

New non-state school application

Fact sheet: NSS-FS2

This fact sheet provides information regarding the application process to establish a new non-State school.

General information

A governing body wishing to establish a new non-State school will need to complete and submit a [New non-State school application](#).

The Non-State Schools Accreditation Board (the 'Board') is required to make a decision on an application within six months of lodgement.

The submission process

Step 1

Download and review the application form [NSCH-F] from the [NSSAB website](#)

Step 2

Prepare the required documentation, as detailed in the application form

Step 3

Complete the application form and attach the required documentation

Step 4

Submit the application and documentation

- If you are an **existing** governing body, submit the application and documentation via [NSSAB Online Services](#)
- If you are a **new** governing body, email the application and documentation to nssab.admin@qed.qld.gov.au.

Application information

Information is to be provided on the following. This can be used as a checklist to ensure all required information is provided.

- Contact details
- Application details
 - Name of proposed school
 - Type(s) of education
 - Special assistance
 - Student-intake day

- Proposed governing body details
 - Name of corporation
 - Type of incorporation (evidence required)
 - Chair and Contact details
- Governing body suitability
 - Copies of the following are required:
 - Constitution
 - Corporate structure
 - Conflict of Interest policy
 - Details of offences – governing body
 - Current list of directors and evidence of blue cards/ exemption cards (evidence required)
 - Details of offences – directors
- Accreditation attributes
 - Site details
 - Property details
 - Relevant planning and building approvals
 - Student-intake profile
- Accreditation criteria

For a checklist, please see over page
- Government funding eligibility
 - Is funding eligibility sought?
 - Type of company
 - Non-for-profit
 - Prohibited arrangements
 - Direct or indirect connection
 - Independent financial decisions (statement demonstrating how the governing body will ensure financial decisions are made in the best interest of the school)
- Additional information
 - Overseas students
 - Type of school
 - Capital assistance
- Declaration

An appendix is included if establishing additional sites.

For further information, refer to the [NSSAB website](#).

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 | 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 ▪ Relevant planning and building approvals 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 |