DEPARTMENT OF EDUCATION SERVICES
NON-GOVERNMENT SCHOOLS

RENEWAL OF
REGISTRATION FOR
YOUR SCHOOL

A SUPPORT DOCUMENT FOR PRINCIPALS AND GOVERNING BODIES

22 Hasler Road OSBORNE PARK WA 6017
PO Box 1766 OSBORNE PARK WA 6916
Telephone: (08) 9441 1900 Facsimile: (08) 9441 1901
Email: ngs@des.wa.gov.au Website: www.des.wa.gov.au
Why
the Renewal of Registration process is important for your
students and your school.

Non-Government schools have autonomy to make decisions that set the overall
direction for your school and improve student learning.

With this autonomy comes greater accountability for the standard of education
and care provided by the school.

Reviewing the operations and performance of your school is an important part of
that accountability process. It assures your school's community of the quality of
education and care provided by the school, and indicates to the Minister for
Education that your school is satisfying the requirements of the School Education
Act 1999.

Every learning organisation is a 'work in progress'. Schools that are quality
learning organisations consciously review their own performance in order to
improve student learning. Review provides the opportunity to establish what the
school is doing well, and what areas require further consideration. School review
also enables the school's governing body to ascertain and analyse risk factors
that will impact on its obligation to provide a satisfactory standard of education
and care to its students.

The Renewal of Registration process can complement your school's own internal
review processes in that it provides an independent assessment of the school's
performance in meeting its legal obligations to provide an appropriate standard of
education and care.

The way the Department of Education Services (DES) carries out the Renewal of
Registration process seeks to add value to the work of your school. One or more
Independent School Reviewers, previously named Registration Consultants, with
extensive education experience engage in professional conversation with the
school to verify judgements about your school's performance and compliance.

Many schools find having their school reviewed useful in 'sharpening' their
reflection on how they are doing. The Renewal of Registration process provides a
different perspective on a school's performance and will confirm your school's
compliance with legal requirements, and recommend areas for improvement.

In these ways Registration Renewal contributes to the challenging work in which
your school's governing body, school leaders and teachers are engaged.
What is the Renewal of Registration?

To what extent is your school maintaining a minimum standard of education and accountability for quality educational programs, the safety and welfare of students and legal compliance?

This is the major question for Renewal of Registration.

Independent School Reviewers will read the supporting documentation you provide and then visit your school to experience your school community first hand. Through analysis of achievement data, meetings, a tour of the school in action and discussions with a range of staff, the Independent School Reviewers gather inputs from the governing body, school leaders, teachers, students and community to gain a clear appreciation of your school's unique qualities.

Renewal of Registration visits are conducted in accordance with the DES Code of Conduct, which in turn is based on the Western Australian Public Sector Code of Ethics.

Schools can be confident that the renewal process will be fair and transparent. Findings are based on evidence and judgements of the Independent School Reviewers and any recommendations are discussed with the Chairperson of the school's governing body and/or the Principal at the conclusion of the visit. Reports are always quality assured by the DES.
How
you can manage the Renewal of Registration process.

The stages of the Renewal of Registration process are outlined below to provide support and assistance for schools in managing their preparation for Renewal of Registration.

Stage One: Preparation for Renewal of Registration

The DES will notify your school in writing of the date for your school’s Registration Renewal visit and will include in the letter, a copy of your school’s previous report. The school’s governing body and school leaders may like to view the current registration standards document Schools Registration Standards 2013 to obtain information about the renewal process at: http://www.des.wa.gov.au/Non-government_schools/Registration.

The document includes the 12 assessment criteria that are the basis for the judgements made about your school in meeting the registration requirements.

Each assessment criterion for registration consists of four parts:

Criterion: legal requirements under the School Education Act 1999.
Intent: provides a rationale for the legal requirements.
Evidence: sets out evidence that meets the criterion.
Explanatory Notes: provides further detail and advice for schools.

Stage Two: Application for Registration sent to school by the DES

Your school receives an Application Renewal of Registration form with the second letter from DES. This document is used by the school’s governing body to apply for renewal of registration for your school. It includes the following document checklists to be completed by the school which assists in the process of collecting and presenting supporting documentation.

1. Part A: School Details – the school’s current contact details including accurate legal names for your Certificate of Registration.

2. Part B: Documentary Evidence – this section is a checklist to assist schools in assembling documentation for the Renewal of Registration process.

3. Part C: Registers and Declarations – this section has a number of declarations and supporting registers that require signature by the Principal and in two cases the Chairperson of the school’s governing body.
Stage Three: School Documentation Forwarded to the DES

The Application form and documentary evidence needs to be received by the DES a minimum of four (4) weeks before the date of the visit.

The following suggestions on how to package the information may be useful to you and would assist the DES officers and Independent School Reviewers.

- Endeavour to limit your documentation to key information that directly relates to the registration standards. Between two and five lever arch files are sufficient.
- Present your documentation in the same order as that in the checklist, with the application form at the front of the first file.
- Use lever arch or other types of files, with dividers between each section; plastic sleeves are not welcome as they make photocopying difficult.
- Send only copies (except for the original Application form) and not original official documents as it is some time before documents can be returned. Please let us know if you need the documentation returned.
- To date, hard copy format has been required but it may be more appropriate to submit supporting documentation in an electronic format. If you wish to consider this option, please contact the Regulation Officer (Schools) on 9441 1943 for confirmation.

Please note: You need to provide documentation that will assist the Independent School Reviewers to get an overview of your school. In areas such as curriculum, your particular school's whole school curriculum plans are the most useful. Copies of curriculum materials other than those directly developed by your school do not provide any evidence of how your school meets the Standards. The visit provides the opportunity for the Independent School Reviewers to view a range of materials, meet staff involved and examine issues in greater depth.

Stage Four: Independent School Reviewers' Visit

The Lead Independent School Reviewer will contact the Principal approximately one week before your school's visit to negotiate the plan for the day of the visit, and which key staff members will be meeting with the Reviewers. Prior to the visit, the Independent School Reviewers read and analyse the documentation you have provided together with other information about your school including recommendations and/or conditions noted in the previous renewal of registration report.

While each registration visit is unique, typically the Independent School Reviewers first meet with the Chairperson of the school's governing body, the Principal and your school's key finance person. The Reviewers are then taken on a tour of the school to observe your school in action. Morning tea and lunchtimes often provide good opportunities for the Independent School Reviewers to meet other staff to learn more about the school and its community. A range of your school's detailed curriculum materials from all years and learning areas with related evidence of student learning can be organised for the Independent School Reviewers to peruse. In the afternoon, they will need time and a space where they can consider the ways that your school has addressed each of the standards.
At the end of the visit, the Lead Independent School Reviewer provides a summary of the Reviewers' observations, highlighting positive aspects of your school, and outlining matters for improvement which will be included in the registration report as quality improvements required, conditions of registration and directions. It is important to note that the period of registration will be determined by the Minister for Education when he or she has considered the Independent School Reviewers' report.

Stage Five: Registration Report and Certificate of Registration

The Independent School Reviewers prepare a report for the DES to send to the Minister for Education.

The Minister for Education, who is responsible for all final decisions, receives your school's report from the DES. In deciding the period of registration, the Minister will consider the Independent School Reviewers' report in conjunction with evidentiary documentation and a school risk analysis.

The Chairperson of the school's governing body receives a letter from the Minister for Education with the new Certificate of Registration. The DES then sends copies of your registration report to the Chairperson of the school's governing body and the Principal.

Stage Six: Feedback on the Renewal of Registration process

Your School will be invited to provide feedback on the Registration process by completing the Renewal of Registration questionnaire. The DES highly values your comments and your feedback will assist the DES in ensuring a continuous improvement of the Renewal of Registration process.

Stage Seven: School Response to Quality Improvements Required, Conditions and Directions

You are requested to inform the DES as soon as the required actions from any quality improvements required, conditions and directions have been addressed. These responses are noted and filed with the report as part of the documentation of your next renewal of registration visit. Please be aware that the DES will regularly contact both the Chairperson of your school's governing body and the Principal in regard to any quality improvements required, conditions and directions that are not addressed in their entirety by the date/s indicated.
Renewal of Registration process:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>DES gives your school advance notice of the timeline for the Renewal of Registration process.</td>
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<tr>
<td>School submits application and supporting documentation.</td>
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<tr>
<td>Independent School Reviewers analyse school documentation and identify areas for further consideration.</td>
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<tr>
<td>Lead Independent School Reviewer Discusses with Principal and Board Chair the process for Renewal of Registration visit.</td>
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<td>Independent School Reviewers visit the school and meet with Board Chair, Principal, staff and students as appropriate.</td>
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<td>Independent School Reviewers discuss interim findings with Principal and Board Chair.</td>
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<td>Draft report is written and sent to Department of Education Services.</td>
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<td>Confirmed report sent to Minister for Education for approval.</td>
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<tr>
<td>School governing body receives the Certificate and Registration Report.</td>
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<tr>
<td>School acts on quality improvements required, conditions and directions, and reports on these to DES by the dates stipulated.</td>
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How you contribute to the Renewal of Registration as members of the governing body and school leaders.

The governing body and school leaders contribute to the Renewal of Registration process through their involvement in the school's cycle of internal evaluation processes and in understanding their obligations to meet the requirements for ongoing registration as a Non-Government School.

School governing bodies have a particular role to play because of their legal obligation in governing the school and in maintaining oversight of the school's ongoing processes for planning and evaluating its own performance. It represents its stakeholders by providing information on matters of importance to the school, and reporting to the community on the board's and school's performance. Board members also have the opportunity to participate in discussions with Independent School Reviewers.

In order to facilitate focused and considered discussion of its own and the school's performance, the school's governing body may wish to reflect on its own performance and the management of risk.

The governing body and the school may also choose to evaluate their own performance against a reflective tool that is based on research about what makes a successful and effective school.

Matters that will require a greater focus for school governing bodies and school leadership include:

- Review of levels of care to strengthen child protection in schools
- Reporting of critical incidents to the DES
- Financial viability
- Progress towards implementation of the Australian Curriculum
- Delivery of education to International students.
What happens after the Renewal of Registration visit?

A report will be prepared by the Independent School Reviewers. When the report has been finalised, a recommendation will be presented to the Minister for Education for consideration.

Following consideration by the Minister, copies of the report are forwarded to the Chairperson of your school's governing body and the Principal. Any required actions from quality improvements required, conditions and directions contained in the report are then addressed by the school and progress is reported to the DES by the due date. Please be aware that the DES will regularly contact both the Chairperson of your school's governing body and the Principal in regard to any required actions.

The report is based on the 12 criteria for registration which are outlined below and further explained in the Registration Standards which can be downloaded from the DES website:


<table>
<thead>
<tr>
<th>Requirements</th>
<th>Key Information considered</th>
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<tr>
<td>Governance and Accountability</td>
<td>• Legal entity</td>
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<tr>
<td></td>
<td>• Constitution</td>
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<tr>
<td></td>
<td>• Not-for-profit status</td>
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<tr>
<td></td>
<td>• Governing body members</td>
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<td></td>
<td>• Minutes of meetings</td>
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<td>• Strategic Planning</td>
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<td>• Annual Self Review</td>
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<td>• Critical Incident Reporting</td>
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<td>• Training Opportunities</td>
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<td></td>
<td>• International students (if applicable)</td>
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| Student Learning                      | • Review of student learning                                   |
|                                       | • Analysis of student learning                                 |
|                                       | • School improvement plan                                      |
|                                       | • Annual Report                                                |
|                                       | • Communicating with the school community                      |

| Curriculum                            | • School curriculum plan                                       |
|                                       | • Curriculum evaluation                                        |
|                                       | • Assessment and reporting                                     |
|                                       | • Reporting to governing body                                   |
|                                       | • International students (if applicable)                       |
| Level of Care | • Positive learning environment  
|              | • Student welfare  
|              | • Student safety  
|              | • Critical and emergency incidents  
|              | • Student health  
|              | • Boarding - duty of care (if applicable)  
|              | • International students (if applicable)  
| Financial Management | • Audited financial statements  
|              | • Unaudited management accounts  
|              | • Loan, lease and rental agreements  
|              | • Remuneration and staff salaries  
|              | • Commonwealth financial questionnaire  
|              | • Budget (forecasts and current)  
|              | • Insurance policies  
|              | • International students (if applicable)  
| Staff and Management | • Teaching staff  
|              | • Non-teaching staff  
|              | • Working with Children Checks  
|              | • Police Clearances  
|              | • Organisational chart  
|              | • Staff induction, performance management and professional learning  
|              | • Staff handbook  
|              | • Boarding facility staff (if applicable)  
| Physical Environment | • Buildings, facilities and grounds  
|              | • Maintenance  
|              | • Occupational health and safety  
|              | • Risk management  
|              | • Boarding facilities (if applicable)  
| Enrolment and Attendance | • Enrolment and attendance policies and procedures  
|              | • Attendance records and enrolment register  
|              | • International students (if applicable)  
| Number of Students | • Number of students  
|              | • Future enrolments  
|              | • Class sizes  
|              | • Boarding (if applicable)  
|              | • International students (if applicable)  
| Time for Instruction | • Days open  
|              | • Hours of instruction  

The school has policies and procedures to provide a positive, inclusive and safe environment in which students feel physically and emotionally secure.

The financial leadership and management of school operations and its long term viability are maintained for the benefit of students.

The practices and relationships of a school's staff members are guided by professional standards in order to provide a learning environment that is safe, predictable and stimulating for students.

The school's buildings, facilities, grounds, furniture, equipment and resources meet all legal standards, fully comply with health and safety requirements, and are adequate for effective delivery of the school's curriculum and co-curricular activities and suited to students' various ages and developmental stages.

The school's enrolment and attendance practices meet all legal requirements.

The school has sufficient students to enable it to maintain the financial viability to provide a range of learning programs and experiences that will support their academic and social development.

The time available for instruction must enable students to have access to effective learning experiences to improve their learning and equip them with the knowledge, skills and attitudes needed to become successful learners, confident and creative individuals, active and informed citizens.
| Complaints Management     | • Complaints management policy and procedures  
|                          | • Complaints management policy and procedures for international students (if applicable) |
| Complainants are able to raise concerns and lodge complaints and have them dealt with fairly and efficiently. |
| Legal Compliance         | • Declaration of legal compliance (State/Commonwealth) |
| The school complies with the many legal requirements associated with its operation. |