



SSEND Transition processes

Transition scenarios:

Student moves school within same region

1. CT advises HOSA – System advises HOSA - RFA remains open
2. HOSA contacts new school to offer support
3. HOSA informs school a new RFA is required if they need equipment
4. Hold RFA open for 4 weeks

Student moves school in new region

1. CT advises HOSA – System advises HOSA - RFA closes automatically
2. HOSA emails new school regarding offer of support held for 4 weeks, cc HOSA of new region.
3. Offer of support held for 4 weeks
4. New RFA may be opened; HOSA allocates to CT

Student moves interstate or to non-government school

1. CT receives information from School or via database
2. CT inputs data on student's RFA
3. CT closes RFA

Year 6 to Year 7 transition (commences no later than W5, T4):

Year 6 student with open RFA with requirement for transition support identified

Case conference to establish with PS and family if secondary school has been decided.

1. CT assists/requests PS to contact secondary school to advise student is supported by SSEND
2. CT arranges meeting with secondary school and primary school to discuss transition support (may be equipment and training; may be other); conducts site assessment (Minor Works*, RFAAT, AT)
3. Support provided if transition plan established. Needs assessment in regard to training etc. Data put on Student RFA (with PS)
4. End of year RFA at PS closed
5. Equipment returned to SSEND or transferred to new school with student if appropriate)
6. Secondary school advised to put in new RFA if required (this may be essential if AT is transitioning and AT is required)

*Minor works needs to be identified and commenced as quickly as possible

Terminology

- RFA: Request for Assistance
- RFAAT: Request for Assistance Assistive Technology
- CT: Consulting Teacher
- HOSA: Head of Service Area
- PS: Primary School