

New non-state school application

Fact sheet: NSS-FS2

This fact sheet provides information regarding the application process to establish a new non-State school.

General information

A governing body wishing to establish a new non-State school will need to complete and submit a [New non-State school application](#).

The Non-State Schools Accreditation Board (the 'Board') is required to make a decision on an application within six months of lodgement.

The submission process

Step 1

Download and review the application form [NSCH-F] from the [NSSAB website](#)

Step 2

Prepare the required documentation, as detailed in the application form

Step 3

Complete the application form and attach the required documentation

Step 4

Submit the application and documentation

- If you are an **existing** governing body, submit the application and documentation via [NSSAB Online Services](#)
- If you are a **new** governing body, email the application and documentation to nssab.admin@qed.qld.gov.au.

Application information

Information is to be provided on the following. This can be used as a checklist to ensure all required information is provided.

- Contact details
- Application details
 - ☐ Name of proposed school
 - ☐ Type(s) of education
 - ☐ Special assistance
 - ☐ Student-intake day

- Proposed governing body details
 - ☐ Name of corporation
 - ☐ Type of incorporation (evidence required)
 - ☐ Chair and Contact details
- Governing body suitability
 - ☐ Copies of the following are required:
 - Constitution
 - Corporate structure
 - Conflict of Interest policy
 - ☐ Details of offences – governing body
 - ☐ Current list of directors and evidence of blue cards/ exemption cards (evidence required)
 - ☐ Details of offences – directors
- Accreditation attributes
 - ☐ Site details
 - ☐ Property details
 - ☐ Relevant planning and building approvals
 - ☐ Student-intake profile
- Accreditation criteria

For a checklist, please see over page
- Government funding eligibility
 - ☐ Is funding eligibility sought?
 - ☐ Type of company
 - ☐ Non-for-profit
 - ☐ Prohibited arrangements
 - ☐ Direct or indirect connection
 - ☐ Independent financial decisions (statement demonstrating how the governing body will ensure financial decisions are made in the best interest of the school)
- Additional information
 - ☐ Overseas students
 - ☐ Type of school
 - ☐ Capital assistance
- Declaration

An appendix is included if establishing additional sites.

For further information, refer to the [NSSAB website](#).

Accreditation criteria

The following documentary evidence is required to address the accreditation criteria:

Administration and governance		
<input type="checkbox"/>	School survey data	statement required regarding retention of school survey data
<input type="checkbox"/>	Organisational structure	document required
<input type="checkbox"/>	Financial arrangements	statement of record keeping arrangements required
<input type="checkbox"/>	Complaints procedure	copy required
Financial viability		
<input type="checkbox"/>	Government funding	Indicate if applying and provide signed statement
<input type="checkbox"/>	Qualified person	details required
Educational program		
<input type="checkbox"/>	Curriculum	indicate details
<input type="checkbox"/>	Educational program	copy required
<input type="checkbox"/>	Statement of philosophy and aims	copy required
<input type="checkbox"/>	Students with disability	copy of processes required
<input type="checkbox"/>	Distance education	copy of written standard of service required
<input type="checkbox"/>	Special assistance	▪ documentation to ensure only relevant students are enrolled
		▪ copy of written standard of service
<input type="checkbox"/>	Flexible arrangements	statement required indicating school will comply
Welfare processes		
<input type="checkbox"/>	Health and safety	statement of compliance with legislation required
<input type="checkbox"/>	Conduct of staff and students and response to harm	copy of processes required
School resources		
<input type="checkbox"/>	Staffing	details required to demonstrate number of staff and appropriate types of staff
<input type="checkbox"/>	Land and buildings	▪ Proof of ownership or right to occupy required
		▪ Plan of site required
		▪ Relevant planning and building approvals required
<input type="checkbox"/>	Educational facilities and materials	outline of the school's educational facilities and materials required
Improvement processes		
<input type="checkbox"/>	Improvement processes	statement outlining improvement processes required