**Quick Reference Guide**

**Special school enrolment process and forms**

## About this Guide

This Quick Reference Guide provides an overview of the new [Special school enrolment (additional requirements) procedure](https://ppr.qed.qld.gov.au/pp/state-special-school-enrolment-additional-requirements-procedure), and the forms and templates used for special school enrolments.

**It should be read with the procedure and with the Special school eligibility (person with disability criteria) policy and** [Special school enrolment decision-making guidelines](https://ppr.qed.qld.gov.au/attachment/state-special-school-enrolment-decision-making-guidelines.docx).

## Special school enrolment process

The process for special school enrolments is set out in the procedure, and complies with requirements under the *Education (General Provisions) Act 2006* (the Act) and the Special school eligibility (person with disability criteria) policy’s principles that decisions are evidence-based, transparent, and timely.

#### **Table 1: Students currently enrolled in a Queensland state special school**

The table below lists the estimated number of school days needed to consider an enrolment application for a student currently enrolled in a Queensland state special school. Please note - this table provides a summary of the process. Further information about the enrolment process is provided in the [additional requirements procedure](https://ppr.qed.qld.gov.au/pp/state-special-school-enrolment-additional-requirements-procedure). This table does not include the steps or the timeline associated with students not currently enrolled in a Queensland state special school, or for offers of temporary attendance. These are outlined in subsequent tables.

**Steps School days**

|  |  |
| --- | --- |
| **Stage 1: Parent application** | |
| 1. Parent provides a completed [Application for student enrolment form](https://ppr.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf) (Application form) | N/A |
| **Stage 2: Principal referral** | |
| 1. The principal of the state special school in which the student is currently enrolled will: consider the [Application for student enrolment form](https://ppr.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf) and consider all evidence and materials provided by the parent. 2. The current school principal provides evidence in the OneSchool special school enrolment record to support all four of the policy’s criteria are met. 3. The proposed state special school principal indicates within OneSchool whether the special school is able to cater for the student’s educational needs and progresses the application to the decision-maker with their recommendation based on all the evidence available. | 3 |
| **Stage 3: Decision-making** | |
| 1. The decision-maker reviews the Application, principal recommendation and all evidence and information provided by the principals and parent, assesses the evidence and:  * if all enrolment requirements are met, approves the enrolment; or * if the decision-maker forms a preliminary view that the evidence does not support enrolment, advises the parent of the preliminary view not to approve enrolment and invites them to review all evidence and provide additional information; or * if not, all enrolment requirements are met, refuses the enrolment. | 5 |
| **Stage 4: Notifying and actioning decision** | |
| 1. Parent and principal notified of decision as follows:  * **Enrolment is approved:** the decision-maker refers the application back to the principal who processes the enrolment and advises the parent. * **Enrolment is not approved**: the decision-maker advises the parent and gives them an [Information notice – Requirements for enrolment in state special school not satisfied](https://ppr.qed.qld.gov.au/attachment/information-notice-requirements-for-enrolment-in-a-state-special-school-not-satisfied.docx) and advises the principal in writing | 2 |
| **Total estimated school days** | **10** |

#### **Table 2: Students not currently enrolled in a Queensland state special school**

The table below sets out the estimated number of school days needed to consider an application for student enrolment in a state special school.

**Steps School days**

|  |  |
| --- | --- |
| **Stage 1: Parent advice and support** | |
| 1. Parents are provided with advice about enrolment options for their child as required | N/A |
| **Stage 2: Parent application** | |
| 1. Parent provides a completed [Application for student enrolment form](https://ppr.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf) (Application form) and a [State special school enrolment parent consent and informationform](https://ppr.qed.qld.gov.au/attachment/state-special-school-enrolment-parent-consent-and-information-form.docx) (Parent consent form) to the department. | N/A |
| **Stage 3: Principal referral** | |
| 1. The department collates further evidence. 2. State special school principal considers all evidence and materials including those provided by the parent. 3. Principal completes the [Enrolment application principal referral form](https://ppr.qed.qld.gov.au/attachment/enrolment-application-principal-referral-form-oneschool.docx) (Principal referral form) and includes their recommendation. | 10 |
| **Stage 4: Decision-making** | |
| 1. The decision-maker reviews the [Application form](https://ppr.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf), [Parent consent form](https://ppr.qed.qld.gov.au/attachment/state-special-school-enrolment-parent-consent-and-information-form.docx) and the [Principal referral form](https://ppr.qed.qld.gov.au/attachment/enrolment-application-principal-referral-form-oneschool.docx) and all evidence and information provided by the principal and parent, assesses the evidence and:  * if all enrolment requirements are met, approves the enrolment; or * if the decision-maker forms a preliminary view that the evidence does not support enrolment and advises the parent of the preliminary view not to approve enrolment inviting them to review all evidence and provide additional information * if all enrolment requirements are met, except that EAP verification in the category of Intellectual Disability has not been finalised but is likely to be finalised within 10 months, continue the decision making process and if appropriate, offer temporary attendance (see table 3 for more details about the decision-making process). * if all enrolment requirements are not met, refuses the enrolment. | 10 |
| **Stage 5: Notifying and actioning decision** | |
| 1. Parent and principal are notified of decision as follows:  * **Enrolment is approved**: the decision-maker refers the application back to the principal who processes the enrolment and advises the parent. * **Enrolment is not approved**: the decision-maker advises the parent and gives them an [Information notice – Requirements for enrolment in state special school not satisfied](https://ppr.qed.qld.gov.au/attachment/information-notice-requirements-for-enrolment-in-a-state-special-school-not-satisfied.docx) and advises the principal in writing. | 2 |
| **Total estimated school days** | **22** |

*The timelines will be affected if a preliminary view is formed to refuse enrolment (an additional 15 school days).*

#### **Table 3: Continued decision-making to enable EAP verification to occur (temporary attendance)**

The table below lists the estimated number of school days needed to consider enrolment applications where decision-making continues to enable EAP verification in the category of intellectual disability to be finalised and where temporary attendance is offered

**Steps School days**

|  |  |
| --- | --- |
| **Stage 3: Decision-making** | |
| 1. The decision-maker reviews the [Application form](https://ppr.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf), [Parent consent form](https://ppr.qed.qld.gov.au/attachment/state-special-school-enrolment-parent-consent-and-information-form.docx) and the [Principal referral form](https://ppr.qed.qld.gov.au/attachment/enrolment-application-principal-referral-form-oneschool.docx), and all evidence and information provided by the principal and parent, and assesses the evidence.   If all enrolment requirements are met, with the exception of the student being verified in the EAP category of intellectual disability, and the student is likely to meet verification criteria within 10 months, the decision-maker:   * continues the decision-making process to enable EAP verification to be finalised and offers temporary attendance; * advises the principal in writing about the decision and provides a letter regarding the offer of temporary attendance; and * advises the parent and offers temporary attendance.  1. The parent either:  * accepts the offer and contacts the state special school within 10 school days and signs the Temporary Attendance Registration and Agreement; or * does not accept the offer of temporary attendance; or * does not contact the state special school within 10 school days.  1. The state special school principal advises the decision-maker of the EAP verification outcome using the [Education Adjustment Program (EAP) Outcome (temporary attendance finalisation) form](https://ppr.qed.qld.gov.au/attachment/education-adjustment-program-eap-outcome-temporary-attendance-finalisation-form.docx) once EAP verification has been finalised, or if the parent refused the temporary attendance offer, or does not contact the school within 10 school days. 2. The decision-maker makes final decision (see table 2 about the decision-making process). | 10  10  (Up to 10 months)  5 |
| **Total estimated school days of decision making – not including temporary attendance period** | **25** |

## Flowcharts

The following flowcharts summarise the different scenarios of special school enrolment applications and provide guidance on the steps to undertake.

|  |  |  |
| --- | --- | --- |
| **Flowchart** | **Title** | **Page** |
| 1 | Prospective student not currently enrolled in a Queensland state special school | 5 |
| 2 | Enrolment application - student currently enrolled in Queensland state special school | 6 |
| 3 | Enrolment approved | 7 |
| 4 | Preliminary view | 8 |
| 5 | Offer of temporary attendance | 9 |
| 6 | Temporary attendance finalisation | 10 |
| 7 | Refusal | 11 |
| 8 | Internal review | 12 |

## OneSchool functionality

## Special school enrolment applications can be processed through new OneSchool functionality. The process and the steps can be found in the Special school enrolment OneSchool help materials.

## More information

For further details please refer to:

* the *State special school enrolment (additional requirements)* procedure: <https://ppr.qed.qld.gov.au/pp/state-special-school-enrolment-additional-requirements-procedure>; and
* the *State special school enrolment decision-making guidelines*: <https://ppr.qed.qld.gov.au/attachment/state-special-school-enrolment-decision-making-guidelines.docx>.

**Flowchart 1: Prospective student not currently enrolled in a Queensland state special school**

**Advise parent/s regarding enrolment options**

Internal review

Notification and actioning the decision

**Principal referral and recommendation**

**Decision-making**

**Parent Application**

Departmental officers provide advice to parents about enrolment options in a state primary, secondary, or special school.

Student **currently enrolled** in a Queensland state special school - Parent completes and submits the *Application for student enrolment* form.

(*see Flowchart 2)*

Student **not currently enrolled** in a Queensland state special school - Parent completes and submits (1) *Application for student enrolment* form and (2) *Special school enrolment parent consent and information* form, with available reports\*.

\* may be supported by the staff of the current state school, staff of the proposed special school, relevant regional officers or staff at an ECDP.

Proposed special school receives the application for enrolment and uploads (1) and (2) to OneSchool.

Relevant departmental officers\* collate the evidence and upload the *Enrolment application principal referral* form in OneSchool.

The state special school principal completes the *Enrolment application principal referral* form, records their recommendation in OneSchool and submits to the decision-maker through OneSchool.

The delegated decision-maker considers all materials and information provided.

**Satisfied** all requirements are metand **refers the application to the principal for processing.**

(*see Flowchart 3*)

**Delays decision** and

offers **temporary attendance**, pending EAP verification in intellectual disability. (*see Flowchart 5*)

**Forms a preliminary view** that not all requirements are met. Parents invited to provide further evidence.

(*see Flowchart 4*)

**Not satisfied** all requirements are met and **refuses enrolment.**

(*see Flowchart 7*)

Application for **internal review.**

(*see Flowchart 8*)

**Flowchart 2: Enrolment application - student currently enrolled in Queensland state special school**

Advise parent/s regarding enrolment options

Internal review

**Notification and actioning the decision**

**Principal referral and recommendation**

**Decision-making**

**Parent Application**

**Parent applies for** enrolment in another Queensland state special school by submitting an *Application for student enrolment* form to the proposed state special school. Proposed state special school receives and uploads form to OneSchool.

The **current state special school principal** provides evidence in OneSchool to determine whether the student is a “person with a disability” as set out in the Special school eligibility (“person with a disability” criteria) policy and notifies the proposed state special school principal.

The **proposed state special school principal** records their recommendation in OneSchool and submits to the decision-maker with their **recommendation** **based on all the evidence available** at the current special school.

Decision-maker forms a **preliminary view** that not all enrolment requirements are met.

(*see Flowchart 4*)

Decision-maker satisfied all requirements are met and **refers the application to the special school principal for processing.**

(*see Flowchart 3*)

Decision-maker advises current state special school principal and proposed state special school principal, referring the *Application for student enrolment* for processing.

State special school principal advises the applicant in writing and processes the enrolment application.

Enrolment application documentation is stored in the student’s school file and/or OneSchool.

**Flowchart 3: Enrolment approved**

Advise parent/s regarding enrolment options

Internal review

**Notification and actioning the decision**

Principal referral and recommendation

**Decision-making**

Parent Application

Decision-maker satisfied all requirements are met and records decision in OneSchool.

Decision-maker advises state special school principal by completing the **Principal Notification – Requirements for Enrolment Satisfied** and refers the *Application for student enrolment* for processing.

State special school principal advises the applicant in writing and processes the enrolment application.

Enrolment application documentation is stored in the student’s school file and/or in OneSchool.

**Flowchart 4: Preliminary view**

Advise parent/s regarding enrolment options

Internal review

Notification and actioning the decision

Principal referral and recommendation

**Decision-making**

Parent Application

Decision-maker forms a **preliminary view** that not all enrolment requirements are met.

Decision-maker writes to applicant/s advising them of preliminary view and findings of fact. Applicant/s invited to provide further evidence. Documentation saved in OneSchool.

Applicant/s **provides further evidence.** Documentation saved in OneSchool.

Applicant/s **does not provide further evidence.**

Decision-maker considers further evidence provided by applicant/s.

Decision-maker makes a decision and records in OneSchool.

Decision-maker **satisfied** all requirements are met refers the application to the state special school principal.

(*see Flowchart 3*)

Decision-maker is not satisfied all requirements are met and **refuses enrolment**.

(*see Flowchart 7*)

**Delays decision** but

offers **temporary attendance**, pending EAP verification in intellectual disability. (*see Flowchart 5*)

**Flowchart 5: Offer of temporary attendance**

Advise parent/s regarding enrolment options

Internal review

Notification and actioning the decision

Principal referral and recommendation

**Decision-making**

Parent Application

Decision-maker **continues the decision-making process** pending EAP verification in intellectual disability

and offers **temporary attendance**.

Decision-maker advises state special school principal and applicant/s in writing of the **offer, which must be accepted** within **10 school days.** Documentation saved in OneSchool.

Applicant/s **does not contact** state special school principal within 10 school days.

Applicant/s **contacts** state special school principal to **accept the offer within 10 school days.**

State special school principal completes **Temporary attendance – Registration and agreement.**

Agreement to be signed within 10 school days of offer – Registration start date may differ.

State special school principal advises decision-maker that applicant did not contact the state special school or **did not accept offer** within 10 school days of temporary attendance.

Commence **EAP verification** process (if not already commenced).

Decision-maker is not satisfied all requirements are met and **refuses enrolment.**

(*see Flowchart 7)*

*See Flowchart 6*

**Flowchart 6: Temporary attendance finalisation**

Advise parent/s regarding enrolment options

Internal review

Notification and actioning the decision

Principal referral and recommendation

**Decision-making**

Parent Application

State special school principal advises decision-maker once EAP verification process is finalised by completing an ***EAP outcome (temporary attendance finalisation*) form** and recommends whether enrolment should be approved or refused recording recommendation in OneSchool.

Decision-maker **satisfied** all requirements are met, completes the ***Principal Notification – Requirements for enrolment satisfies*** indicating they are satisfied all enrolment requirements are met and **refers the application to the special school principal for processing.**

(*see Flowchart 3*)

Decision-maker forms a **preliminary view** that not all enrolment requirements are met and writes to applicant/s advising them of preliminary view and findings of fact. Applicant/s invited to provide further evidence.

Decision-maker considers any further evidence provided by applicant/s and makes a decision.

Decision-maker **satisfied** all requirements are met and refers the application to the special school.

Decision-maker is **not satisfied** all requirements are met and refuses enrolment.

(see *Flowchart 7*)

State special school principal advises the applicant in writing by completing the **Parent notification – Requirements for enrolment satisfied (temporary attendance finalisation)** and processes the enrolment application.

Enrolment application documentation is stored in the student’s school file and/or OneSchool.

**Flowchart 7: Refusal**

Advise parent/s regarding enrolment options

**Internal review**

**Notification and actioning the decision**

Principal referral and recommendation

**Decision-making**

Parent Application

Decision-maker is not satisfied all requirements are met and **refuses enrolment** and records decision in OneSchool.

Decision-maker advises the state special school principal (and principal of student’s currently enrolled Queensland state school if applicable) by providing a **copy of the Information Notice** and all of the evidence considered.

Decision-maker advises the applicant/s of refusal in writing and sends the **original Information Notice** with all of the evidence considered.

Within 30 school days of receiving Information Notice

Applicant submits a completed *Application for internal review of special school enrolment ineligibility* form.

**Flowchart 8: Internal review**

(Must be completed within 40 school days of the department receiving the Application for Internal Review)

Advise parent/s regarding enrolment options

**Internal review**

Notification and actioning the decision

Principal referral and recommendation

Decision-making

Parent Application

Applicant submits a completed *Application for internal review of special school enrolment ineligibility* form within 30 school days of receiving the *Information notice – Requirements for enrolment in state special school not satisfied.*

Officers not involved in original decision (internal review officer) considers all materials and gathers further information.

Forms a preliminary view that the original decision be confirmed where requirements are not met.

Internal review officer writes to applicant/s advising them of the preliminary view and seeking further information.

Internal review officer considers any additional information.

Substitutes the original decision and **approves enrolment** where all requirements are met.

Confirms the original decision and **refuses enrolment** but offers temporary attendance, if appropriate.

Advises the applicant/s (and state school principal, if applicable) in writing of the internal review decision, providing all information and evidence considered.

State special school principal processes application for student enrolment.

**State special school enrolment (additional requirements) procedure**

|  |  |
| --- | --- |
| **Document name and hyperlink** | **Purpose and description** |
| **Policy , procedure and guidelines** | |
| [Special school eligibility ("person with a disability" criteria) policy](https://education.qld.gov.au/student/Documents/special-school-eligibility-policy.docx) | To be eligible for enrolment at a Queensland state special school the prospective student will need to meet set criteria as outlined in the Special school eligibility ("person with a disability" criteria) policy. |
| [State special school enrolment (additional requirements) procedure](https://ppr.qed.qld.gov.au/pp/state-special-school-enrolment-additional-requirements-procedure) | This procedure sets out the additional responsibilities and processes relating to enrolling students in state special schools including Independent Public Schools. |
| [Special school enrolment decision-making guidelines](https://ppr.qed.qld.gov.au/attachment/state-special-school-enrolment-decision-making-guidelines.docx) | These guidelines provide information to support decision-making and considering of applications for enrolment in special schools. |
| **Stage 1 - Provide advice to parent/s regarding enrolment options** | |
| **Stage 2 - Parent application** | |
| [Application for student enrolment form](https://ppr.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf) | Parent/s completes an application for student enrolment form and provides enrolment documents as outlined in the *State primary, secondary and special school enrolment procedure,* including certified copies of birth certificates and other relevant documents. |
| [State special school enrolment parent consent and information form](https://ppr.qed.qld.gov.au/attachment/state-special-school-enrolment-parent-consent-and-information-form.docx) | This form enables parents to provide information to support the enrolment application and seeks their consent for EAP verification and for the department to gather information from external sources if necessary. |
| **Stage 3 - Principal referral and recommendation** | |
| [Enrolment application principal referral form](https://ppr.qed.qld.gov.au/attachment/enrolment-application-principal-referral-form-oneschool.docx) | This form enables principals to make a recommendation that:   * enrolment is approved; * enrolment is refused; or * decision-making continues to enable EAP verification to occur and temporary attendance is offered.   It enables the principals to refer the enrolment application for a special school to the decision-maker. The form is also used to document the evidence that has been gathered, the principal’s recommendation based on the evidence and details of the decision made, including any offer of temporary attendance. |
| **Stage 4 - Decision-making** | |
| [Decision-maker’s preliminary view to refuse enrolment in a state special school (letter)](https://ppr.qed.qld.gov.au/attachment/parent-notification-decision-makers-preliminary-view-to-refuse-enrolment-in-a-state-special-school.docx) | This letter template is used to advise parents that the decision-maker has formed a preliminary view that the requirements for enrolment in a state special school are not met. It invites parents to provide any further evidence to support the decision-making process before a final decision is made. |
| [Parent notification – Decision-making process continuing pending EAP verification offer of temporary attendance (letter)](https://ppr.qed.qld.gov.au/attachment/parent-notification-continued-decision-making-process-pending-eap-verification-temporary-attendance-offer.docx) | This letter is from the decision-maker to the parent, advising of continued decision-making process to enable EAP verification in the category of Intellectual Disability and offering temporary attendance. |
| [Principal notification – Decision-making continuing pending Education Adjustment Program (EAP) verification – Offer of temporary attendance (letter)](https://ppr.qed.qld.gov.au/attachment/principal-notification-continued-decision-making-process-pending-eap-verification-temporary-attendance-offer.docx) | The decision-maker uses this letter to advise the principal that the enrolment application is pending EAP verification, and that an offer of temporary attendance has been made to the parent |
| [Temporary attendance in a state special school – Registration and agreement](https://ppr.qed.qld.gov.au/attachment/temporary-attendance-in-a-state-special-school-registration-and-agreement.docx) | This form is used for the parent and school to register the student when an offer of temporary attendance is made. |
| [Education Adjustment Program (EAP) outcome (temporary attendance finalisation) form](https://ppr.qed.qld.gov.au/attachment/education-adjustment-program-eap-outcome-temporary-attendance-finalisation-form.docx) | For prospective students on temporary attendance this form is used by the state special school principal to advise the decision-maker of EAP verification outcome or if the parent does not accept the offer of temporary attendance within 10 school days.  The principal records their recommendation based on all the evidence now available. |
| **Stage 5 - Notifying and actioning the decision** | |
| [Principal notification – Requirements for enrolment satisfied](https://ppr.qed.qld.gov.au/attachment/principal-notification-requirements-for-enrolment-satisfied-oneschool.docx) | This is a letter used by the decision-maker to advise the special school principal that they have decided to refer the application back to them for enrolment. |
| [Parent notification – Requirements for enrolment satisfied](https://ppr.qed.qld.gov.au/attachment/parent-notification-requirements-for-enrolment-satisfied.docx) | This letter template is for the special school principal to advise parents that the application for referral of enrolment has been successful. |
| [Parent notification – Requirements for enrolment satisfied (temporary attendance finalisation)](https://ppr.qed.qld.gov.au/attachment/parent-notification-requirements-for-enrolment-satisfied-temporary-attendance-finalisation.docx) | This letter template is for the special school principal to advise parents that their child is no longer on temporary attendance as their application for enrolment has been accepted. |
| [Information notice – Requirements for enrolment in a state special school not satisfied](https://ppr.qed.qld.gov.au/attachment/information-notice-requirements-for-enrolment-in-a-state-special-school-not-satisfied.docx) | This document is required by section 167(3) (a) of the Act and advises parents of the decision to refuse enrolment. |
| [Parent notification – Requirements for enrolment not satisfied](https://ppr.qed.qld.gov.au/attachment/parent-notification-requirements-for-enrolment-not-satisfied.docx) | This letter advises parents that the decision-maker has decided to refuse their application for enrolment. The original Information Notice must be attached. |
| [Principal notification – Requirements for enrolment not satisfied](https://ppr.qed.qld.gov.au/attachment/principal-notification-requirements-for-enrolment-not-satisfied.docx) | This letter is from the delegated decision-maker to the special school principal advising that application for enrolment in a state special school has been refused. |
| **Stage 6 - Internal review** | |
| [Application for internal review of special school enrolment ineligibility form](https://ppr.qed.qld.gov.au/attachment/application-for-internal-review-of-special-school-enrolment-ineligibility.docx) | This form is used by parent/s to apply for an internal review of an unsuccessful application when they want the decision to be reviewed. |
| [Decision-maker’s preliminary view of internal review](https://ppr.qed.qld.gov.au/attachment/decision-makers-internal-review-preliminary-view.docx) | This is completed during an internal review when there is a preliminary view that the requirements for enrolment in a state special schools are not met. It is an opportunity for the applicant to provide further evidence that may support the prospective student’s enrolment in a state special school. |
| [Outcome of internal review of special school enrolment ineligibility](https://ppr.qed.qld.gov.au/attachment/outcome-of-internal-review-of-state-special-school-enrolment-ineligibility.docx) | This letter is sent by the decision-maker and informs the parent of the outcome of the internal review. |
| **Support materials** | |
| [Parent/carer factsheet – Queensland state special schools](https://ppr.qed.qld.gov.au/attachment/parent-carer-factsheet-queensland-state-special-schools.docx) | This factsheet provides information for parents regarding the eligibility requirements for enrolment in a Queensland state special school and the associated processes. |