



Non-State Schools Accreditation Board

Change to relevant student-intake day

Education (Accreditation of Non-State Schools) Act 2017

Form CSID-F

Legislative background

The *Education (Accreditation of Non-State Schools) Act 2017* (the 'Accreditation Act') and the *Education (Accreditation of Non-State Schools) Regulation 2017* (the 'Accreditation Regulation') establish a legislative framework for accreditation and eligibility for government funding of Queensland non-State schools.

The Accreditation Act provides for the establishment of the Non-State Schools Accreditation Board (the 'Board'). The Board is an independent statutory authority that regulates non-State schooling. Its responsibilities include making decisions on the accreditation and eligibility for government funding of non-State schools and changes in accreditation attributes of non-State schools, as well as monitoring governance arrangements and compliance with accreditation criteria.

Privacy information

Information about the collection of personal information on this form can be found in [Section 3](#) of this application.

Important information

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

- the Accreditation Act
- the Accreditation Regulation and
- any other relevant documents published by the Non-State Schools Accreditation Board.

The Accreditation Act and Accreditation Regulation can be accessed at the Queensland Parliamentary Counsel website at <https://www.legislation.qld.gov.au/OQPChome.htm>.

Please complete all fields of this form, indicating 'N/A' where not applicable and ensure the information is presented clearly.

This application form does not necessarily replicate all of the relevant provisions of the legislation or published Board documents.

The Accreditation Act requires the Board to make a decision on the application by the relevant student-intake day. Applicants must take this into account when applying for revised student-intake days to allow sufficient time for consideration of this application.

The Board may require an applicant to provide further information or documents to support an application.

Lodgement

The governing body can submit the completed form and supporting documentation via [NSSAB Online Services](#).

1. Contact details for application

1.1 Contact details	<i>Provide contact details for the application.</i>		
	Title	Salutation	
	Given name/s	Family name	
	Postal Address		
	Phone	Mobile	
	Email		

2. Application details

2.1 Name of governing body	<i>Enter the name of the governing body.</i>

2.2 Name of school	<i>Enter the name of the school.</i>

2.3 Relevant student-intake day type	<i>Choose the relevant student-intake day that is being changed. This form can be used to change both types of student-intake days.</i>
	<input type="checkbox"/> Student-intake day for a type of education (complete section 2.4) <input type="checkbox"/> Student-intake day for a year of schooling (complete section 2.5) Student-intake day— (a) for a type of education—means the first day of education of students at the school for the type of education under the school's accreditation; or (b) for a year of schooling—means the first day of education of students at the school for the year of schooling under the school's accreditation. If a school is an establishment phase school, for a year of schooling at a site, any change to the student-intake day for a year of schooling at the site will need to be approved by the Board.

2.4 Student-intake day for a type of education	<i>Enter the current and proposed revised student-intake day for each type of education that requires a revised student-intake day for the approved school. Leave blank if the type of education is not included or affected.</i>	
	Current student-intake day as previously approved	Proposed revised student-intake day
	a) Primary education	
	b) Secondary education	
	c) Special education	

2.5 Student-intake day for year of schooling	<i>Enter the current and proposed revised student-intake day for each year of schooling that requires a revised student-intake day for the approved school. Leave blank if the year of schooling is not included or affected.</i>		
Street address Suburb/town	Site address:		
			Postcode
	If the school has multiple sites, the student-intake day for each year of schooling for each site needs to be considered. Should changes be required to the student-intake day for more than one site, please complete Appendix 1 for each site.		
Primary education	Year of schooling	Current student-intake day as previously approved	Proposed revised student-intake day
	Prep Year		
	Year 1		
	Year 2		
	Year 3		
	Year 4		
	Year 5		
Secondary education	Year of schooling	Current student-intake day as previously approved	Proposed revised student-intake day
	Year 6		
	Year 7		
	Year 8		
	Year 9		
	Year 10		
Special education	Education level	Current student-intake day as previously approved	Proposed revised student-intake day

2.6 Unforeseen circumstances	<p><i>Outline below the unforeseen circumstances that prevent the school from complying with accreditation criteria by the relevant student-intake day.</i></p> <p>The Board may only decide to change the relevant student-intake day if the Board is satisfied that, because of unforeseen circumstances, the school will not comply with the accreditation criteria by the relevant student-intake day.</p>
45 day period	<p>Has the application been made at least 45 days before the relevant student-intake day(s)?</p> <p>If no, outline the unforeseen circumstances that arose within the 45 day period before the school's student-intake day(s) preventing the school from providing a type of education or a year of schooling by the relevant student-intake day.</p>
 Attachment 2.6 A	<p>[Optional] If there is insufficient space, attach documentation supporting your statement.</p>

3. Privacy information

This form collects information to enable the Non-State Schools Accreditation Board to decide whether to change the relevant student-intake day(s) under the *Education (Accreditation of Non-State Schools) Act 2017*.

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; and
- a person authorised by the incorporated governing body to act for and on its behalf for the purpose of processing the application.

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

- the Queensland Minister for Education;
- the Director-General of Education;
- the Office of Non-State Education and other relevant areas of the Queensland Department of Education; and
- authorised persons appointed under the Accreditation Act.

In the event that the person submitting the form is providing personal information on behalf of someone else, it is the governing body's or school's responsibility to ensure that the person has the correct information and authority to submit the information.

Any personal information provided as part of a governing body or school will be shared amongst other registered users of that governing body or school.

Certain information collected in this form may also be published on the Board's website and under Open data (data.qld.gov.au) if suitable for release. In other instances, the information collected in this form can be disclosed without further consent where authorised or required by law.

4. Declaration

4.1 Authorised person and declaration	<p><i>The person authorised by the governing body (the applicant) to act for, and on its behalf, for example the chairperson or secretary, is to complete the declaration and provide the contact details requested below.</i></p> <p><i>The authorised person as identified in the 'Declaration' will be contacted on the details provided if any information submitted in this application requires attention/ clarification.</i></p>
Declaration	<input type="checkbox"/> I declare that the information provided in this notice is, to the best of my knowledge, true and correct.
Full name	<hr/>
Position in relation to governing body	<hr/>
Telephone number(s)	<hr/>
Email address	<hr/>
Date	<hr/>

5. Additional site details

This section should be completed for each additional site that the school will operate from that requires a change to relevant student-intake day.

The student-intake day for each year of schooling for each site needs to be considered. Should changes be required to the student-intake day for additional sites, please complete Appendix 1 for each site.

5.1 Additional site details and student-intake profile	<i>Provide details relating to the location and the student-intake profile of the new site school.</i>													
a) <i>Additional site profile</i> Street address Suburb/town	Provide the following details for the additional site of the school. <div style="display: flex; justify-content: space-between;"> Postcode </div>													
5.2 Relevant student-intake day type	<p><i>Choose the relevant student-intake day that is being changed. This form can be used to change both types of student-intake days.</i></p> <p><input type="checkbox"/> Student-intake day for a type of education (complete section 5.3)</p> <p><input type="checkbox"/> Student-intake day for a year of schooling (complete section 5.4)</p> <p>Student-intake day—</p> <p>(c) for a type of education—means the first day of education of students at the school for the type of education under the school's accreditation; or</p> <p>(d) for a year of schooling—means the first day of education of students at the school for the year of schooling under the school's accreditation.</p> <p>If a school is an establishment phase school, for a year of schooling at a site, any change to the student-intake day for a year of schooling at the site will need to be approved by the Board.</p>													
5.3 Student-intake day for a type of education a) <i>Primary education</i> b) <i>Secondary education</i> c) <i>Special education</i>	<p><i>Enter the current and proposed revised student-intake day for each type of education that requires a revised student-intake day for the approved school. Leave blank if the type of education is not included or affected.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center;">Current student-intake day as previously approved</th> <th style="width: 35%; text-align: center;">Proposed revised student-intake day</th> </tr> </thead> <tbody> <tr> <td>a) <i>Primary education</i></td> <td></td> <td></td> </tr> <tr> <td>b) <i>Secondary education</i></td> <td></td> <td></td> </tr> <tr> <td>c) <i>Special education</i></td> <td></td> <td></td> </tr> </tbody> </table>			Current student-intake day as previously approved	Proposed revised student-intake day	a) <i>Primary education</i>			b) <i>Secondary education</i>			c) <i>Special education</i>		
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	Year 8		
	Year 9		
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	Year 11		
Special education	Education level	Current student-intake day as previously approved	Proposed revised student-intake day

<p>5.5 Unforeseen circumstances</p>	<p><i>Outline below the unforeseen circumstances that prevent the school from complying with accreditation criteria by the relevant student-intake day.</i></p> <hr/> <p>The Board may only decide to change the relevant student-intake day if the Board is satisfied that, because of unforeseen circumstances, the school will not comply with the accreditation criteria by the relevant student-intake day.</p>
<p>45 day period</p>	<p>Has the application been made at least 45 days before the relevant student-intake day(s)?</p> <p>If no, outline the unforeseen circumstances that arose within the 45 day period before the school's student-intake day(s) preventing the school from providing a type of education or a year of schooling by the relevant student-intake day.</p>
<p> Attachment 5.5 A</p>	<p>[Optional] If there is insufficient space, attach documentation supporting your statement.</p>