



Key stages of a self-review of school registration

Notification letter	School principal receives a letter notifying the requirement to complete a self-review.
Prepare for the self-review	Access the self-review and verification form from 27 February 2023 at Review of Registration . Create a login to save and return later.
Self-review	Review all criteria against the Standards. Evaluate compliance with each criterion (met or not met). Principal confirms self-review outcome for each criterion. If 'met' for all criteria, go to 'Summary of process' step.
Remedial actions (if required)	If any criterion 'not met', describe and implement remedial actions to address non-compliance. Self-review those criteria again. Principal confirms outcome.
Summary of process	Provide a summary of how the self-review was undertaken
Verify	Principal verifies that the school has conducted a self-review, actions have been taken to address non-compliance and declares that the information provided is true and correct.
Submit	Submit the form by 31 August 2023. You will receive an email acknowledging receipt of your form with a copy of your completed submission attached.
Outcome	The form will be reviewed by a schools registration officer. You will be provided with an outcome by email.



Frequently asked questions about the self-review and verification review of registration

Why was my school selected for a self-review?

School registration must be reviewed every five years under the *Education and Early Childhood Registration and Standards Regulations 2017*. All schools with a five-year period of registration ending in 2023, who are not scheduled for a validation review by the Board, must conduct a self-review to ensure that the school continues to meet the [Standards for Registration and Review of Registration](#) (Standards) for the upcoming registration period.

What is a self-review?

A self-review enables schools to evaluate their compliance with the Standards and undertake any actions required to ensure that all Standards are met.

What is a verification?

Verification means that the principal is confirming a self-review has been conducted, school policies, practices and evidence have been evaluated against the Standards, remedial actions have been implemented if needed and the information provided is true and correct.

How do schools conduct a self-review?

Use the [Evidence guide to using the Standards for review of registration](#) to evaluate your school's compliance with the full breadth of each criterion in the Standards. The [standards reflection tool](#) and [self-review tool](#) can assist in decision making around sufficient and appropriate evidence.

Complete the self-review and verification form, accessed at esb.gov.au/schools/review-registration. This includes completing a summary of how the self-review was conducted.

What is the expected duration of a self-review?

The self-review and verification form must be submitted before 31 August 2023. We encourage you to start as early as possible to allow time for remedial actions to be implemented if criteria are not met.

Do we submit documents to the Education Standards Board?

No.

Will there be a site inspection as part of this review?

No.

How will we know if the Board has received our form?

You will receive an automated email acknowledgement that we have received your form.



What happens after the self-review form is submitted?

The Board will review your submission. If all Standards are met, you will receive an email from us confirming the outcome and your school's registration for a further five years.

What happens if we do not meet one or more criteria in the Standards?

Schools not meeting the criteria of the Standards for registration should:

1. identify what needs improving
2. determine actions needed to improve
3. implement the actions
4. repeat self-review of criteria not met
5. verify and submit the form

What happens if we still do not meet the Standards and we submit the form with criteria 'not met'?

Our initial approach to address non-compliance includes:

1. providing advice on how to comply
2. clarifying the requirements of each criterion
3. giving reasonable time to comply

The Board will work with you to ensure the Standards are met. This could include negotiating a plan of action to allow further remedial actions to be completed, such as staff accessing appropriate training.

When do we have to do the next review of school registration?

Your confirmation email will specify when your five-year registration period ends. You may be required to complete a self-review anytime within the five-year period.

You may also be selected to undergo a validation review within the five-year period if you are randomly selected or have a significant change to registration.