

**APPLICATION FOR IN-PRINCIPLE APPROVAL  
OF ADDITIONAL EDUCATIONAL LEVELS**

(Applicants should read *Education Act 2004*, the *Manual for the Registration of Non-government Schools in the ACT*)

Education and Training

**Applicants must complete all sections of the form****Principal / School**

Family name:	Given name:
School:	

**Proposed opening day\***

(Must be between two years and four years after the day this application is made.)

**Address for correspondence**

No and Street or Postal details	
Suburb	State / postcode
Phone no (daytime)	Mobile
Email	

**Proposed location\***

Current School site: Yes / no  
Supplementary site: Yes / no  
Proposed location by district (of supplementary site)

**Details of proprietor**

Company/organisation
ABN

**Educational Levels\*** (for which registration will be sought for proposed opening day )

Primary	Secondary
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Year 7
<input type="checkbox"/> Year 1	<input type="checkbox"/> Year 8
<input type="checkbox"/> Year 2	<input type="checkbox"/> Year 9
<input type="checkbox"/> Year 3	<input type="checkbox"/> Year 10
<input type="checkbox"/> Year 4	<input type="checkbox"/> Year 11
<input type="checkbox"/> Year 5	<input type="checkbox"/> Year 12
<input type="checkbox"/> Year 6	<input type="checkbox"/> Ungraded
<input type="checkbox"/> Ungraded Primary Special Education	Secondary Special Education

**Additional information**

The applicant is to provide details of the school and documentation as indicated on the checklist included on page 2. Additional information may be requested about the proposal for the Minister to make a reasoned decision.

**\* Note:** Changes to the location, education levels or the proposed opening day outside the prescribed period, after lodgement of application will require a new application and consequent prescribed periods.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Return application to:****Manager, Non-government Education section*****In person:*****220 Northbourne Avenue  
Braddon ACT 2612*****By mail:*****Department of Education and Training  
GPO Box 158  
CANBERRA ACT 2601**

## Application for In-Principle Approval at Additional Educational Levels

<b>Checklist of Attachments to this application</b> (✓ if attached to application or note reason for omission)	
<p>a) Briefly detail the objectives and scope of the proposal;</p> <ul style="list-style-type: none"> <li>- The services to be provided by the proposal including target student population, religious or other affiliation</li> <li>- Identify the proposal's contribution to the community including specific educational programs to be offered</li> <li>- indicate the timeline for the proposal in general terms including other planned additional educational levels</li> </ul>	✓
<p>b) Details of partnerships or collaborations and contact details of all parties, including a summary of previous experience in providing services in education</p>	✓
<b>Questions c), d) and e) focus on demonstration of community demand.</b>	
<p>c) Enrolment projections and population trends are to be provided for a ten year period</p> <ul style="list-style-type: none"> <li>- give details of the main catchment areas by district</li> <li>- analysis of school aged children for each catchment district</li> <li>- analysis of the target enrolment audience by district and the anticipated percentage seeking enrolment</li> <li>- analysis of the projected enrolment for each year level including peak capacity and long term capacity of the school</li> </ul>	✓
<p>d) Evidence of community support</p> <ul style="list-style-type: none"> <li>- Details of the interest shown by the community for the proposed expansion</li> <li>- Analysis to support the need for the expansion of the school</li> <li>- Testimonials of support from the community members, community organisations, church or religious affiliations</li> <li>- Provide a summary of the current schools and year levels of identified prospective students</li> </ul>	✓
<p>e) Consultation</p> <ul style="list-style-type: none"> <li>- provide a brief list of community and stakeholder consultation to date and</li> <li>- list of issues arising from consultation, list those already addressed and by what means and those to be addressed</li> <li>- Provide a brief description of planned consultation</li> </ul>	✓
<b>Questions f), g) and h) focus on demonstration of impact on existing schools.</b>	
<p>f) Current site information</p> <ul style="list-style-type: none"> <li>- List additional accommodation and facilities to be provided on the school grounds and those located offsite to be available through business arrangements to cater for the additional educational levels.</li> <li>- What excess capacity exists at the current site? (Provide utilisation details, capacity of structures and unused portion)</li> <li>- Provide current site plans with proposed expansion marked.</li> </ul>	✓
<p>g) Supplementary site information (if applicable)</p> <ul style="list-style-type: none"> <li>- Will you be seeking land for site development, if so, what is the required size?</li> <li>- Will you be seeking to purchase or lease existing buildings? Give details.</li> </ul>	✓
<p>h) Implementation strategy</p> <ul style="list-style-type: none"> <li>- Indicate the timeline for the proposal including scheduled milestones in the development/construction of the proposal</li> </ul>	✓