>Attach document</i>	
12.3	Copy of the constitution provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No

13	Responsible Authority	
13.1	<i>Provide the name of the legal entity that if approved, will be the recipient of State and Commonwealth funding</i>	Name of the Responsible Authority:

14	Legal entity details	
14.1	ACN/ABN	<i>Provide evidence of the legal status (eg Certificate of Incorporation; Company Extract Report)</i>
14.2	Business name	
14.3	Trading 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

17	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 ✓
17.1	Australian Curriculum			
17.2	SACE			
17.3	VET Courses <i>Submit contractual agreements with Registered Training Organisations (RTOs)</i>			
17.4	International Baccalaureate PYP			
17.5	International Baccalaureate MYP			
17.6	International Baccalaureate Diploma Programme			
17.7	Alternative curriculum frameworks* <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> <i>Please complete the section on Alternative Curriculum frameworks</i>			

18	Alternative curriculum frameworks		
18.1	Is the alternative curriculum framework on the ACARA Recognition register?	<input type="checkbox"/> Yes – <i>(continue to 19.2)</i>	<input type="checkbox"/> No <i>Only curriculum frameworks on the ACARA Recognition register meet Standard 2.</i>
18.2	What is the name of the proposed alternative curriculum framework?		
18.3	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 <i>(insert rows if required)</i>	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.

19	<ul style="list-style-type: none"> List your supporting evidence on Page 10
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Supporting Evidence

Standard 1

List the documents you have uploaded to your folder and the specific standard the document demonstrates. It is acceptable to provide evidence that demonstrates more than one standard. The Evidence Guide provides support on the types of evidence that may demonstrate the Standards.

Criteria demonstrated	Evidence to demonstrate Standard 1 (1.1-1.6) (insert rows if required)	Submitted
		<input type="checkbox"/>
		<input type="checkbox"/>
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Standard 2

List the documents you have uploaded to your folder and the specific standard the document demonstrates. It is acceptable to provide evidence that demonstrates more than one standard. The Evidence Guide provides support on the types of evidence that may demonstrate the Standards

[illegible]

Standard 3

List the documents you have uploaded to your folder and the specific standard the document demonstrates. It is acceptable to provide evidence that demonstrates more than one standard. The Evidence Guide provides support on the types of evidence that may demonstrate the Standards

[illegible]

Section E: Statutory Declaration

20	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

	<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
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