



### 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 in Queensland. 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 form.

### Important information

Applicants need to ensure that the form 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>.

Section 54 and sections 58 to 61 of the Accreditation Act provide for the division of non-State schools.

This form cannot be lodged while the governing body of a school has an outstanding compliance, show cause or information notice.

The governing body of the dividing school will be the governing body of each of the separated schools.

The total number of sites of the dividing school included in this form will be the combined total of sites across all separated schools included in this form.


Each separated school will have a host centre (main site) and may also have associated facilities (other sites) if applicable.

The proposed attributes of accreditation for each site at which a separated school is to operate are to be the same as the attributes of accreditation for the site under the accreditation for the dividing school.

If approved, on the proposed day of division nominated in the form:

- a. the governing body of the dividing school is taken to have surrendered the accreditation of the school;
- b. the dividing school will be removed from the register of non-State schools; and
- c. each separated school will be recorded on the register of non-State schools.

The individual making the declaration on this form for the governing body will be contacted in the first instance if any information submitted on this form requires attention or clarification.


Please ensure the information is presented clearly. Attachments **must** be labelled with the corresponding attachment number and the title of the related item from the form. This ensures that, in the event that the Board has to contact you regarding the form, we are able to refer to the appropriate page/section. To attach a document, click on the icon  located to the left of the attachment number.

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

### Lodgement

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

## 1. Dividing school


<b>1.1 Dividing school</b>	<i>Enter the details for the dividing school, including all of the sites.</i>		
Name of governing body	<i>The governing body of the dividing school will be the governing body of each of the separated schools.</i>		
Name of school			
Address of host centre		Centre code	
Address of associated facility (if applicable)		Centre code	
Address of associated facility (if applicable)		Centre code	
 <b>Attachment 1.1 A</b>	[Optional] Please provide an attachment with further details if the dividing school has more than three sites.		

## 2. Separated schools

<b>2.1 Separated school 1</b>	<i>Enter the details for separated school 1 including all of the sites.</i>		
Name of school			
Type(s) of education	<input type="checkbox"/> Primary education <input type="checkbox"/> Secondary education <input type="checkbox"/> Special education		
Address of host centre		Centre code	
Address of associated facility (if applicable)		Centre code	

<b>2.2 Separated school 2</b>	<i>Enter the details for separated school 2 including all of the sites.</i>		
Name of school			
Type(s) of education	<input type="checkbox"/> Primary education <input type="checkbox"/> Secondary education <input type="checkbox"/> Special education		
Address of host centre		Centre code	
Address of associated facility (if applicable)		Centre code	

<b>2.3 Separated school 3</b>	<i>Enter the details for separated school 3 including all of the sites.</i>		
Name of school			
Type(s) of education	<input type="checkbox"/> Primary education <input type="checkbox"/> Secondary education <input type="checkbox"/> Special education		
Address of host centre		Centre code	
Address of associated facility (if applicable)		Centre code	

 <b>Attachment 2.3 A</b>	[Optional] Please provide an attachment with further details if there are more than three separated schools or if a separated school has more than two sites.		
---	---	--	--

<b>2.4 Proposed date of division</b>	<i>Enter the proposed date on which the dividing schools are to be divided.</i>
<b>2.5 Attributes of accreditation</b>	<p><i>Are the proposed attributes of accreditation for each site at which a separated school is to operate the same as the attributes of accreditation for the site under the accreditation for the dividing school operating at the site?</i></p> <p>For a division to be approved, the attributes of accreditation at each existing site under the accreditation of the dividing school have to be the same as the attributes of accreditation at each site under the accreditation for each separated school.</p> <p>If a proposed attribute of accreditation is different, an application for accreditation for a new school will have to be lodged instead.</p>

### 3. Privacy information

This form collects information to enable the Non-State Schools Accreditation Board to decide whether to accredit the proposed separated schools 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 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 Training;
- authorised persons appointed under the Accreditation Act; and
- Queensland Catholic Education Commission and Independent Schools Queensland.

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](http://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

<b>4.1 Authorised person and declaration</b>	<p><i>The person authorised by the governing body 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 form requires attention/clarification.</i></p>
Declaration	<input type="checkbox"/> I declare that the information provided in this form 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/>