



# Information Booklet

Form NSS-601 V1.0

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## Change of accreditation attribute to include 'special assistance' and funding eligibility

**Non-State Schools Accreditation Board**

## Legislative background

The *Education (Accreditation of Non-State Schools) Act 2001* (the 'Accreditation Act') and the *Education (Accreditation of Non-State Schools) Regulation 2001* (the 'Accreditation Regulation') establish a legislative framework for accreditation of and government funding eligibility for Queensland non-state schools.

The Accreditation Act provides for the establishment of the Non-State Schools Accreditation Board (the 'Board') and the Non-State Schools Eligibility for Government Funding Committee (the 'Funding Committee'), a committee of the Board. The Board is an independent statutory authority that regulates non-state schooling. It is responsible for making decisions on the accreditation of non-state schools and changes in accreditation attributes of non-state schools, as well as monitoring governance arrangements and compliance with accreditation criteria.

The Accreditation Act and the Accreditation Regulation can be viewed at the Queensland Parliamentary Counsel website at <https://www.legislation.qld.gov.au/OQPChome.htm>. Click on **Current Legislation**, then **Alphabetical Listing**.

## This booklet

This booklet provides information to assist with the completion of the application form *NSS-601: Change of accreditation attribute to include 'special assistance' and funding eligibility*.

Applicants need to ensure that the application is completed fully and correctly and that it addresses and complies with the requirements of:

- the Accreditation Act;
- the Accreditation Regulation; and
- any other relevant documents published by the Board.

Neither this booklet nor the application form necessarily replicate all of the relevant provisions of this legislation or published Board documents.

Please ensure the information is presented clearly. The application form is divided into four parts. Applicants are requested to supply additional information as attachments for certain items. Attachments must be labelled with the corresponding number and title of the related item in the application form.

## To lodge the application form

If you are able to submit your application electronically, please submit it via the NSSAB Online Services at <https://secure.nssab.qld.edu.au/nos.php> or email your copy to [admin@nssab.qld.edu.au](mailto:admin@nssab.qld.edu.au).

If you wish to submit a hard copy application, one copy will be sufficient. Hard copy applications may be lodged during business hours with:

Non-State Schools Accreditation Board  
PO Box 15347, CITY EAST Q 4002

Floor 8 Education House  
30 Mary Street, BRISBANE Q 4000

The Accreditation Act requires the Board to make a decision on an application within six months of lodgement, where government funding eligibility is not sought, or within nine months, where such funding is sought. The Board and applicant can also agree to extend the time needed to make a decision, if the Board or the Minister for Education requires further time to do this. Applicants must take this into account when proposing student-intake days to allow sufficient time for consideration of this application. Therefore, the student-intake day should not be less than six or nine months from the lodgement date.

## Further information

The Board and the Funding Committee may require an applicant to provide further information or documents to support an application.

**Important information regarding use of this application form**

This application is only able to be used to apply for:

- a change in a non-state school's current attributes of accreditation to include the attribute of **special assistance**; and
- a change in the non-state school's current operational aspects for government funding eligibility to include the operational aspect of **special assistance**.

The application, therefore, **cannot** be used to seek other changes to a school's accreditation, attributes of accreditation, or operational aspects of funding eligibility.

For example, the application **cannot** be used to seek approvals to add:

- a new type of education;
- new years of schooling to a site of the school;
- boys to a girls only school;
- distance education as a mode of delivery;
- a new site to the school;
- the attribute of boarding; and
- funding eligibility to an accreditation attribute not previously eligible for funding.

This form is to be used if you are intending to offer special assistance at an existing approved site of the school.

If you wish to add a new site to the school to accommodate special assistance, an applicant will need to additionally complete and submit:

- *Form NSS-301 Change of accreditation attribute; or*
- *Form TS-1 Special assistance school - Notice of intention to use temporary site.*

## **PART 1 APPLICANT AND SCHOOL DETAILS**

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### **1. Applicant**

This application must be made by the school's governing body within the meaning of that term in the Accreditation Act.

The full name of the governing body must be included on the form.

### **2. School**

The full name of the provisionally accredited or accredited school must be included on the form.

## **PART 2 LOCATION(S) OF SPECIAL ASSISTANCE, ENROLMENT AND RELATED DETAILS**

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**Note:** If the school is to operate special assistance on more than one site, please complete Appendix 1 for each site other than the one indicated below.

### **3. Location of site**

The location (usually a street address) of an existing approved site of the school is to be given.

### **4. Student–intake profile**

The day on which it is proposed for special assistance in each year of schooling to commence is to be specified.

### **5. Special assistance details**

A special assistance school provides, at the site specified in this application, primary and/or secondary education to:

- (a) relevant students; and
- (b) without tuition fees.

Relevant students means students who:

- (a) would not otherwise be –
  - (i) enrolled and attending school while of compulsory school age; or
  - (ii) participating in an eligible option full-time, or in paid employment for at least 25 hours each week, during the compulsory participation phase; and
- (b) are not provisionally registered, or registered, for home education.

Applicants should indicate how the school will meet its written standard of service. This standard of service should deal with:

- (a) regular tracking and assessment of students' work;
- (b) regular monitoring of students':
  - attendance;
  - achievement; and
  - participation in the program; and
- (c) strategies for engaging the students, and keeping them engaged, in primary or secondary education.

### **6. Anticipated enrolments**

When considering an application for government funding, the Funding Committee must have regard to whether the anticipated enrolment of students, other than overseas students, is more than the minimum enrolment for a school offering the same type of education.

[Overseas students hold or are included in a visa that permits the visa holder to travel to Australia for the purpose of undertaking a course provided by a body.

This means that someone is only an overseas student if they are on a visa that is specifically related to studying in Australia (or a bridging visa attached to a substantive visa with those provisions).]

The Accreditation Act requires the Funding Committee to have regard to projected enrolments for a period of five years after the school opens.

### **7. Minimum enrolments**

The minimum full-time equivalent enrolment for special assistance follows:

- (a) Years Prep – 6      10 per site
- (b) Years 7 – 12      15 per site.

**Note:** This part is to be completed only if the applicant is making application for government funding eligibility for special assistance.

### 8. Funding eligibility

When considering an application for government funding eligibility, the Funding Committee must address the criteria contained in section 85 of the Accreditation Act.

It should be noted that the sequencing of the eligibility for government funding criteria should not be taken to indicate or imply any particular weighting or priority of the criteria.

### 9. Catchment area of the school

Statistical Areas Level 2 (SA2s) are areas defined by the Australian Bureau of Statistics (ABS) for the purposes of collecting and disseminating data and have replaced the old Statistical Local Areas (SLAs) under the Australian Standard Geographical Classification (ASGC).

Applicants need to compare their catchment boundaries with the SA2 boundaries by contacting the Queensland Government Statistician's Office, Queensland Treasury on telephone 3035 6421 or email [govstat@treasury.qld.gov.au](mailto:govstat@treasury.qld.gov.au).

SA2 maps are available in pdf format and in both MapInfo Interchange and ESRI Shapefile digital formats from ABS Catalogue no. 1270.0.55.001.

The SA2s must be listed in two ways: firstly, ranked by the number of prospective students in the first and fifth year of operation of the school and, secondly, ranked by proximity to the site.

**Note:** The catchment area map should include the site of the school and show the names and locations of all existing schools, both state and non-state.

### 10. Educational choice

When considering an application for government funding, the Funding Committee must have regard to the extent of choice in education in the catchment area, including religious, philosophical and educational delivery aspects.

### 11. Projected population of school-age students

School-age students refer to those in the compulsory and post-compulsory years of schooling (ages 5 to 18). Applicants must provide student population data that is relevant to their application.

Applicants may wish to contact the Queensland Government Statistician's Office, Queensland Treasury.

### 12. Anticipated share of cohort

The Funding Committee will also form a view on the reliability of the anticipated enrolments in relation to the projected student population within the catchment area.

### 13. Public notification

#### **Notification requirements**

Applicants must, within seven days of lodging an application for government funding:

- (a) publish a Catchment Area Notice at least once in a public newspaper circulating throughout the catchment area; and
- (b) give the Catchment Area Notice with the date of publication to:
  - the governing body of any other non-state school operating in the school's catchment area;
  - the principal of any state school operating in the school's catchment area;
  - the Director-General, Department of Education and Training;
  - the Executive Director, Queensland Catholic Education Commission; and
  - the Executive Director, The Association of Independent Schools of Queensland Inc.

#### **Details of the Catchment Area Notice**

The Catchment Area Notice must state:

- (a) the name and address of the applicant;
- (b) a brief description of the application;
- (c) the school's location;
- (d) a description of the catchment area;
- (e) where the application, and any accompanying documents, may be inspected;
- (f) where copies of the application may be obtained;
- (g) that anyone may make a submission, addressing only the eligibility criteria, to the Funding Committee about the application;
- (h) how to make a properly made submission; and
- (i) the period, known as the submission period, during which submissions may be lodged with the Funding Committee.

## PART 3 GOVERNMENT FUNDING ELIGIBILITY

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An example of a Catchment Area Notice follows.

NOTICE is hereby given that Century Schools Ltd of 21 Circular Street, Topville Qld 4444 has lodged an application with the Non-State Schools Accreditation Board for government funding eligibility for special assistance for **Years 7 to 12 of secondary education, boys only**, at the existing site of the Century Secondary College at 45 Best Street, Topville Qld 4444. The enrolment catchment area relevant to the application is a geographical area generally including the centres and suburbs of Topville, Hometown, Brighton and Seaplace. Anyone may inspect the application and accompanying documents at the registered office of the applicant Century Schools Ltd at 21 Circular Street, Topville Qld 4444 or at the Non-State Schools Accreditation Board Secretariat, Floor 8, Education House, 30 Mary Street, Brisbane. Copies of the application may be obtained from the applicant at the above location. Copies of any accompanying documents will not be provided. Anyone may make a submission about the application to the Non-State Schools Accreditation Board, PO Box 15347, City East Qld 4002. A properly made submission is one that is written, is signed by or for each person making the submission, states the name and address of each signatory, and is lodged within 35 days from the date of this notice. Submissions may address only the criteria for eligibility for government funding stated in sections 85 and 86 of the *Education (Accreditation of Non-State Schools) Act 2001*.

### **Notice of Compliance**

Within 21 days of lodging the application, applicants must provide the Funding Committee with a written notice including:

- (a) whether or not they have complied with the public notification requirements set out above;
- (b) the name and address of each person to whom the Catchment Area Notice was given; and
- (c) a copy of the page of the newspaper showing the Catchment Area Notice.

The Funding Committee will consider funding applications when it is satisfied that an applicant has complied with the public notification requirements. If the Funding Committee is not satisfied that an applicant has complied with these requirements, it will notify the applicant of this situation and identify the requirements yet to be addressed, the action the applicant will need to take to comply, and the period of time for complying with the outstanding requirements (section 84, Accreditation Act).

If the Funding Committee is not satisfied that there has been compliance with these outstanding requirements, an application for government funding will be considered as having been withdrawn. If this occurs, the Funding Committee will notify applicants with an explanation of the reasons why the application will not be considered.

### **Submissions to the Funding Committee**

Anyone may make a submission. The following information concerns submissions from the public about an application to the Funding Committee. A properly made submission is one that:

- (a) is written;
- (b) is signed by or for each person making the submission;
- (c) states the name and address of each signatory;
- (d) is made to the Funding Committee;
- (e) is received by the Funding Committee on or before the last day of the submission period; and
- (f) addresses only the eligibility for government funding criteria stated in sections 85 and 86 of the Accreditation Act.

### **Submission period**

The period during which submissions may be lodged with the Funding Committee is 35 days after the notice is published in a newspaper.

### **Response to submissions**

Copies of all submissions will be given to applicants within 10 business days of the end of the submission period. Applicants will then have 20 business days in which to provide a response to these submissions to the Funding Committee.

### **Inspection of applications**

Anyone who wishes to inspect an application for government funding is entitled to do so without charge - at either the applicant's registered office or principal place of business, or at the Non-State Schools Accreditation Board Secretariat. Documents such as demographic studies and marketing plans that accompany your application may also be inspected by anyone without charge (section 82, Accreditation Act).

### **Copies of applications**

If a person asks an applicant for a copy of the application or a part of it, the applicant must provide it without charge. Applicants do not, however, have to provide a copy of documents such as demographic studies that accompany the application (section 83, Accreditation Act).

**14. Impact on other schools (Optional)**

The Funding Committee must consider the likely impact on all other schools in the catchment area in the first five years of operation of special assistance. The committee must consider:

- (a) the likely reduction in enrolment and curriculum offerings at these schools; and
- (b) the likelihood of the closure of any of these schools.

Applicants may also wish to comment on potential positive effects of the establishment of special assistance on existing schools.

Applicants should verify claims about impact with independent data where possible.

**15. Unfilled enrolment capacity (Optional)**

The enrolment capacity of a school refers to the number of students who are able to be enrolled. Applicants may wish to provide data on the demand for places within schools in the catchment area.

**16. Financial viability**

For this purpose, the Board has defined a qualified person as one who is:

- a) a qualified accountant within the meaning of the [Corporations Act 2001](#) (C'th);
- b) a person registered (or taken to be registered) as a company auditor under the [Corporations Act 2001](#) (C'th); or
- c) a person approved by the Commonwealth Minister for Education and Training, as a qualified accountant under section 23(3) of the [Schools Assistance Act 2008](#) (C'th).

Applicants may wish to provide additional information about the school's business plan in order to assist the Board in its assessment of this criterion. The business plan is likely to take account of matters such as the relationship between projected enrolments; intended staffing levels; and capital outlays for buildings.