

Special Circumstances Guidelines and Forms

Special Circumstances Enrolment Eligibility and Criteria



Alice Springs School of the Air provides distance education services to Preschool to Year 9 under several enrolment categories. Prospective students must meet the enrolment criteria for the distance education school enrolment categories. This document provides the guidelines, criteria and forms required for enrolment under the special circumstances category.

Enrolment at ASSOA requires the student to learn under the supervision of a home tutor or a supervising adult. This may be a parent/carer or a home tutor employed by the family (often called a 'govie'). Distance education is distinctly different to home education. Students are expected to participate in online classes. Where this is not possible alternative arrangements needs to be discussed with the Principal.

Eligibility

Generally to be eligible for enrolment on the basis of special circumstances there must be evidence that the student is in receipt of ongoing treatment, counselling or other appropriate intervention.

Enrolment on the basis of special circumstances is generally not considered to be a long term arrangement. In most instances, students need to be working towards re-integration into regular school attendance or a flexible education arrangement. Where considered necessary, independent advice may be sought to ensure that distance education is, and continues to be, the most appropriate provision for the student.

ASSOA recognises that an important prerequisite for successful engagement with education is the establishment of effective ongoing treatment and support for students enrolled with health conditions and/or complex social circumstances. Referral information should demonstrate the student will be receiving **ongoing professional treatment and/or support for their condition/s** and are committed to using these supports.

Enrolment Period

Enrolment is for a minimum duration of one semester. Special Circumstances enrolments will be reviewed or transitioned to the local school after two semesters.

- Medical - The enrolment will be reviewed by ASSOA at the end of two semesters
- Flexible Learning Arrangement Short Term - It is expected the student will return to a local school within two semesters
- Flexible Learning Arrangement Long Term - The enrolment will be reviewed by ASSOA at the end of two semesters

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Supervision

Students enrolled at Alice Springs School of the Air require supervision by a home tutor or supervising adult who are required to perform a range of duties including:

- facilitating communication between the student and teachers
- ensuring age appropriate adult supervision of the student
- engaging with material provided by ASSOA both in a written and verbal format
- supporting the student to engage and participate in the learning program
- ensuring the student submits work in accordance with the prescribed or negotiated submission timetable

Learning

Students will learn all subjects in the Australian Curriculum. At the pre-enrolment interview the mode of delivery will be discussed, and the curriculum load based on Practitioner advice. Online students participate in daily online lessons with regular submission of work. Paper-based students participate in calls with their teachers and regular submission of work.

Engagement

Students enrolled at ASSOA are required to engage in their learning to the best of their ability at all times. Regularly participating and engaging in daily online lessons (when possible), and regular contact with teachers and submission of work as per timetables is also required.

Pre-Enrolment interview

Once the required documentation has been submitted, and evidence that the eligibility criteria have been met, an enrolment interview will be arranged with the Principal. The parent/carer will be contacted to establish the student's engagement and learning outcome requirements.

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Enrolment Categories

Medical Grounds

To be enrolled on medical grounds all of the following criteria must be met:

- the student has a long-term illness or medical condition preventing attendance at school; and
- medical certification is provided to validate that the student cannot attend mainstream school for more than 80 consecutive school days; and
- the principal is satisfied that there are no other appropriate local provisions available to the student; and
- sufficient evidence demonstrates that the student cannot attend and participate in mainstream schooling on a regular basis; and
- provision of medical certification is required each year to continue enrolment on medical grounds; and
- after two terms or six months the referred student's progress will be reevaluated. If, after this time, the student has been unable to continually engage in their learning the student will be referred back to their original mainstream school.

Flexible Learning Arrangements – Short Term (less than 12 months)

To be enrolled on the grounds of flexible learning arrangement on a short term basis the student's main school must be able to demonstrate all of the following criteria:

- school and regional resources and extensive adjustments and intervention strategies have not been able to meet the additional needs of the student; and
- sufficient evidence demonstrates that the student cannot attend and participate in mainstream schooling on a regular basis; and
- effective collaboration between the student's main school and the parent regarding the student's needs has been undertaken; and
- parental consent has been received for the student's enrolment with a distance education school and appropriate facilities and resources as well as suitable supervision and support to complete the learning program will be provided; and
- a transition plan has been developed to manage the student's re-entry into mainstream schooling that outlines the roles of the student's main school and the distance education school in the transition process; and
- after two terms or six months the referred student's progress will be reevaluated. If, after this time, the student has been unable to continually engage in their learning the student will be referred back to their

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original mainstream school.

Flexible Learning Arrangement - Long Term

To be enrolled on the grounds of significant support needs on an ongoing basis the student's main school must be able to demonstrate all of the following criteria:

- school and regional resources and extensive adjustments and intervention strategies have not been able to meet the additional needs of the student; and
- sufficient evidence demonstrates that the student cannot attend and participate in mainstream schooling on a regular basis and that distance education would improve the student's learning and engagement; and
- effective collaboration between the student's main school and the parent regarding the student's needs has been undertaken; and
- parental consent has been received for the student's enrolment with a distance education school and the provision of appropriate facilities and resources as well as suitable supervision and support to complete the learning program will be provided; and enrolment is monitored and subject to a 12 monthly review; and
- after two terms or six months the referred student's progress will be reevaluated. If, after this time, the student has been unable to continually engage in their learning the student will be referred back to their original mainstream school.

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Documentation Checklist

Medical Grounds

- Practitioner/Agency Referral Form
 - that the student has a diagnosed medical condition
 - how it impacts the student's ability to attend school
 - the length of time that the student is expected to be unable to attend school
- School Referral Form
 - how the medical condition impacts the student's ability to attend school
 - no local provisions available to the student
- Proof of NT residence
 - copy of parent/carer's driver's licence OR
 - an official document listing current NT address
- Student's most recent academic report

Flexible Learning Arrangement Short Term

- Practitioner/Agency Referral Form
 - that the student has a social and/or emotional condition or engagement concerns
 - how it impacts the student's ability to attend school
 - the length of time that the student is expected to be unable to attend school
- School Referral Form
 - information regarding intervention strategies implemented at the school and an impact assessment of these interventions
 - a statement that school and regional resources and extensive adjustments and interventions have not been able to meet the student's additional needs
- Proof of NT residence
 - copy of parent/carer's driver's licence OR
 - an official document listing current NT address
- Student's most recent academic report
- Student's Education Adjustment Plan, Student Support Plan or Student Needs Profile

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- Transition Plan

Flexible Learning Arrangement Long Term

- Practitioner/Agency Referral Form
 - that the student has a social and/or emotional condition or engagement concerns
 - how it impacts the student's ability to attend school
 - the length of time that the student is expected to be unable to attend school
- School Referral Form
 - information regarding intervention strategies implemented at the school and an impact assessment of these interventions
 - a statement that school and regional resources and extensive adjustments and interventions have not been able to meet the student's additional needs
- Proof of NT residence
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 - an official document listing current NT address
- Student's most recent academic report
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Practitioner/Agency Referral Form



This form is to be completed by a specialist practitioner or an agency working with the student in order to determine a student's eligibility for enrolment with Alice Springs School of the Air under special circumstances and to assist with the development and coordination of learning and support plans.

Enrolment at ASSOA requires the student to learn under the supervision of a home tutor or a supervising adult. This may be a parent/carer or a home tutor employed by the family (often called a 'govie'). Distance education is distinctly different to home education. Students are expected to participate in online classes. Where this is not possible alternative arrangements needs to be discussed with the Principal.

ASSOA recognises that an important prerequisite for successful engagement with education is the establishment of effective ongoing treatment and support for health conditions and complex social circumstances. Referral information should demonstrate the student will be receiving **ongoing professional treatment and/or support for their condition/s** and are committed to using these supports.

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Section A: Practitioner/Agency Recommendations

Enrolment Circumstances

- Medical – The enrolment will be reviewed by ASSOA at the end of two semesters
- Flexible Learning Short Term – The student is expected to transition to a local school within two semesters
- Flexible Learning Long Term – The enrolment will be reviewed by ASSOA at the end of two semesters

Curriculum Load

- Student is able to engage in a full time curriculum load
- Student will require a reduced curriculum load

Online Classes

- Student is able to attend and participate in online classes
- Student will require additional support to attend online classes

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Section B: Practitioner/Agency Details

Title:	Name:	Discipline:
Organisation:		Provider Number (for Practitioners):
Phone:	Email:	
Organisation Type: <input type="checkbox"/> Psychologist <input type="checkbox"/> Territory Families <input type="checkbox"/> Headspace <input type="checkbox"/> Psychiatrist <input type="checkbox"/> Paediatric Service <input type="checkbox"/> Community Based Service <input type="checkbox"/> Hospital Based Service <input type="checkbox"/> NDIS <input type="checkbox"/> Psychology Service <input type="checkbox"/> Student Engagement - NTG <input type="checkbox"/> Child & Adolescent Mental Health <input type="checkbox"/> Other:		

Section C: Client Details

Full Name:	Date of Birth:
Gender:	Address:
Parent/Carer Name:	Parent/Carer Phone:

Section D: Client Referral Details

How long has the patient/client been under your care?	
How much contact have you had in this time?	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other
What are the presenting issues or conditions relevant to the client's enrolment at ASSOA?	<input type="checkbox"/> Anxiety <input type="checkbox"/> Depression <input type="checkbox"/> Bullying <input type="checkbox"/> School Refusal <input type="checkbox"/> Behaviour Issues <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Gender Dysphoria <input type="checkbox"/> Chronic Fatigue <input type="checkbox"/> Sleep Disorder <input type="checkbox"/> Eating Disorder <input type="checkbox"/> Trauma <input type="checkbox"/> Engagement <input type="checkbox"/> Suicide/Self Harm – If the student presents with suicide risk/self harm, please provide further information on the nature or level of risk and provide a copy of the current safety plan. <input type="checkbox"/> Other (please specify)

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<p>Does the patient/client have a diagnosed disability?</p>	<p> <input type="checkbox"/> Physical <input type="checkbox"/> Visual Impairment <input type="checkbox"/> Intellectual Disability <input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Severe Behaviour Disorder Please provide details: </p>
<p>How do these conditions influence the patient/client's ability to attend mainstream school?</p>	
<p>How will these conditions affect the student's ability to engage in online learning at ASSOA?</p>	

Plan to return to mainstream school

<p>What treatments or supports do you believe are necessary to assist the patient/client to return to mainstream school?</p>	
<p>What time frame do you believe will be required to enable this?</p>	<p> <input type="checkbox"/> Within 6 months <input type="checkbox"/> Within 12 months <input type="checkbox"/> To be reviewed within 12 months </p>

Other Professionals/Agencies assisting the patient/client

Name:	Role:	Contact Number/Email:

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Section E: Endorsement of the enrolment

I recommend withdrawal from mainstream school and enrolment at ASSOA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I believe the student is unable to attend mainstream school for more than 80 consecutive school days	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I believe a flexible learning arrangement will benefit the student to transition back into mainstream school	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will provide ongoing treatment and monitoring for the duration of the enrolment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am prepared to be contacted to provide further information and for the purpose of supporting the patient/client's progress	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature	Date	
Practitioner Stamp: <small>(If applicable)</small>		

Once completed this form can be returned to the patient/carer.

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School Referral Form



This form is to be completed by the student's most recent school in order to determine a student's eligibility for enrolment with Alice Springs School of the Air under the special circumstances category and to assist with the development and coordination of learning and support plans. Please see page 3 for further information on eligibility requirements.

Enrolment at ASSOA requires the student to learn under the supervision of a home tutor or a supervising adult. This may be a parent/carer or a home tutor employed by the family (often called a 'govie'). Distance education is distinctly different to home education. Students are expected to participate in online classes. Where this is not possible alternative arrangements needs to be discussed with the Principal.

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Section A: School Recommendations

Enrolment Circumstances

- Medical – The enrolment will be reviewed by ASSOA at the end of two semesters
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Section B: School Details

School Name:	Principal:
Phone:	Email:

Section C: Student Details

Student's Full Name:	Date of Birth:	
Gender:	Current Year level:	Length of enrolment at your school:
Parent/Carer Name:	Parent/Carer Phone Number:	
Please indicate student's previous school/s if less than one year:		

Section D: Student Referral Details

Reason for the referral to ASSOA:	
Is the student a SWI Client?:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes SWI contact:
Does the student have a diagnosed disability?	<input type="checkbox"/> Physical <input type="checkbox"/> Visual Impairment <input type="checkbox"/> Intellectual Disability <input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Severe Behaviour Disorder Please provide details:
Has this student been approved for funding through NCCD?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please provide a copy of the relevant plan.
NCCD Category:	<input type="checkbox"/> Physical <input type="checkbox"/> Cognitive <input type="checkbox"/> Sensory <input type="checkbox"/> Social/Emotional
Level of NCCD funding approved	<input type="checkbox"/> Supplementary <input type="checkbox"/> Substantive <input type="checkbox"/> Extensive
Does the student have a current EAP/ILP/SP?	<input type="checkbox"/> EAP <input type="checkbox"/> ILP <input type="checkbox"/> SP <input type="checkbox"/> No Plans Please provide a copy of the relevant plan/s.

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What is the student's living arrangement?	<input type="checkbox"/> At home Parent/Carers <input type="checkbox"/> Out of Home Care
Is there a court order or special family circumstances?	<input type="checkbox"/> Dual Custody Arrangement <input type="checkbox"/> Court Orders <input type="checkbox"/> Access Restrictions <input type="checkbox"/> Foster Care <input type="checkbox"/> Other <small>(provide information)</small> Please provide details of the circumstances and/or legal documents.
Is the student currently involved with Youth Justice (in custody, remand or sentence or in the community)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide a copy of the relevant legal documentation.

Section E: Implementation of Staged Response

Evidence of the implementation of a staged response by the school/s and the student's inability to attend a mainstream school.

Stage 1 – Early identification and intervention	
When did the student last attend school?	
How regularly has the student been attending classes?	<input type="checkbox"/> Daily <input type="checkbox"/> Sporadic <input type="checkbox"/> Negotiated <input type="checkbox"/> Not Attending Current Attendance %
What are the main factors affecting the student's attendance and engagement with learning?	

Stage 2 – Intervention strategies	
How has the student's learning program been modified?	
What intervention strategies have been implemented at the school?	

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School Name:	Contact person:
Phone:	Email:

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Section H: Endorsement of the enrolment

I recommend withdrawal from mainstream school and enrolment at ASSOA		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I accept that after two terms or six months the referred student's progress will be evaluated for the continued suitability at ASSOA. If after this time the student has been continually unable to engage in their learning, the student will be referred back to their original mainstream school.			
Signature		Date	
Principal Name:			

Once completed this form can be returned to the parent/carer.