Northern Adelaide Senior College

TERMS AND CONDITIONS

In referring a student for a fee for service enrolment; I agree to the following terms and conditions:

1. I acknowledge that students will be subject to all NASC systems, structures, policies, processes and procedures – including behavioural management, classroom – teaching and learning norms, assessment strategies, relevant wellbeing strategies et al.
2. Terms and conditions are final and NASC will not enter into negotiation around the terms and conditions.
3. A third-party adult who is aligned to the student's wellbeing a capacity to support their decision making to trial NASC to be present at time of enrolment to be hosted at NASC. All enrolment paper work requires a parent or guardian signature.
4. Provide all documents requested at time of referral, including LLN ACSF level (per BKSB assessment), SACE schools on line record, one plan, behavioural plans/reports and assessments, disability strategy, IESP status, risk assessment and any other documents the host school deems relevant to a student's wellbeing and learning.
5. Enrolment will not be considered until all requested documents are provided as per (4.).
6. The student will initially enter into a 5 week trial period (re: trial fee debited from termly costings).
7. Understand that NASC will not negotiate any pro-rata or any other negotiated costing, other than that agreed to – this is regardless whether the student attends learning post their enrolment interview. NASC will not provide any refunds of any kind.
8. Expectation that key workers, work with NASC to facilitate student feedback termly; and student feedback after student exits if being hosted at NASC longer than 6 months. When NASC has been following up external case managers for requisite information, if after three attempts by NASC there is no response/information provided, NASC will no longer pursue the external case manager for information and will e-mail the home school leader advising this.
9. Home school to respond to NASC's request regarding student allocation of IESP funding, declare level of support and be invoiced for this amount to enable all appropriate funding to be allocated to classroom support learning.
10. Key worker to respond to NASC communication requests relevant to student's non-attendance or wellbeing concerns; including pursuing and engaging student regards non-attendance concerns.
11. Home school to work constructively with NASC around managing student's safety, wellbeing or duty of care concerns.
12. Acknowledge that NASC is 'hosting' the student for accessing learning only, this means that NASC is not the home school of enrolment and is not responsible for all other aspects of a student's enrolment. For example, this includes, but is not limited to, preparing and supporting students to access VET or cluster courses, brokering external supports – such as mental health, medical or other housing and social services supports, and is not responsible for arranging, administrating and documenting various other assessments, or observations – such as behavioural support coaches, occupational therapists, or attending third party meetings relevant to the overall wellbeing of the student e.g. case conferencing etc.
13. The home school of enrolment is responsible for the ongoing case management of the student, this includes all functions that are generally considered to constitute case management.
14. In referring students to be hosted at NASC, the accountable leader at the home school – agrees that the student will transfer enrolment to NASC in 6 or 12 months time, where the student can demonstrate they can regulate in a senior school environment as per NASC enrolment policy (at NASC's approval). Home school to acknowledge that NASC will undertake subject counselling in-line with the number of subjects pre-approved for funding by home school leader. If the home school leader does not wish this to occur, then the home school leader must in the initial referral or at subsequent subject selection meetings forward changes via e-mail to NASC and prescribe precisely which subjects they wish the student to participate in. The home school leader must also advise the student, and their key workers and guardian of this. It is acknowledged between a home school and NASC that it is not the role of NASC to negotiate, or be the communication conduit between the home school leader and the student and their parents regards their subjects that the home school leader prescribes. Where this results in an impasse; the enrolment meeting will be cancelled until such time both parties resolve their difference and then instruct NASC on the outcome of agreed subjects.

15. If referred for TL 90% declare if any pre-committed expenditure is now expected that NASC is to accommodate.
16. Notify NASC as soon as possible if student or parent cancel or are unavailable or non–contactable for enrolment meeting.
17. Identify the intended purpose of referral to NASC; to complete SACE, or engage in particular subjects or learning (i.e. engage, AGFA).
18. Understand that NASC, at is absolute discretion may exit a student from being hosted at NASC if NASC deems this student is not suitable, or for any other reason that NASC deems appropriate.
19. NASC will also provide FFS' case management for mainstream enrolled students; this will be a negotiated cost at time of referral.
20. The home school must reply to NASC and provide direction regarding the students continuation. If no direction is provided after three documented attempts by NASC, the student will continue their hosted enrolment at NASC and associated fees will be charged to the home school.

The following are the responsibilities of NASC when hosting students include:

1. Provide weekly attendance to home school and key worker (e.g. TL case manager).
2. Provide copy of IRMS and CARL reporting to home school Principal.
3. In addition to lessons through hosted arrangement provide access and opportunity for students in all aspects of NASC school site – that are of no financial cost; for example: access to home group buzz meeting, careers and other expos, clubs and groups etc.
4. NASC will accommodate rolling enrolments to NASC throughout the year; with term 4 being for engage subjects only SACE enrolments in Term 4 may be by exception and negotiation e.g. if student has partially completed a particular subject, such as EIF, already.
5. NASC will offer to host students who are enrolled in year 10 and above only; however will consider hosting enrolments for young mums of any age.
6. FFS costings for learning are at the discretion of NASC, these are as per and to be published on NASC website and can be subject to change based on NASC's (prices correct per website, at any point in time).

Referall Applicant details:

Name:

Title:

Organisation/School:

I confirm that I have read, understood, and am authorised to agree to the above terms and conditions:

Signature

Northern Adelaide Senior College

NASC Referral Form to be 'hosted'

Email of the person completing this form:

example@example.com

Student Details:

Student's Name:

First Name Last Name

Date of Birth

Day Month Year

Student Contact Number

Home Mobile

Parent/Caregiver

First Name Last Name

Current School of Enrolment

Current School Contact Number

Student Enrolment Type

- [ ] TL
- [ ] Mainstream

Case Manager Contact Details:

Name of the student's current Case Manager (if no current Case Manager place a school contact e.g. TL Leader)

First Name Last Name

Case Manager Phone Number

Case Manager Email Address (required)

example@example.com

Case Management Organisation Name

- [ ] All of us Disability and community services (Nganana)
- [ ] APM Employment Services
- [ ] Australian Refugee Association
- [ ] Baptist Care Association
- [ ] Connected Self
- [ ] Employment Directions
- [ ] Inventorium Academy
- [ ] Kickstart for Kids
- [ ] Kids First Australia
- [ ] Kudos Services
- [ ] KWY Aboriginal
- [ ] Coorperation Mentoring, coaching, and counselling
- [ ] Mission Australia
- [ ] Proactive People
- [ ] Relationships Australia
- [ ] Sonder Care
- [ ] SYC
- [ ] Talking Realities - Women and Children's Health
- [ ] Network Uniting Country SA
- [ ] Uniting SA
- [ ] West Coast Youth and Community Support
- [ ] Workskil Australia
- [ ] Yourtown
- [ ] Youth Options

Program Selections

This section will allow you to indicate the Program(s) that you are interested in. Please remember that this is a Referral, not an actual enrolment.
Check the NASC website for information about these courses.
Please review all subjects on offer through our NASC website as these will be discussed at time of enrolment.

ENGAGE Subjects

- ☐ AGFA
- ☐ English
- ☐ Drama
- ☐ Art
- ☐ Future Focus Life
- ☐ Skills Music Tech
- ☐ Multicultural Cup
- ☐ Math
- ☐ Sport

Emergency Contact

Please provide the emergency contact of the student expressing interest in being hosted at NASC.

Emergency Contact Name

First Name | Last Name

Emergency Contact Number

Home | Mobile

Please identify if you (or any partner e.g. APP, providing TL case management, contracted through an Annexure C or any other arrangement), or any other representative at school site, believe that there are, or may be, any safety issues that the NASC needs to be aware of.

- ☐ YES
- ☐ NO

If yes, provide details:

Please identify and outline if you there are any known behavioural, safety, or existing relationship matters regarding your student and any existing student/s at NASC (e.g. Are there existing bullying concerns, SAPOL matters or previous and historical conflicts etc.)?

- ☐ YES
- ☐ NO

If yes, provide details:

Documents Needed

The following are documents that must be sent in conjunction with this form to dl.1012.clc@schools.sa.edu.au.

An enrolment meeting will not proceed unless a copy of the student's SACE Schools On Line record is attached (NB: NASC cannot access a student's SOL record unless the student is enrolled at NASC. Subject counselling cannot occur unless NASC understands the student's current SACE status).

- ☐ A copy of the student's current Schools Online Record
- ☐ Please include a scanned copy of photographic identification such as a driver's license, proof of age card, or the student's birth certificate.
- ☐ Please reference and attach copies, of any and all plans, either previously completed and enacted, or current for the student (e.g. risk assessment & plan, behaviour plan, any and all learning plans – negotiated education plan etc).
- ☐ Please reference and attach copies of any and all reports, this should include at minimum the home school enrolment form, associated with the student (e.g. specialist referrals and associated documentation, critical incident reports etc).
- ☐ Please reference, and attach copies, of the student LLN ACSF level. (NB If the student has not completed a BKSB assessment to determine their ACSF level, ensure this actioned prior to enrolment interview at NASC, and provide ACSF level, and evidence, before or at time of enrolment (this will work to support effective decision making with NASC at time of enrolment, to ensure adequate curriculum enrolment for student, and underpin optimal success and experience of each student).
- ☐ Please identify and attach as copies, any and all assessments the home school site has as part of the students' record management (e.g. literacy assessment, psychological assessment, behaviour assessment etc).
- ☐ Please record (and attach evidence as required) of any known medical issues (including allergies) and their status and management of each student.

Please identify if the home school has pre-committed any funding/expenditure that they expect NASC to meet the cost of, for a 90% enrolment.

- ☐ YES
- ☐ NO

Please identify any pre-committed expenditure:

Identify the intended purpose of the initial referral (e.g. to complete SACE, to complete'compulsory' SACE subjects and VET qualification, to obtain VET qualification and post school employment pathway, engage literacy & numeracy and life skills etc)

Please confirm the home school leader (TL/Wellbeing/Year Level) leader at the home school has approved, and agreed with declared information, and associated expenditure to the NASC (provide the name of the TL leader)

- ☐ YES
- ☐ NO

Name of (TL/Wellbeing/Year Level)

First Name Last Name