

# Policy and Procedures for Flexible Schooling Arrangements



## Legislation

Education (General Provisions) Act 2006, s182

## Background

Flexible arrangements can be made for a student of compulsory school age or a student in the compulsory participation phase. Invariably throughout the course of a school year, situations arise which require students to enter into different and flexible arrangements for their continued education.

Students in the compulsory participation phase do not require a flexible arrangement if the alternative education provider is an 'eligible option'. Eligible options include other educational providers such as a:

- TAFE college
- provider of vocational education and training under the VETE Act
- registered training organisation; or
- organisations that offers special training programs for children and young people, and
- extended family vacations, periods of prolonged sickness, recovery from serious injury and so on.

A flexible arrangement is also not required for school-based apprenticeships and traineeships. In such situations, the school has procedures which must be followed to ensure the appropriate continued education of the students involved. The Education (General Provisions) Act 2006, Section 182 Part 2 clearly states that a non-state school may approve such flexible schooling arrangements but only if certain conditions are met. These procedures are designed to meet the required conditions. A student with a flexible arrangement remains enrolled at the school while an alternative educational provider delivers all or part of the student's educational program for the period of the arrangement. The alternative educational provision can occur on or off the school site and can comprise the student's entire educational program for a stated period, or part of the student's educational program for a stated period.

## Policy

The College values the diversity of its students and considers the specific educational needs of all of its students. For this reason the College may approve arrangements allowing students to undertake programs supplied by other organisations, which are eligible to provide such programs. The College will assist the participation of students in such arrangements by:

- valuing all students as individuals and identifying and responding to their needs;
- consulting with the student (to the extent considered appropriate having regard to the student's age and other relevant circumstances) and parents to make well-informed decisions about the student's educational program;
- identifying and addressing barriers that limit students' opportunities, participation and benefits from schooling;
- making reasonable adjustments in modifying, substituting or supplementing curricula, course work requirements, timetables, teaching methods and materials, and assessment procedures to meet the needs of students undertaking flexible arrangements; and
- supporting and assisting students to make alternative satisfactory educational arrangements when the school is unable to meet their needs, including facilitating options and pathways for students wishing to take advantage of flexible arrangements.

## Procedures:

If an enrolled student is required to be absent from school for an extended academic period, the school may approve arrangements for a student enrolled at the school that are to apply to the student instead of participation in the school's educational programs in the usual way, provided that the following procedures are followed.

(1) The parents or guardians of the student must apply in writing for alternative educational arrangements to be considered and other needs of the student who has applied to access flexible arrangements. This includes the collection of information from the student and his/her parents and consultation with the student's teachers as well as consideration of the student's career aspirations

(2) The application must state the reason for the absence and the duration if possible.

Following the application, the school will:

- (1) Consider the validity of the application and if deemed valid,
  - Have the class teacher prepare a written document outlining what needs to be done during the period of absence to address the educational needs of the student (eg a work plan, an activity booklet, prepared assignments, reading and written tasks etc). This work should be at the appropriate level to meet student learning outcomes.
  - Ensure that the student is in the care of a suitable provider who can assist with their ongoing educational needs, and achieve learning outcomes set out.
- (2) Discuss the alternative arrangements and monitoring arrangements with the student and their parent/guardian.
- (3) Present the parent/guardian with an "Alternative Arrangements Form" which outlines the arrangement and seeks their agreement and the desirability unless it would be inappropriate in all the circumstances of the arrangements requiring the student's participation at a level that is equivalent to full time participation in the school's educational programs in the usual way
- (4) Written agreement of the student and the student's parents (where practical).
- (5) Ensure that the form and a copy of the written work arrangements is kept on file for five years .

### **Communication**

The student and the student's parents where practical will receive confirmation in writing of the approved flexible arrangement including the requirements of the College in relation to the course and the requirements of the provider in relation to the course. The parents and the student are made aware of the person in the school who will be monitoring the student's progress and supplying support if the student is experiencing any difficulties.

The Principal reports to the College Board on an annual Basis in relation to flexible arrangements. This reporting will include:

- the number of students involved
- the type of courses they are undertaking
- a measure of the success or failure of the flexible arrangements.

### **Review**

Flexible arrangements will be reviewed at the end of each semester and at this time the parents will be requested to meet with the Principal, or her delegated representative, in order to discuss the progress of the student.

### **Record Keeping**

Records related to the flexible arrangements for the student are kept at the school for a period of five years after the arrangements stop applying to the student. After this time the student's records are destroyed.

### **Approvals**

The College Board may approve in writing the establishment of flexible arrangements for the College. Requests for a student to access flexible arrangements must be made in writing to the Principal or the Principal's nominee (the authorised entity) to give approval for flexible arrangements on behalf of the board (See appendix 1).

**Student Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Reason for alternative arrangement:**

---

---

---

**Duration:** \_\_\_\_\_

**Education Plan:** *(Outline of the tasks the student is required to complete during the period of absence from school)*

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Principal Approval:**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Parent/Guardian Acceptance of Arrangements:**

**Signed:**

## Appendix 1

<b>FLEXIBLE ARRANGEMENT CHECKLIST</b>		
1.	The College Board or its delegate has approved flexible arrangements.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	The College Board has delegated approval of flexible arrangements for an individual student to an 'authorised entity'.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	The College's authorised entity is:	College Board <input type="checkbox"/> Principal <input type="checkbox"/> Director of College <input type="checkbox"/>
4.	A registered teacher has prepared written assessments of the student's educational and other needs.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	A registered teacher has prepared written assessments of the learning outcomes that the proposed arrangements are intended to achieve.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	A registered teacher has prepared written assessments of the suitability of the provider(s).	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	The authorised entity has considered the written assessments.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	The authorised entity has considered how, and by whom, the student's participation in the arrangements is to be monitored.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	The authorised entity has considered how, and by whom, each provider's involvement in the arrangements is to be monitored and its effectiveness evaluated.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	The authorised entity is satisfied that the arrangements are appropriate.	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Where practicable, the parent/s of the participating student has given written agreement to the arrangements.	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	The authorised entity has discussed the proposed arrangements with the student	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.	The College has a system in place to keep the written assessments for at least 5 years after the arrangements stop applying to the student.	Yes <input type="checkbox"/> No <input type="checkbox"/>
14.	The College has a system in place to keep a record of the authorised entity's considerations for at least 5 years after the arrangements stop applying to the student.	Yes <input type="checkbox"/> No <input type="checkbox"/>
15.	The College has a system in place to keep the written agreements for at least 5 years after the arrangements stop applying to the students.	Yes <input type="checkbox"/> No <input type="checkbox"/>