

Change or remove an attribute of accreditation

Fact sheet: NSS-FS3

This fact sheet provides information regarding a governing body applying to change, or notifying the Board it wishes to remove, an attribute of accreditation.

General information

The [Change of attributes of accreditation for accredited school site/s application](#) is required to be completed and submitted to the Non-State Schools Accreditation Board (the 'Board') when a governing body of an existing non-State school is proposing to change one or more of their attributes.

If a governing body wants to stop offering an attribute of accreditation, a [Notice of attribute of accreditation no longer applying](#) should be completed and submitted.

The Board is required to make a decision on an application within six months of lodgement.

Further information about the application form is available on the [NSSAB website](#). The application form is also available to download from the [NSSAB website](#).

The submission process

Step 1

Download and review the form [CATT-F] or [ANLA-F] from the [NSSAB website](#)

Step 2

Prepare the required documentation, as detailed in the form

Step 3

Complete the form and attach the required documentation

Step 4

Submit the form and documentation via [NSSAB Online Services](#)

Changing accreditation attributes

Accreditation attributes that a governing body of an existing non-State school can change, on the appropriate form, include:

- Add years of schooling
- Change mode of delivery of education
- Change gender offered at a school or site
- Add boarding facilities or change boarding attributes
- Special assistance.

Note: A separate application to add a [New type of education](#) (for example, currently offer primary and propose to offer secondary education) is available.

Application information

For the governing body wishing to change an attribute of accreditation, information is to be provided on the following:

- Contact details
- Application details
 - Name of school
 - Name of governing body
 - Attributes to be changed
- Accreditation attributes
 - Site details
 - Student-intake profile
- Accreditation criteria
 - For a checklist, please see over page
- Declaration

An appendix is included for additional sites.

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 framework	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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Proof of ownership or right to occupy required ▪ Plan of site 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