Form NSS-301 V1.4

Change of accreditation attribute
Application for accreditation and funding eligibility

Non-State Schools Accreditation Board

<table>
<thead>
<tr>
<th>Details of person to contact about this application</th>
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</thead>
<tbody>
<tr>
<td>Title <em>(eg Ms, Mrs, Mr, Dr, Pastor)</em></td>
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<tr>
<td>Given name/s</td>
<td>Preferred first name</td>
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<td>Surname</td>
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<td>Business telephone</td>
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<td>Mobile</td>
<td>Email address</td>
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Office use only

CIS No.

Date received

Funding application

Ref: 11/300793
Privacy Information

Form NSS-301: Change of accreditation attribute – Application for accreditation 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 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 decide whether to grant eligibility for government funding status 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. Form NSS-301 collects personal information about:

- a contact person for the purpose of processing the application
- a person authorised by the incorporated 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 incorporated 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 an applicant for a copy of an application under sections 82 and 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.
1. Applicant
Name of the governing body applying to change an attribute or attributes of accreditation.

2. Is this application seeking eligibility for government funding for the change of attribute?
   - Yes
   - No
   - Not Applicable
If No or Not Applicable, proceed to Item 3.
If Yes, please address all of the following items:
   a) Is the school to be operated on a not-for-profit basis?
      - Yes
      - No
      *Note: A school is operated on a not-for-profit basis only if any profits made from the school’s operation are used entirely to advance the school’s stated philosophy and aims. Only schools operating on a not-for-profit basis are eligible for government funding.*
   b) In relation to the operation of the school, has the governing body entered into any prohibited arrangement?
      - Yes
      - No
      *Note: A prohibited arrangement is a contract or arrangement entered into by a school’s governing body, or proposed governing body, and a for-profit entity not dealing with each other at arm’s length.*
   c) In relation to the operation of the school, does the governing body intend to enter into any prohibited arrangement?
      - Yes
      - No
      *Note: A prohibited arrangement is a contract or arrangement entered into by a school’s governing body, or proposed governing body, and a for-profit entity not dealing with each other at arm’s length.*
   d) Currently, is there a direct or indirect connection between the governing body and any for-profit entity?
      - Yes
      - No
      If Yes, attach a statement explaining how the governing body is ensuring that there are no connections between it and any for-profit entity that could reasonably be expected to compromise its independence when making financial decisions.

3. Details of governing body
*Note: If applying to change the governing body, provide details of the proposed governing body. For all other changes of attribute, provide details of the existing governing body.*
Attach all of the following:
   a) a copy of the constitution, or like document, of the governing body and the rules under which it operates
   b) documentation showing the corporate structure of the governing body, including details of related entities and the relationships between these entities
   c) documentation showing the current membership of the governing body, for example an Australian Securities & Investments Commission Company Extract
   d) a copy of the positive notice (blue card) or positive exemption notice (exemption card) issued by the Public Safety Business Agency for each director or member of the executive management group of the governing body
   e) a copy of the policy used by the governing body for identifying, declaring and dealing with any conflicts of interest or potential conflicts of interest a director or member of the executive management group of the governing body may have in regard to the operation of the school
   f) (for new governing body only) documentary evidence that the proposed governing body is a corporation, ensuring that the type of incorporation is included.
PART 1 APPLICANT DETAILS

4. Offences

Note: If applying to change the governing body, provide details of the proposed governing body. For all other changes of attribute, provide details of the existing governing body.

a) Has any director or member of the executive management group of the governing body been convicted of an indictable offence?
   
   ☐ Yes
   ☐ No
   
   If Yes, attach details.

b) Has the governing body been convicted of an offence?
   
   ☐ Yes
   ☐ No
   
   If Yes, attach details.
5. Current location of school / site
If a change of attribute is being proposed for more than one site, please complete Appendix 1 for each site other than the one indicated below.
With the exception of the governing body of the school, attributes of accreditation are specific to each site.

Street address

Real property description of existing school site

<table>
<thead>
<tr>
<th>Lot no.</th>
<th>Plan no.</th>
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<tbody>
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</table>

6. Accreditation attributes
a) Tick to indicate which attribute/s the school’s governing body is seeking to change.
   - Governing body of the school
     Proceed to Item 14.
   - Location of the school / site
     Proceed to Item 7 then to Item 14 and onwards.
   - Curriculum model
     Proceed to Item 8 then to Item 14 and onwards.
   - Mode of delivery of education
     Proceed to Item 9 then to Item 14 and onwards.
   - Years of schooling offered and student–intake type
     Proceed to Item 10 then to Item 14 and onwards.
   - Inclusion of boarding facilities
     Proceed to Item 11 then to Item 14 and onwards.
   - Sector student–intake day
     Proceed to Item 12 then to Item 14.
   - Special assistance
     Proceed to Item 13 and onwards.

b) Indicate the anticipated date of the proposed change of accreditation attribute.
   _______/_______/_______

7. New location of school / site
Proposed street address

Real property description of proposed school site

<table>
<thead>
<tr>
<th>Lot no.</th>
<th>Plan no.</th>
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Current land use zoning

Attach the following:
   a) preliminary site plan/s for the location indicated above
   b) documents demonstrating that the governing body will own the site or will obtain a legal right to occupy the site for the purposes of establishing the school, if accreditation is granted and
c) timeline for seeking zoning and other land-use consent and necessary approvals by the appropriate local government authority or authorities.

8. Curriculum model
Attach a statement providing details of the proposed change of curriculum model/syllabus framework to be used by the school.

If the proposed change will result in the use of a curriculum model/syllabus framework other than those approved or accredited by the Queensland Curriculum and Assessment Authority, attach details to show that the proposed curriculum model/framework will enable students to at least achieve Queensland standards of learning or comparable standards.

9. Mode of delivery of education
Attach a statement providing details of the proposed change in the mode of delivery of education.

10. Years of schooling offered and student–intake type
Attach a statement providing details of the proposed change in the years of schooling offered and the student–intake type (that is, females only or males only or co-educational) to be enrolled in each new year of schooling.
PART 2 CHANGE OF ATTRIBUTE DETAILS

11. Boarding facilities

Attach a statement providing details of the proposed change relating to boarding facilities at the school.

12. Sector student–intake day

A sector student–intake day is the first day students will commence education within the following sectors of schooling:

Indicate the proposed student–intake days for each level of schooling and tick the boxes relevant to this application.

### Preparatory Year to Year 3

<table>
<thead>
<tr>
<th>Yr</th>
<th>Student–intake day</th>
<th>Gender of students</th>
<th>Delivery mode*</th>
<th>Boarding students</th>
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* Delivery mode may be classroom (c) or distance education (d) or both.

### Year 4 to Year 6

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<th>Student–intake day</th>
<th>Gender of students</th>
<th>Delivery mode*</th>
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* Delivery mode may be classroom (c) or distance education (d) or both.

### Year 7 to Year 10

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* Delivery mode may be classroom (c) or distance education (d) or both.

### Year 11 to Year 12

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<th>Delivery mode*</th>
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</table>

* Delivery mode may be classroom (c) or distance education (d) or both.

### Special education (special schools only)

<table>
<thead>
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<th>Education levels</th>
<th>Student–intake day</th>
<th>Gender of students</th>
<th>Boarding students</th>
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13. Special assistance

A school may be accredited for special assistance at the main site and/or at an additional site.

(a) Are all students to be enrolled at this site relevant students in accordance with the meaning of the term in section 13A of the Accreditation Act?

Yes
No

(b) Attach a statement that demonstrates the school will have a process to ensure that only relevant students (Accreditation Act, section 13A) 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) Attach 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 or secondary education.

14. Accreditation criteria

Attach statements explaining how each of the following criteria will be affected by the proposed change in attribute/s:

a) Statement of philosophy and aims

b) Educational program

c) Students with disability

d) Distance education

e) Special assistance

f) Flexible arrangements

g) Health and safety of students and staff

h) Conduct of staff and students

i) Staffing

j) Land and buildings

k) Educational facilities and materials

l) Improvement processes and

m) Financial viability.

If clarification or further information is required, is permission given for the Board to liaise with the qualified person who prepared the financial viability statement or certificate?

☐ Yes

☐ No
PART 2 CHANGE OF ATTRIBUTE DETAILS

Provide details of the qualified person who has prepared the financial viability statement or certificate.

<table>
<thead>
<tr>
<th>Title (eg. Ms, Mrs, Mr, Dr, Pastor)</th>
<th>Given names</th>
<th>Preferred first name</th>
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</thead>
<tbody>
<tr>
<td>Surname</td>
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<tr>
<td>Position</td>
<td>Relevant qualification</td>
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<tr>
<th>Postal Address</th>
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<tr>
<td>Business telephone</td>
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<tr>
<td>Mobile</td>
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<tr>
<td>Email address</td>
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</table>

End of application for accreditation.

*Please proceed to Part 3 if you wish to apply for eligibility for government funding.*
PART 3 FUNDING APPLICATION DETAILS

15. Funding eligibility
Do you wish to modify your eligibility for government funding to incorporate the proposed changes?
☐ Yes
☐ No

Where modification to funding eligibility is being sought, provide the information requested below as it relates to the proposed changes.

Where a proposed change in attribute only involves the discontinuation of an attribute, for example, discontinuation of Years 11 and 12 or discontinuation of boarding facilities, there is no need to complete the following items.

16. Catchment area
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 as they relate to the proposed change/s for which funding is being sought:

a) a description and map/s of the catchment area of the school with the catchment boundary and Statistical Areas Level 2 (SA2s) codes clearly marked on the map/s. Details of the SA2 boundaries are available from the Queensland Government Statistician’s Office, Queensland Treasury and Trade.

b) 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

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

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

e) the catchment area map showing:
   • the location of the new school / site and
   • the names and locations of all existing schools, both state and non-state.

17. Educational choice
If it is claimed that the proposed change/s for which funding is being sought will provide new elements of choice for schooling in the catchment area, attach a statement explaining the features that are not currently available in existing schools, for example:

a) the school’s religious or philosophical foundations

b) the educational program and mode of delivery

c) the student welfare and pastoral care provisions and/or

d) any other factors.

The Funding Committee’s consideration of the educational choice criterion may include matters other than those noted above.

18. Anticipated enrolments
In relation to the proposed change/s for which funding is being sought, attach a table of the anticipated enrolments by year level or age for the five years from the anticipated date of the proposed change of attribute. Indicate the number of any intended overseas students separately.

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

20. Projected population of school-age students
Attach the following as they relate to the change/s for which funding is being sought:

a) a table showing data on the projected population of school-age students in the catchment area by relevant age or year level cohort for the first and fifth years from the anticipated date of change and

b) the projected population data as provided by the Queensland Government Statistician’s Office, Queensland Treasury and Trade.

21. Anticipated share of cohort
In relation to the change/s for which funding is being sought, 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.

22. Public notification
Attach the following as it relates to the change/s for which funding is being sought:

a) a statement on how the public notification requirements will be met

b) copy of the public notice to be published and

c) a list of recipients required to be given a Catchment Area Notice.
23. Impact on other schools *(Optional)*

Attach a statement on the likely impact of the proposed change/s over the next five years on existing schools in the catchment area. The statement would address impact on existing schools in terms of:

a) changes to their enrolments
b) changes to their curriculum offerings
c) their future viability and
d) positive effects.

24. Unfilled enrolment capacity *(Optional)*

Attach a statement relating to the changes that comments on the current demand for student places and the likely effect on the overall unfilled enrolment capacity of other schools in the catchment area.
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)

_____________________________________________  ________________
Signature of declarant
Date

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

_____________________________________________  ________________
Signature of declarant
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, applicants will need to complete Appendix 1 for each additional site.

1. Current location of school / site

<table>
<thead>
<tr>
<th>Street address</th>
<th>Postcode</th>
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Real property description of existing school site

<table>
<thead>
<tr>
<th>Lot no.</th>
<th>Plan no.</th>
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2. Accreditation attributes

a) Tick to indicate which attribute/s the school’s governing body is seeking to change.

- [ ] Location of site  
  Proceed to Item 3 then to Item 10
- [ ] Curriculum model  
  Proceed to Item 4 then to Item 10
- [ ] Mode of delivery of education  
  Proceed to Item 5 then to Item 10
- [ ] Years of schooling offered and student-intake type  
  Proceed to Item 6 then to Item 10
- [ ] Inclusion of boarding facilities  
  Proceed to Item 7 then to Item 10
- [ ] Sector student–intake day  
  Proceed to Item 8 then to Item 10
- [ ] Special assistance  
  Proceed to Item 9 and onwards.

b) Indicate the anticipated date of the proposed change of accreditation attribute.

   _______/_______/_______

3. New location of school / site

<table>
<thead>
<tr>
<th>Proposed street address</th>
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<table>
<thead>
<tr>
<th>Real property description of proposed school site</th>
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<tbody>
<tr>
<td>Lot no.</td>
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Current land use zoning

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Attach the following:

a) preliminary site plan/s for the location indicated above
b) documents demonstrating that the governing body will own the site or will obtain a legal right to occupy the site for the purposes of establishing the school, if accreditation is granted and

c) timeline for seeking zoning and other land-use consent and necessary approvals by the appropriate local government authority or authorities.

4. Curriculum model

Attach a statement providing details of the proposed change of curriculum model/syllabus framework to be used by the school.

If the proposed change will result in the use of a curriculum model/syllabus framework other than those approved or accredited by the Queensland Curriculum and Assessment Authority, attach details to show that the proposed curriculum model/framework will enable students to achieve standards of learning at least comparable to Queensland standards of learning.

5. Mode of delivery of education

Attach a statement providing details of the proposed change in the mode of delivery of education.

6. Years of schooling offered and student–intake type

Attach a statement providing details of the proposed change in the years of schooling offered and the student–intake type (that is females only or males only or co-educational) to be enrolled in each new year of schooling.
7. Boarding facilities

Attach a statement providing details of the proposed change relating to boarding faculties at the school.

8. Sector student–intake day

A sector student–intake day is the first day students will commence education within the following sectors of schooling:

### Preparatory Year to Year 3

<table>
<thead>
<tr>
<th>Yr</th>
<th>Student–intake day</th>
<th>Gender of students</th>
<th>Delivery mode*</th>
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* Delivery mode may be classroom (c) or distance education (d) or both.

### Year 4 to Year 6

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<tr>
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### Year 7 to Year 10

<table>
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<th>Yr</th>
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<th>Boarding students</th>
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<td><strong><strong>/</strong></strong>/___</td>
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<td>□ c □ d</td>
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<td>□ c □ d</td>
<td>□ f □ m</td>
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</tbody>
</table>

* Delivery mode may be classroom (c) or distance education (d) or both.

### Year 11 to Year 12

<table>
<thead>
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<th>Yr</th>
<th>Student–intake day</th>
<th>Gender of students</th>
<th>Delivery mode*</th>
<th>Boarding students</th>
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<td>□ c □ d</td>
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</tbody>
</table>

* Delivery mode may be classroom (c) or distance education (d) or both.

### Special education (special schools only)

<table>
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<th>Education levels</th>
<th>Student–intake day</th>
<th>Gender of students</th>
<th>Boarding students</th>
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<table>
<thead>
<tr>
<th>Education levels</th>
<th>Student–intake day</th>
<th>Gender of students</th>
<th>Boarding students</th>
</tr>
</thead>
</table>

9. Special Assistance

A school may be accredited for special assistance at the main site and/or at an additional site.

(a) Are all students to be enrolled at this site relevant students in accordance with the meaning of the term in section 13A of the Accreditation Act?

- [ ] Yes
- [ ] No

(b) Attach a statement that demonstrates the school will have a process to ensure that only relevant students (Accreditation Act, section 13A) 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) Attach 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?
APPENDIX 1

(e) Attach a statement that demonstrates the school has 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 or secondary education.

10. Accreditation criteria

Attach statements explaining how each of the following criteria will be affected by the proposed change in attribute/s:

a) Statement of philosophy and aims
b) Educational program
c) Students with disability
d) Distance education
e) Special assistance
f) Flexible arrangements
g) Health and safety of students and staff
h) Conduct of staff and students
i) Staffing
j) Land and buildings
k) Educational facilities and materials
l) Improvement processes and
m) Financial viability.