

PROTOCOL FOR APPROVAL OF APPLICATIONS FOR MEMBERSHIP OF AISWA

All Independent schools in WA are registered by the Department of Education Services (DES). This registration process includes a review of governance, policies and procedures, financial viability and curriculum offerings. Only registered schools can apply for membership of the Association.

When a new school is registered, AISWA sends information to the school about the Association and a membership pack. This includes:

- A brochure describing the Association and its functions and services to member schools
- A copy of an application form
- A copy of the AISWA Constitution
- A copy of the 'Membership of AISWA' document
- Any relevant AISWA and/or ISCA publications

The accompanying letter invites the school to apply for membership of AISWA, and, if interested, to contact the Executive Director.

Where a school expresses interest in becoming a member, the Executive Director or Deputy Director will visit the school to talk with the Principal and preferably the Chair of the Board to talk about AISWA and what membership means. This visit would include a tour of the school and should enable AISWA to obtain a picture of the school in terms of its operations and facilities. It is also invaluable in setting up the lines of communication and putting names to faces.

The application, once received from the school will be submitted to the AISWA Board for approval, and at this time, a brief report on the school will be provided to the Board.

Once the Board has assessed the membership application, it will be put forward to the AISWA Council with a recommendation.