

# Special Circumstances Guidelines

## Special Circumstances Enrolment Eligibility and Criteria



Alice Springs School of the Air provides distance education services from Preschool to Year 9 under several enrolment categories. Prospective students must meet the enrolment criteria for one of 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 Medical Grounds, 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.

To be eligible for a Special Circumstances enrolment students must meet all of the criteria of one of the four categories outlined below.

### Enrolment Categories

#### Medical grounds

To be enrolled in distance education centres on medical grounds, children and young people must meet the following criteria:

- the child or young person has a long-term illness or medical condition preventing attendance at school
- a report or certificate from a medical specialist is provided to validate that the child or young person cannot attend a mainstream school for more than 80 consecutive school days. The report or certificate must detail how the child or young person's medical condition impacts their ability to attend school and the length of time the child or young person is expected to not attend school
- the principal is satisfied that there are no other available and appropriate local provisions

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- a report or certificate from a medical specialist is provided annually to continue enrolment on medical grounds.

## Exclusion

Exclusion refers to a student being temporarily prevented from:

- entering the whole or part of any land, premises or facility occupied or used by the school or
- participating in any program or activity conducted by or on behalf of the school.

Children and young people who are excluded from NT Government schools may be enrolled in distance education centres if they meet the following criteria:

- the exclusion prevents the child or young person from attending school or participating in a school-based program
- the exclusion is temporary and enrolment in a distance education centre will be limited to such time as the exclusion ceases.

## Expulsion

Expulsion refers to a student being permanently excluded from attending any NT Government school. Under section 92 of the Act, this includes:

- any land, premises or facility occupied or used by a school or
- participation in any program or activity conducted by or on behalf of a school.

Enrolment in a distance education centre after expulsion is at the direction of the Chief Executive.

## Unforeseen extraordinary circumstances

The mainstream school where the child or young person is currently enrolled must be able to demonstrate:

- the child or young person's educational needs cannot be met by mainstream schooling with access to school and regional resources
- effective collaboration has been undertaken between the school and the parent regarding the child or young person's needs
- parental consent has been received for the child or young person's enrolment with a distance education centre, and appropriate facilities and resources as well as suitable supervision and support to complete the learning program will be provided
- a personalised plan has been developed to manage the child or young person's re-entry into mainstream schooling that outlines the roles of the mainstream school and the distance education centre in the transition process.

## Enrolment Period

- Medical - The enrolment will be for no longer than one year, except where another medical certificate is provided for an additional year
- Exclusion- This is a temporary enrolment limited to the time the exclusion ceases
- Expulsion- The period of enrolment is at the discretion of the Chief Executive

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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 if it is a Medical grounds enrolment. 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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## 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

### Exclusion

- Chief Executive forms
  - evidence that the child or young person has been excluded by the Chief Executive
  - approval from the Chief Executive for the child or young person to enrol in a distance education centre
- School Information
  - information from the previous school about the student's learning and wellbeing needs
- Student's most recent academic report

### Expulsion

- Chief Executive forms
  - evidence that the child or young person has been expelled by the Minister
  - approval from the Chief Executive for the child or young person to enrol in a distance education centre
- School Information
  - information from the previous school about the student's learning and wellbeing needs
- Student's most recent academic report

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## **Unforeseen extraordinary circumstances**

- School Referral Form
  - suitable evidence detailing the unforeseen circumstances
  - information about the student's learning and wellbeing needs
- Student's most recent academic report