**Dual enrolment of students with disability in a state special school and non-state school**

*This form is completed if a parent is seeking a dual enrolment for their child enrolled in a non-state school and a Queensland state special school and an Application for student enrolment in a Queensland special school has been successful (e.g. the delegate of the Chief Executive under section 166 of the Education (General Provisions) Act 2006* (Qld) *(the Act) is satisfied that the student is eligible for enrolment in a state special school).*

*For non-Independent Public School (IPS) state special schools, the Chief Executive’s delegate under section 166 of the Act, Senior Guidance Officers will decide whether or not the student is eligible for enrolment and for IPS state special schools, the Assistant Director-General, State Schools. Enrolment in a state school must comply with section 155 of the Act.*

*A student is considered enrolled as a student of a state school when an application for student enrolment is completed and approved. For further information regarding special school enrolment processes, refer to the* [*State special school enrolment (additional requirements) procedure*](https://ppr.mpe.qed.qld.gov.au/pp/state-special-school-enrolment-additional-requirements-procedure)*.*

*Where a student is enrolled in a non-state school, who meets the eligibility criteria for enrolment at a state special school, the Department of Education (DoE) may permit the child to enrol at a particular primary or secondary state school that has specialist education personnel with experience and/or qualifications in dedicated areas of specialisation appropriate for the particular child’s disability. This will be determined by DoE, and if DoE: considers that the relevant state school has staff with expertise and skills to provide the highly individualised program that the non-state school is unable to provide; and forms the view that the Dual Enrolment program is not practically able to be provided in a special school (for example, because there is no special school close by).*

*The written assessments required for dual enrolment (as outlined below) can be attached or outlined on this form. If attaching, please indicate in relevant field.*

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| --- | --- | --- | --- | --- |
| **Part A**  **To be completed by non-state school staff** | | | | |
| **Student details** | | | | |
| **Student name:** |  | | **Date of birth:** |  |
| **Year level:** |  | | | |
| **Non-state school information** | | | | |
| **Principal name:** |  | | | |
| **School:** |  | | | |
| **Outline the student’s educational and other needs:** | | | | |
|  | | | | |
| **Outline the learning outcomes the dual enrolment is intended to achieve at the:** | | | | |
| **Non-state school:** | | **State school:** | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part B**  **To be completed by non-state school staff in consultation with state school staff** | | | | | | | | | | | |
| **State school information** | | | | | | | | | | | |
| **Principal name:** |  | | | | | | | | | | |
| **School:** |  | | | | | | | | | | |
| **EQ ID** (if relevant): |  | | | | **AIMS ID** (if relevant): | | | | |  | |
| **Outline the suitability of each school for the dual enrolment:** | | | | | | | | | | | |
| **Non-state school** | | | | | | | | **State school** | | | |
| **Part C**  **To be completed by non-state school staff in consultation with state school staff** | | | | | | | | | | | |
| **Length of dual enrolment arrangement:**  ***Consider an appropriate length of time for the arrangements and when the arrangements will need re-evaluating, for example, each Term/Semester.*** | | | | | | **From:**       **To:** | | | | | |
| **The dual enrolment arrangement is as follows:** | | | | | | | | | | | |
|  | | **State school provider** | | | | | **FTE** | | **Non-state school provider** | | **FTE** |
| **Monday** | |  | | | | |  | |  | |  |
| **Tuesday** | |  | | | | |  | |  | |  |
| **Wednesday** | |  | | | | |  | |  | |  |
| **Thursday** | |  | | | | |  | |  | |  |
| **Friday** | |  | | | | |  | |  | |  |
| **Total** | | | | | | |  | |  | |  |
| **Total should be 1.0 FTE unless inappropriate** (0.2 = 1 day / 0.1 = ½ day)**.**  *The student’s enrolment must be correctly noted, recorded and reported as the fraction indicated on this form at each school as a fractional, and not a full, enrolment.* | | | | | | | | | | | |
| **How, and by whom, the student’s enrolment, attendance and progress are to be monitored:** | | | | | | | | | | | |
| **Non-state school** | | | | | | **State school** | | | | | |
| **How, and by whom, each school’s involvement in the arrangements is to be monitored and its effectiveness evaluated:** | | | | | | | | | | | |
| **Non-state school** | | | | | | **State school** | | | | | |
| ***Principals: please tick the boxes below to indicate the criteria have been met and attach all relevant documentation.*** | | | | | | | | | | | |
| **State school**  **Non-state school** | | | A teacher has prepared written assessments (outlined above and/or a full copy attached) of each of the following:   * the student’s educational and other needs * the learning outcomes that the dual enrolment is intended to achieve * the suitability of each school for the dual enrolment. | | | | | | | | |
| **State school**  **Non-state school** | | | The principal has considered each of the following (outlined above and/or attached):   * the written assessments prepared by the teacher * how, and by whom, the student’s enrolment, attendance and progress are to be monitored * how, and by whom, each school’s involvement in the arrangements is to be monitored and its effectiveness evaluated. | | | | | | | | |
| **State school**  **Non-state school** | | | The principal is satisfied 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 * the desirability of the arrangement amounting to full-time participation unless that would be inappropriate. | | | | | | | | |
| **State school** | | | Senior Guidance Officer or Assistant Director-General, State Schools, as delegate of the Chief Executive under s.166 of the Act is satisfied that the student is eligible for enrolment in a state special school. | | | | | | | | |
| **Privacy Statement** | | | | | | | | | | | |
| *“The Department of Education (DoE) is collecting the information in this form in order to assess your/your child’s suitability for a dual enrolment between a state and non-state school, pursuant to ss.182-183 of the Education (General Provisions) Act 2006 (*Qld) *(the Act), and to record details of the arrangements. The information on this form will be used in the state school and, where necessary, by other department staff (for example, staff in the regional office) for recordkeeping and to facilitate and monitor the arrangement. This form will be given to a delegate of the chief executive of DoE under s.166 of the Act where enrolment at a state special school is proposed to determine the student’s eligibility. Information on this form will also be given to the relevant non-state school nominated on the form and the state and non-state school will exchange information in accordance with your consent provided below. Your/your child’s personal information recorded in this form will not otherwise be disclosed by DoE unless we have your permission or we are authorised or required by law.”* | | | | | | | | | | | |
| **Agreement** | | | | | | | | | | | |
| **Parent** (where student is of compulsory school age) | | | |  | | | **Student** (where student is in the compulsory participation phase) | | | | |
| *Parents, in providing your agreement to this arrangement you consent to the state and non-state schools sharing information about you and your child, wherever necessary, to assess your child’s suitability for this arrangement, to facilitate this arrangement and monitor your child’s attendance, behaviour and educational progress and to monitor the effectiveness of this arrangement.*  I agree to the dual enrolment as outlined in this form.  Parent name:  Parent signature  Date: | | | |  | | | Student signature where appropriate:  I agree to the dual enrolment as outlined in this form.  Student signature  Date: | | | | |
| **Approval** | | | | | | | | | | | |
| **Principal, state school** | | | |  | | | **Principal, non-state school** | | | | |
| *Principal after considering all of the evidence:*  Where student is in the compulsory participation phase I have discussed the arrangements with the student’s parents to the extent I consider practicable and appropriate in the circumstances.  I approve the dual enrolment  I do not approve the dual enrolment because    State school Principal name:  State school Principal signature:  Date: | | | |  | | | *Principal after considering all of the evidence:*  Where student is in the compulsory participation phase I have discussed the arrangements with the student’s parents to the extent I consider practicable and appropriate in the circumstances.  I approve the dual enrolment  I do not approve the dual enrolment because    I declare that I am an “*authorised entity*” as defined in s.182(6)(b) of the Act.  Non-state school Principal name:  Non-state school Principal signature:  Date: | | | | |
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* *Original form is to be stored in the student file at the state school and all signatories to be provided with a copy.*
* *The non-state school’s governing body must keep, for at least 5 years after the arrangements stop applying to the student – the written assessments, a record of the authorised entity’s consideration and the written agreement in this form.*
* *Copy forwarded to relevant regional office or central office as for all special school applications for noting and saved in HPE under* ***500/20/1736****.*