



Form NSS-601 V1.0

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

Non-State Schools Accreditation Board

<b>NAME OF SCHOOL</b>			<b>Office use only</b>
<b>Details of person to contact about this application</b>			<b>CIS No.</b>
Title (eg Ms, Mrs, Mr, Dr, Pastor)	Given name/s	Preferred first name	
Surname			
Postal address			
		Postcode	
Business telephone	After hours telephone	Fax	<b>Date received</b>
Mobile	Email address		<b>Funding application</b>

Ref: 15/xxxxxx

## Privacy Information

Form *NSS-601: Change of accreditation attribute to include 'special assistance' and funding eligibility* collects information for the following purposes:

- to enable the Non-State Schools Accreditation Board (the 'Board') to decide whether to approve the change of attribute to include special assistance under the *Education (Accreditation of Non-State Schools) Act 2001* (the 'Accreditation Act'); and
- where applicable, to enable the Non-State Schools Eligibility for Government Funding Committee (the 'Funding Committee') to make a recommendation to the Minister for Education (the 'Minister') about whether to grant eligibility for government funding for special assistance under the Accreditation Act; and
- where applicable, to enable the Minister to decide whether to grant eligibility for government funding for special assistance under the Accreditation Act.

Certain data collected in this form is 'personal information' within the meaning of the Queensland Government [Information Privacy Act 2009](#), which deals with the collection and handling of such information by government agencies. This form collects personal information about:

- a contact person for the purpose of processing the application;
- a person authorised by the governing body to act for and on its behalf for the purpose of processing the application; and
- the directors or members of the executive management group of the governing body making the application for the purpose of ascertaining whether the governing body complies with the requirements of the Accreditation Act.

The information collected in this form may be disclosed to the following entities:

- the Minister for Education;
- relevant areas of the Queensland Department of Education and Training;
- assessors and auditors appointed under the Accreditation Act; and
- any person who inspects an application or asks the applicant for a copy of an application under sections 82 or 83 respectively of the Accreditation Act.

### PLEASE NOTE

Attachments must be labelled with the corresponding number and title of the related item in the application form.

## PREAMBLES

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

- a change in the 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.

## PART 1: APPLICANT AND SCHOOL DETAILS

### 1. Applicant

Name of the governing body applying for a change of the school's attributes of accreditation to include special assistance.

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### 2. School

Name of the school for which the accreditation attribute is proposed to be changed to include special assistance.

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

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

## 3. Location of site

Complete the following details:

Street address

	Postcode

## 4. Student-intake profile

Specify the day on which it is proposed for special assistance to commence on the site for each year of schooling.

Year of school	Day to commence	Year of school	Day to commence
Prep		7	
1		8	
2		9	
3		10	
4		11	
5		12	
6			

## 5. Special assistance details

(a) Are all students to be enrolled at this site relevant students in accordance with the meaning of the term in s13A of the Accreditation Act?

Yes

No

(b) Provide a statement that demonstrates the school will have a process to ensure that only relevant students (Accreditation Act, s13A) will be enrolled at the site.

(c) Are all students to be enrolled at this site to be provided with primary and/or secondary education without tuition fees?

Yes

No

(d) Provide a statement that demonstrates how the special assistance school's written educational program will promote continuous engagement by the relevant students in primary and/or secondary education.

(e) Attach a statement that demonstrates the school will have a written standard of service that deals with:

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

## 6. Anticipated enrolments

Attach a table of the anticipated enrolments by year level or age for the five years from the day special assistance is to commence.

## 7. Minimum enrolments

If necessary, attach an explanation for periods when the minimum enrolment requirements under the Accreditation Act are not likely to be met.

## PART 3: GOVERNMENT FUNDING ELIGIBILITY

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

Government funding eligibility is a prerequisite to receiving Queensland Ministerial allowances and capital assistance.

## 8. Funding eligibility

Is funding eligibility sought for special assistance?

Yes

No

## 9. Catchment area of the school

The catchment area is defined in the Accreditation Act as the geographical area in which at least 80 per cent of the school's students reside or are likely to reside.

Attach the following:

- (i) a description and map/s of the intended catchment area for special assistance with the catchment boundary and Statistical Areas Level 2 (SA2s) clearly marked on the map/s. Details of the SA2 boundaries are available from the Queensland Government Statistician's Office, Queensland Treasury;

(ii) a statement of supportive argument for both:

- the selection of the SA2s included in the catchment area; and
- the exclusion of the SA2s that are adjacent to the catchment area boundary;

(iii) for both the first and fifth year of operation, a list of the SA2s that comprise the catchment area (ranked by magnitude of prospective student enrolments by percentage and numbers);

(iv) a list of the SA2s that comprise the catchment area ranked by proximity to the school; and

(v) the catchment area map showing:

- the location of the special assistance site; and
- the names and locations of all existing schools, both state and non-state.

## 10. Educational choice

If it is claimed that the special assistance is offering a significant new element of choice for schooling in the catchment area, attach a statement explaining the features that are not currently available in existing schools, for example:

- (i) the school's philosophical or religious foundations;
- (ii) the educational program and mode of delivery;
- (iii) the student welfare and pastoral care provisions; and/or
- (iv) any other factors.

**Note:** The Funding Committee's consideration of the educational choice criterion may include matters other than those noted above.

## 11. Projected population of school-age students

Attach the following:

- (i) a table showing data on the projected population of school-age students in the catchment area by relevant age for the first and fifth years of the proposed special assistance; and
- (ii) details of the projected population data, as provided by the Queensland Government Statistician's Office, Queensland Treasury.

## 12. Anticipated share of cohort

Attach supporting argument for the share of the total cohort of school-age students in the catchment area, by age or year level, that is claimed as the anticipated enrolment in special assistance.

### **13. Public notification**

Attach the following:

- (i) a statement on how the public notification requirements will be met;
- (ii) a copy of the public notice to be published; and
- (iii) a list of recipients required to be given the Catchment Area Notice.

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

Attach a statement on the likely impact the operation of special assistance will have on any other state and non-state schools in the catchment area within the first five years of its operation.

The statement would address negative and positive impacts on existing schools in terms of:

- (i) changes to their enrolments;
- (ii) changes to their curriculum offerings; and
- (iii) their future viability.

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

Attach a statement that comments on the current demand for student places and the likely effect of establishing special assistance on the overall unfilled enrolment capacity of other schools in the catchment area.

## **PART 4: THE FINANCIAL VIABILITY ACCREDITATION CRITERION**

### **16. Financial viability**

- (a) Does the financial viability of the school depend on access to state and commonwealth government funding?

Yes

No

- (b) Attach a statement or certificate from a qualified person verifying that, with a change in attribute to include special assistance, the school will have access to adequate financial resources for its viable operation.

This statement or certificate is to be an official document on letterhead and clearly showing the person's qualifications.

## Declaration

The person authorised by the incorporated governing body to act for and on its behalf, for example the chairperson or secretary, is to sign the declaration and provide the contact details requested below.

I, *(print full name here)*

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of *(print full address here)*

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declare that the information provided in and attached to this application is, to the best of my knowledge, true and correct.

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Signature of declarant

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Date

## Contact details

Postal Address	
	Postcode
Business telephone	After hours telephone
Mobile	Fax
Email address	

**APPENDIX 1**

If a change of attribute is being proposed for more than one site to offer special assistance, applicants will need to complete Appendix 1 for each additional site.

**1. Location of site**

Complete the following details:

Street address:

	Postcode

**2. Student-intake profile**

Specify the day on which it is proposed for special assistance to commence on the site for each year of schooling.

Year of school	Day to commence	Year of school	Day to commence
Prep		7	
1		8	
2		9	
3		10	
4		11	
5		12	
6			

**3. Special assistance details**

(a) Are all students to be enrolled at this site relevant students in accordance with the meaning of the term in s13A of the Accreditation Act?

- Yes
- No

(b) Provide a statement that demonstrates the school will have a process to ensure that only relevant students (Accreditation Act, s13A) will be enrolled at the site.

(c) Are all students to be enrolled at this site to be provided with primary and/or secondary education without tuition fees?

- Yes
- No

(d) Provide a statement that demonstrates that the special assistance school's written educational program will promote continuous engagement by the relevant students in primary and/or secondary education.

(e) Attach a statement that demonstrates the school will have a written standard of service that deals with:

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

**4. Anticipated enrolments**

Attach a table of the anticipated enrolments by year level or age for the five years from the day special assistance is to commence.

**5. Minimum enrolments**

If necessary, attach an explanation for periods when the minimum enrolment requirements under the Accreditation Act are not likely to be met.

Or, if you are an existing governing body, please submit the completed form via the secure portal below.