**TEMPORARY ATTENDANCE IN A STATE SPECIAL SCHOOL – REGISTRATION AND AGREEMENT**

*Note: This form must be completed for temporary attendance to be processed and commence.*

**Privacy notice**

The Department of Education (the department) is collecting information on this form for the purposes outlined in the [*Education (General Provisions) Act 2006*](https://www.legislation.qld.gov.au/view/html/inforce/2018-05-01/act-2006-039)(Qld) (EGPA), and in particular for:

1. the purpose of registering your child’s temporary attendance;
2. meeting reporting obligations required by law or under Federal – State Government funding arrangements;
3. administering and planning for providing appropriate education, training, and support services to students;
4. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff;
5. assisting departmental staff in providing a safe and supportive learning environment, and supporting departmental processes such as confirmation of support needs for the Education Adjustment Program verification process; and
6. communicating with students and parents.

The department will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the [*Education (Queensland Curriculum and Assessment Authority) Act 2014*](https://www.legislation.qld.gov.au/view/pdf/inforce/2017-06-30/act-2014-003) (Qld). Personal information from this form will also be supplied to Centrelink in compliance with sections 194 and 195 of the [*Social Security (Administration) Act 1999*](https://www.legislation.gov.au/Series/C2004A00580) (Cwth). Personal information collected on this form may also be disclosed to third parties where authorised or required by law, or with your permission. Any personal information collected may be accessed by authorised departmental employees, including school staff. Your information will be stored securely. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact your child’s school in the first instance. If you have a concern or complaint about the way your personal information has been collected, recorded, used, stored, or disclosed, please also contact your child’s school in the first instance.

**Temporary attendance**

To be eligible for enrolment in a state special school, all criteria outlined in the [*Special school eligibility (“person with a disability” criteria)* policy](https://education.qld.gov.au/student/Documents/special-school-eligibility-policy.docx) must be met, and the relevant special school must be able to cater for the educational needs of the prospective student.

Temporary attendanceenables a prospective student to attend a state special school. It may be offered when a prospective student meets all other enrolment requirements, but has not yet been verified through the department’s Education Adjustment Program (EAP) in the category of intellectual disability (verification), and in the decision-maker’s opinion, verification is likely to occur within 10 months of commencing attendance at the special school.It is important to note that temporary attendance is not enrolment at the special school, as it is yet to be determined that the prospective student is eligible to be enrolled in the special school.

While a prospective student is on temporary attendance, parents will be considered to have met their legal obligation to ensure that their child is enrolled in a school. This agreement is used to:

* **Part A** - register attendance at the identified state special school once an offer of temporary attendance has been approved by the delegated decision-maker; and
* **Part B** - record the agreement between the parents and special school.

The decision to offer temporary attendance is at the sole discretion of the decision-maker, following a recommendation by the relevant state special school principal.

|  |
| --- |
| **Important information**Parent/s have up to 10 school days to respond and accept the offer of temporary attendance from the date the offer is made by the decision-maker. If this agreement is not signed within this period, this will be considered a refusal of the offer of temporary attendance. The special school principal must notify the decision-maker by completing the [*Education Adjustment Program (EAP) outcome (temporary attendance finalisation)*](https://ppr.qed.qld.gov.au/attachment/education-adjustment-program-eap-outcome-temporary-attendance-finalisation-form.docx) form and a final decision will be made.**Starting temporary attendance** Temporary attendance is offered for a maximum period of 10 months from the date indicated in the agreement. The agreement must be signed by the parent/s and the principal, before the child attends the school, and the original signed agreement maintained by the school in the prospective student’s personal records.While the agreement must be signed within 10 school days, the temporary attendance commencement date may differ from the date the agreement is signed. The commencement date must be noted in the signed agreement.**Termination of temporary attendance**Temporary attendance can be terminated or suspended at any time by the principal of [insert name of state special school] if the principal forms a view that there are grounds for the termination or suspension equivalent to the grounds for suspension or exclusion by school principals in the [*Education (General Provisions) Act 2006*](https://www.legislation.qld.gov.au/view/html/inforce/2018-05-01/act-2006-039)(Qld) (EGPA)*.* Temporary attendance will also be terminated when: * a decision on enrolment is made under sections 166 or 167 of the Act; or
* [student name]’s EAP verification process is not finalised within the 10 month attendance period.

If temporary attendance ends and the student is not enrolled in the state special school, the parent/s will need to enrol the student in another school.  |

|  |
| --- |
| **Part A - Temporary attendance registration** |

|  |
| --- |
| **Prospective student’s details** |
| Surname(as per birth certificate) |       |
| Given names(as per birth certificate) |       |
| Preferred surname |       | Preferred given names |       |
| Sex | [ ]  Male [ ]  Female | Date of birth |       |
| **Prospective student’s address details** |
| Residential address |
| Address line 1 |        |
| Address line 2 |       |
| Suburb/Town |       | State |       | Postcode |       |
| Mailing address (if it is the same as residential address, write “AS ABOVE”) |
| Address line 1 |       |
| Address line 2 |       |
| Suburb/Town |       | State |       | Postcode |       |
| Email |       |

|  |
| --- |
| **Prospective student’s family details** |
| **Parents(s)** (asdefined under section 10 of the Act) | **Parent 1** | **Parent 2** |
| Surname |       |       |
| Given names |       |       |
| Title | [ ]  Mr [ ]  Mrs [ ]  Ms [ ]  Miss [ ]  Dr | [ ]  Mr [ ]  Mrs [ ]  Ms [ ]  Miss [ ]  Dr |
| Relationship to student |       |       |
| Is the parent/carer an emergency contact? |  [ ]  Yes [ ]  No |  [ ]  Yes [ ]  No |
| Phone contact number 1 |       |       |
| Phone contact number 2 |       |       |
| Email |       |       |
| Residential address |
| Address line 1 |       |       |
| Address line 2 |       |       |
| Suburb/town |       |       |
| State |       | Postcode |       |       | Postcode |       |
| Mailing address (if it is the same as residential address, write “AS ABOVE”) |
| Address line 1 |       |       |
| Address line 2 |       |       |
| Suburb/town |       |       |
| State |       | Postcode |       |       | Postcode |       |
| **Prospective student’s origin details** |
| Origin  | [ ]  Queensland [ ]  Interstate [ ]  Overseas |
| Origin type | [ ]  Childcare centre or kindergarten [ ]  ECDP [ ]  State Primary [ ]  State Secondary [ ]  VET [ ]  other |
| Previous school/other location |       |
| **Indigenous status** |
| Is the student of Aboriginal and/or Torres Strait Islander descent? |  [ ]  No [ ]  Aboriginal [ ]  Torres Strait Islander [ ]  Both Aboriginal and Torres Strait Islander |
| **Prospective student’s residency status** |
| [ ]  Australian Citizen [ ]  Permanent Visa Holder [ ]  New Zealand Citizen[ ]  Pacific Island Nation not requiring visa [ ]  Temporary Visa Holder *(Contact EQI prior to registering to confirm fee paying criteria)* |
| **Prospective student’s medical information (including allergies)** |
| Medical condition symptoms and management |       |
| Medical condition symptoms and management |       |
| Medical condition symptoms and management |       |
| Does the student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? | [ ]  No [ ]  Yes, please specify |
| **Medical / Emergency contact details:** |
| Emergency contact(s): | Name:      Phone number:      Relationship to student:       | Name:      Phone number:      Relationship to student:       |
| Medical practitioner: | Name:      Practice:      Phone number:       |  |
| **Court orders** |
| Are there any current Family Court or other court orders concerning the welfare, safety or parenting arrangements of your child/children? Please provide a copy of any relevant current court order. |  [ ]  Yes [ ]  No |
| **Travel details** |  |
| Mode of transport to school |  [ ]  Walk [ ]  Car [ ]  Bus [ ]  Bicycle [ ]  Train [ ]  Other |
| **Part B - Temporary attendance agreement** |

**Privacy notice**

Please refer to the privacy notice in Part A - Temporary attendance registration.

|  |
| --- |
| **Temporary attendance agreement**1. **Parties to the agreement**

***Update the template as instructed. Delete any information that is not relevant to your school.***Temporary attendance agreement between [insert name of state special school] (on behalf of the Department of Education) and [insert name of parent/s] for the temporary attendance of [insert student name] at [insert name of state special school] Special School, in [insert year level].1. **Period of temporary attendance**

**Temporary attendance will commence on** [insert date] **(first day of attendance) and end no later than** [insert date] **(last day of attendance and must not exceed 10 months from the start of temporary attendance).** 1. **Role of the school**

***The roles and responsibility of the school should be clearly defined in the agreement.***The state special school will enable the prosepective student to attend the school as outlined in this agreement. The state special school will undertake all reasonable steps to request that the prospective student is verified through the EAP in the category of intellectual disability within the 10-month period. The state special school will provide the prospective student’s parent/s with a copy of the school’s Responsible Behaviour Plan.1. **Role of parents**

***The parent/s of the student should be parties to the agreement to demonstrate a commitment to the mode of accessing the educational service.***[insert name of parent/s] agree(s) to: 1. ensure [prospective student] attends school on a full-time basis (or the time specified within an agreed attendance plan whilst the prospective student is transitioning to full-time) and will notify the school if [prospective student] is absent;
2. attend and participate in, and provide any information necessary for, any assessment or review processes as appropriate, or at the request of the state special school;
3. adhere to the state special school’s Responsible Behaviour Plan;
4. support the authority of school staff and support their efforts to educate and assist [prospective student]to achieve maturity, self-discipline and self-control;
5. abide by the school’s instructions regarding access to school grounds before, during and after school hours; and
6. provide the school with emergency contact details and other relevant information the principal requires to enable duty of care to be extended to [prospective student].
7. **Termination and/or suspension of temporary attendance**

Temporary attendance can be terminated or suspended at any time by the principal of state special school if they form a view that there are grounds for the termination or suspension equivalent to the grounds for suspension or exclusion by school principals in the Act*.* Temporary attendance will also end after a final decision is made by the delegated decision-maker to either approve (under section 166(1) of the Act) or refuse (under section 167(1) of the Act) enrolment in the state special school. If enrolment in the state special school is refused, the prospective student’s parent/s will need to apply to enrol them in another school. 1. **Temporary attendance and semester allocation**

Upon enrolment, the state special school principal will determine the allocation of state education in accordance with the Act for the student, considering the student’s period of temporary attendance, whether or not the student has been previously enrolled in a state school, and whether or not the student’s enrolment first occurs in the Preparatory year. |
| Signed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State special school principal Parent(s)Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |