

**ACCEPTABLE USE OF ICT SERVICES**

**POLICY**

**YOS Independent Schools**

YOS Lawnton and Riverview College

(A Queensland Non-State Independent School)

|  |  |  |
| --- | --- | --- |
| **SUBJECT:**  **FLEXIBLE ARRANGEMENTS POLICY** | | **CODE**:  **FAP2018** |
| **Scope of Application:** | The policy applies to arrangements for the education and training of all students of compulsory school age and the compulsory participation phase who are participating in programs outside of the school’s general academic program | |
| **Updated Date:** | December 2018 | |
| **Review Date:** | December 2020 (2 yearly) | |
| **Filing Instructions:** | F:\Programs\YOS Lawnton Independent School\Operations\Policy & Procedures\Approved Policies and Procedures  F:\Management Security\Programs\YOS Lawnton Independent School\Operations\Policy & Procedures\Approved Policies and Procedures | |
| **Related policies:** | [*Education (General Provisions) Act 2006,* s182](https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2006-039) | |
| **Useful Links:** | [Department of Education Flexible Arrangements for School Students](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Flexible%20Arrangements%20for%20School%20Students/flexible-arrangements-for-school-students.pdf) document | |

**Purpose**

The purpose of the policy is to establish guidelines for the approval of flexible arrangements at YOS Lawnton.

## Legislation

*Education (General Provisions) Act 2006,* s182 (Appendix 1)

## **Background**

Flexible arrangements can be made for a student of compulsory school age or a student in the compulsory participation phase.

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.

A flexible arrangement is also not required for school-based apprenticeships and traineeships for any student.

A student with a flexible arrangement remains enrolled at YOS Independent 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.

Examples of flexible arrangements include:

* a student with an opportunity to work as a child actor in a movie. For an agreed period of two weeks, the student will engage in an educational program the content of which is determined by the school and delivered by a tutor on the set of the film.
* a student might attend First Aid Training for 1 day per week for a period of ten weeks and spend the other 4 days at school attending usual classes. During the flexible arrangement the Board/Principal retains authority and responsibility for the student's educational program.
* a secondary student who wants to study a subject that is not offered at their school and whose Principal agrees for them to study the subject at another school or through distance education;

## **Policy**

YOS Independent Schoolvalues the diversity of its students and considers the specific educational needs of all of its students. For this reason, the school may approve arrangements allowing students of compulsory school age or in the compulsory participation phase, to undertake programs supplied by other organisations, which are eligible to provide such programs. The school 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.

**Definitions**

Compulsory School Age[[1]](#footnote-1)

 A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years. However, a child is no longer of compulsory school age if the child has completed year 10.

Compulsory Participation Phase[[2]](#footnote-2)

A young person's compulsory participation phase starts when s/he stops being of compulsory school age (i.e. turns 16 or completes Year 10 whichever comes first) and ends when the person:

* gains a certificate of achievement, senior statement, Certificate III or Certificate IV or
* has participated in eligible options for 2 years after the person stopped being of compulsory school age or
* turns 17.

Eligible Option[[3]](#footnote-3)

An eligible option is a recognised education or training program or course, offered by a recognised provider, which will enable a young person to gain a certificate of achievement, senior statement and/or a Certificate II, III or IV.

## **Implementing the Policy**

### Approvals

At YOS Independent School, the School Governing Board may approve in writingthe establishment of flexible arrangements for the school. The Principal or the Principal’s nominee (the ‘authorised entity’) has a written delegation from the board to give approval for flexible arrangements on behalf of the board.

Requests for a student to access flexible arrangements must be made in writing via the [Flexible Arrangement: Assessment, Plan and Agreement Form](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Flexible%20Arrangements%20for%20School%20Students/flexible-arrangements-for-school-students.pdf) to the Principal, or the Principal’s nominee.

The Principal is then to complete the [Flexible Arrangements – Principal’s Decision Form](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Flexible%20Arrangements%20for%20School%20Students/flexible-arrangements-for-school-students.pdf)

In accordance with the Education (General Provisions ) Act 2006 (QLD); permission from the parent is not required if the entity is satisfied it would be inappropriate in the circumstances to require the written agreement of a parent.

Example— It may be inappropriate to require a parent’s written agreement if the student is living independently of his or her parents.

### Decision-making

A decision to approve a flexible arrangement will be made after consideration of the:

* educational 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;
* learning outcomes that the proposed arrangements are intended to achieve by taking into account the information collected above and the contents of the proposed course; and
* suitability of course providers by determining that each provider is identified as eligible to offer courses considered suitable for students accessing flexible arrangements.

In approving the flexible arrangement, the Principal must be satisfied that the arrangements are appropriate, having regard to:

* + the student’s individual needs and circumstances;
  + what is most likely to achieve the best learning outcomes for the student;
  + how and by whom the student’s participation in the arrangements is to be monitored;
  + how and by whom, each provider’s involvement in the arrangements is to be monitored and its effectiveness evaluated;
  + ensuring the arrangements allow the student’s participation at a level that is equivalent to full-time participation in the school’s educational programs in the usual way; and
  + the written agreement of the student and the student’s parents (where practicable)

### Communication

The student, and the student’s parents (where practicable) will receive confirmation in writing of the approved flexible arrangement including the requirements of the school in relation to the course; and the requirements of the provider in relation to the course. At this time the parents and the student are made aware of the teacher and Education support staff 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 School Governing 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.
* Evaluation of the outcomes of the flexible arrangement at the end of the period.

### Review

Flexible arrangements will be reviewed at the end of each semester and at this time the parents (if appropriate) will be requested to meet with the Principal, or delegated representative, in order to discuss the progress of the student. Reviews may be conducted sooner if required by either the school or the provider of the alternative education arrangement.

### Record Keeping

All records related to the flexible arrangements for the student are kept at the school in the students file and on F drive for a period of five years after the arrangements stop applying to the student. At this time the student’s records may be destroyed.

## Procedure

The Flexible Arrangement Flow Chart is to be used in conjunction with the

* Appendix 2: The Flexible Arrangement Checklist
* Appendix 3: Flexible Arrangement: Assessment: Plan and Agreement Form
* Appendix 4: Flexible Arrangement: Principals Decision Form

**YOS Independent School**

**FLEXIBLE ARRANGEMENT**

**FLOW CHART**

Education Staff receive a request for a Flexible Arrangement from a student/parent

Staff to

* Make an assessment of identified needs
* Research into suitable education providers
* Initiate contact with external provider

Staff to complete Parts A and B of the form Flexible Arrangement: Assessment, Plan and Agreement

Parents/students/alternative education provider to complete Part C

**Principals:** are to complete the form Flexible Arrangement: Principal’s Decision Form indicating whether the flexible arrangement is approved or not,

Taking into consideration the Flexible Arrangement: Assessment, Plan and Agreement prepared by relevant school staff

Ensure the Flexible Arrangement: Assessment, Plan and  Agreement and the [Flexible Arrangement: Principal’s Decision](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Flexible%20Arrangements%20for%20School%20Students/MFA-3.PDF) is kept with the student’s records and also saved on F:/drive.

Appendix 1 - *Education (General Provisions) Act 2006*

**Part 2 Flexible Arrangements**

182 Flexible arrangements—non-State school

(1) The authorised entity for a non-State 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.

(2) The authorised entity may approve the arrangements only if—

(a) a teacher has prepared written assessments of –

(i) the student’s educational and other needs; and

(ii) the learning outcomes that the arrangements are intended to achieve; and

(iii) the suitability of each provider for the arrangements; and

(b) the authorised entity has considered—

(i) the written assessments prepared under paragraph (a); and (ii) how, and by whom, the student’s participation in the arrangements is to be monitored; and

(iii) how, and by whom, each provider’s involvement in the arrangements is to be monitored and its effectiveness evaluated; and

(c) the authorised entity is satisfied the arrangements are appropriate, having regard to—

(i) the student’s individual needs and circumstances; and s 182 121 s 182 Education (General Provisions) Act 2006 No. 39, 2006

(ii) what the authorised entity considers is most likely to achieve the best learning outcomes for the student; and

(iii) 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; and

(iv) any other matter prescribed under a regulation.

(3) However, the authorised entity must not approve the arrangements unless—

(a) if the student is of compulsory school age—

(i) a parent of the student has given written agreement to the arrangements; and

(ii) the authorised entity has discussed the arrangements with the student to the extent the authorised entity considers appropriate, having regard to the student’s age and other relevant circumstances; or

(b) if the student is in the compulsory participation phase—

(i) the student gives written agreement to the arrangements; and

(ii) the authorised entity has discussed the arrangements with the student’s parents to the extent the authorised entity considers is practicable and appropriate in the circumstances.

(4) The non-State school’s governing body must keep, for at least 5 years after the arrangements stop applying to the student—

(a) the written assessments prepared under subsection (2)(a); and

(b) a record of the authorised entity’s consideration of the matters stated in subsection (2)(b); and

(c) the written agreement obtained under subsection (3). s 183 122 s 183 Education (General Provisions) Act 2006 No. 39, 2006

(5) Subsection (3)(a)(i) does not apply if the authorised entity is satisfied it would be inappropriate in the circumstances to require the written agreement of a parent. Example— It may be inappropriate to require a parent’s written agreement if the student is living independently of his or her parents.

(6) In this section— authorised entity, for a non-State school, means—

(a) the school’s governing body; or

(b) a staff member of the school given written authorisation by the governing body for this section.

(c) provider, in relation to arrangements for a student, means an entity directly involved in providing a program to the student under the arrangements.

(d) student means a student who is of compulsory school age or in the compulsory participation phase.

**YOS Independent School**

|  |  |  |
| --- | --- | --- |
| **FLEXIBLE ARRANGEMENT CHECKLIST** | | |
|  | The school’s governing body or its delegate has approved flexible arrangements. | Yes 🞎 No 🞎 |
|  | The school’s governing body has delegated approval of flexible arrangements for an individual student to an ‘authorised entity’. | Yes 🞎 No 🞎 |
|  | The school’s authorised entity is: | Governing body 🞎  School Principal 🞎  Other\_\_\_\_\_\_\_\_\_\_🞎 |
|  | A registered teacher has prepared written assessments of the student’s educational and other needs. | Yes 🞎 No 🞎 |
|  | A registered teacher has prepared written assessments of the learning outcomes that the proposed arrangements are intended to achieve. | Yes 🞎 No 🞎 |
|  | A registered teacher has prepared written assessments of the suitability of the provider(s). | Yes 🞎 No 🞎 |
|  | The authorised entity has considered the written assessments. | Yes 🞎 No 🞎 |
|  | The authorised entity has considered how, and by whom, the student’s participation in the arrangements is to be monitored. | Yes 🞎 No 🞎 |
|  | 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 🞎 No 🞎 |
| 10. | The authorised entity is satisfied that the arrangements are appropriate. | Yes 🞎 No 🞎 |
| 11. | Where practicable, the parent/s of the participating student has given written agreement to the arrangements. | Yes 🞎 No 🞎 |
| 12. | The authorised entity has discussed the proposed arrangements with the student | Yes 🞎 No 🞎 |
| 13. | The school has a system in place to keep the written assessments for at least 5 years after the arrangements stop applying to the student. | Yes 🞎 No 🞎 |
| 14. | The school 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 🞎 No 🞎 |
| 15. | The school has a system in place to keep the written agreements for at least 5 years after the arrangements stop applying to the students. | Yes 🞎 No 🞎 |

1. [*Education (General Provisions Act 2006 (Qld)*](http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrA06.pdf) s 9 [↑](#footnote-ref-1)
2. [*Education (General Provisions Act 2006 (Qld)*](http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrA06.pdf) s 9 [↑](#footnote-ref-2)
3. *Education (General Provisions) Act 2006 (Qld)* s232 [↑](#footnote-ref-3)