

# Flexible Arrangement Statement

A student who is of compulsory school age or in the compulsory participation phase must have a flexible arrangement for education if currently enrolled at the College and not in attendance at the site for over 10 consecutive school days or the student's participation is not full-time in the school's educational programs usual way. The Flexible Arrangement is to be equivalent to the student's full-time participation at school.

It is parental responsibility to notify the College via Administration in advance with dates of proposed absence or request for a flexible arrangement.

Administration will inform the Registrar, Coordinator and Class teacher.

This flexible arrangement is to be designed by Class/Form teacher and approved by the Coordinator as is to cover:

- learning outcomes that the arrangements are intended to achieve
- prepared written assessments and work within the curriculum program set out in the Class Overview
- 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

The Flexible arrangement is to be discussed and agreed upon with the parent by the Class/Form Teacher.

The registrar is to ensure that the appropriate Government Approval forms are completed correctly and signed and agreed upon by the parent and the Principal. Follow-up that the Department of Education is satisfied that the arrangements are appropriate, having regard to the student's individual needs and circumstances.

- MFA-2: Flexible Arrangement Part A-C and Principals Decision Form
- ECS-3: Application for Exemption for Compulsory Schooling (non-state school)

Once approval has been obtained the documentation in regard to application is to be filed in the student file and is to be kept for 5 years.