



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 membership information to the school about the Association. This includes:

- Details of the Association's current membership fees.
- A link to the Membership section of the AISWA website which includes access to:
 - the online Membership Application Form;
 - information regarding the benefits of AISWA membership; and
 - the AISWA Member Code of Conduct.
- A link to the AISWA Constitution
- Any relevant AISWA and/or ISCA publications

Where a school expresses interest in becoming a member and submits a membership application, arrangements will be made for the Executive Director or Deputy Director to visit the school to speak with both the Principal and the Governing Body Chair (if available). The primary focus of this visit is to talk about AISWA and what membership means. This visit will include a tour of the school and should enable AISWA to obtain a picture of the school in terms of its context, operations and facilities. It is also invaluable in setting up the lines of communication and putting names to faces.

Following the school visit, the membership application will be submitted to the next AISWA Board meeting for review and consideration. A brief report on the school will also be provided to the Board by the Executive or Deputy Director.

The school will be notified of the outcome once the AISWA Board has reviewed and assessed the membership application and a determination has been made.