

Department of Education and
Early Childhood Development
Commonwealth Special Education Program

2009

GUIDELINES FOR APPLICANTS

Available at:

<http://www.education.vic.gov.au/healthwellbeing/wellbeing/disability/homebased.htm>

CONTENTS

Section 1 COMMONWEALTH SPECIAL EDUCATION PROGRAM

- Objectives
- Use of Funds
- Eligibility

Section 2 CHILDREN WITH SEVERE DISABILITIES OF SCHOOL AGE

- Home-based Educational Programs for Children of School Age

Section 3 HOW DO I COMPLETE THE APPLICATION FORM?

- Timeline
- Further Information

Section 1

COMMONWEALTH SPECIAL EDUCATION PROGRAM

This section relates to the priorities for the Commonwealth Special Education Program as a whole, as contained in the Administrative Guidelines, Commonwealth Programs for Schools. Please refer to Section 2 (page 3) for priorities identified by the Department of Education & Early Childhood Development for the Commonwealth Special Education Program which relate to support given for Students with Severe Disabilities of School Age in Victoria.

Grants for home based educational programs are available for 2009 from the Department of Education and Early Childhood Development Commonwealth Special Education Program. The Commonwealth Special Education Program is one of the Commonwealth Government's special programs that provide supplementary funds for educational services.

This program provides annual grants to support students with severe disabilities of school age to receive an educational program where they are unable to attend school due to the nature of their disability.

Objectives

The objectives of this program include supplementary support towards the costs of providing educational, therapeutic and related services through identified programs which:

- Enhance students' educational opportunities.
- Are essential interventions to make it possible for children to gain access to education.
- Encourage the integration of children back into regular schools.

Use of Funds

In order to meet the objectives of this element, supplementary funding may be provided for:

- Salaries of teachers, specialists, professionals and support personnel.
- Consultants, advisory services and curriculum development.
- Monitoring and evaluation of educational and other programs.
- Programs of professional development for staff, parents and community members.
- Purchase of educational equipment and materials.
- Programs and projects actively involving parents and primary caregivers.
- Projects that provide practical solutions to children's learning needs.

In recommending the allocation of grants, the Department of Education and Early Childhood Development will consider:

- The relative and differential needs of the children, with priority being given to those children with more severe disabilities.
- The need for this service within the total pattern of services within the state.
- The quality of the existing service being provided and the nature of the programs proposed for children.
- The need for additional funding in order to provide this service. Assessing this need will involve a consideration of recent expenditure patterns, the level of assistance provided from the Commonwealth and State funding sources and income from fees, sponsorships, public fund-raising and voluntary contributions.
- The ability of the applicant to provide a quality service in the program year.

Funds provided through this program are supplementary only; grants are not intended to cover all the additional costs involved or to provide ongoing recurrent funding. These grants are allocated annually towards the cost of projects.

Eligibility

To be eligible for funding, the student must be

- Severely disabled
- Unable to attend school due to the nature of their disability.
- Of school age.

Applications should be from a Victorian government school and be completed jointly with parents/carers.

Section 2

CHILDREN WITH SEVERE DISABILITIES OF SCHOOL AGE

Commonwealth Priorities for the Provision of Services to Students with Severe Disabilities

- To assist students to participate in educational programs.
- To improve the quality and coverage of educational services for these students.
- To support the growth of learning and development opportunities.
- To support students receiving inadequate levels of service, particularly in isolated and rural areas.

Commonwealth Priority in Victoria for this Program

- To provide adequate support to children with **severe disabilities** not able to attend school. (This does **not** include children supported with funds made available at the regular and specialist schools through the “Program for Students with Disabilities”)

Home-based Educational Programs for Children of School Age

It is expected that students of school age with severe and multiple disabilities will attend a regular or specialist school in their local area. Applications from schools and parents requesting support for a home-based educational programs may, however, be funded in exceptional circumstances. In allocating funding, consideration will be given to:

- The severity of student’s disabilities.
- The fragility of the student’s health.
- The degree of isolation from existing schools and visiting services and need for supplementary funding.

Home-based educational programs must be developed by the student’s local regular or specialist school in cooperation with the student’s parents or carer.

Home based projects must be supervised by the school staff or teachers/professional staff in appropriate services.

Individual Student Support Groups must be established and maintained to plan and implement home-based programs. A Student Support Group consists of parents of the student, a parent advocate if required, teacher, therapist or others significantly involved in the student’s education.

A clearly defined description of the educational program is required for each home based program.

An approved exemption from school attendance from the relevant Regional Director is required on an annual basis if a student is undertaking a home based program.

Section 3

HOW DO I COMPLETE THE APPLICATION FORM?

General Information

All requests for funding must be on the application form downloadable from <http://www.education.vic.gov.au/healthwellbeing/wellbeing/disability/homebased.htm>

Applications to be forwarded to the Student Wellbeing and Health Support Division by the published closing date.

Applications may be hand written.

Faxed or hand-delivered applications cannot be accepted.

Completing the Form

1. Applicant.

The applicant is the school involved with the project. Parents should be closely involved with school in the planning and implementation of the project and the signature of the parent/carer must be obtained.

2. Details of child, parent/carer, place of residence.

These points relate to information about the student for whom funds are requested. Show the details of the student as at 1 January 2009.

3. Total amount requested.

Transfer the total from the budget page to this line.

4. Briefly describe the child's disability or developmental delay.

For example: Spastic quadriplegia with mild developmental delay in all areas; Pervasive Developmental Disorder; or the name of the condition (if known), eg Rett's syndrome with severe delays in all areas.

5. Major educational implications of the child's disability or delay

Outline the impact the child's disability has on his/her access to an educational program.

6. How will the support requested enable the students to access an educational program?

Outline what the proposed program will do to assist the student's access to an educational program.

7. Proposed education plan

The allocation of Commonwealth Special Education Program resources is conditional upon an educational plan being developed for the student. Regional Student Support Services Staff are able to provide assistance to Student Support Groups in developing educational plans.

8. Contact People

In addition to attaching supporting documents, you are asked to name up to two people who could be contacted for further information about the application.

Appropriate contact people could be a paediatrician, therapist, teacher or someone else who knows the student's educational needs.

You should advise contact people that they have been nominated on the application form. You may wish to give them a copy of the application form.

9. Proposed Budget

Itemise what you are requesting.

10. Please attach Department of Education and Early Childhood Development regional approval for exemption from school attendance. Applications cannot be considered without exemption approval.

Timeline

DATE:	EVENT:
20 October 2008	Application forms for 2009 available at http://www.education.vic.gov.au/healthwellbeing/wellbeing/disability/homebased.htm
28 November 2008	Closing date for applications
December 2008	Notification of successful applications.
January 2009	Allocation of funding support to successful applicants.

Further Information

Further information regarding Commonwealth Special Education Program for students with severe disabilities is available at

<http://www.education.vic.gov.au/healthwellbeing/wellbeing/disability/homebased.htm> or by

contacting the Student Wellbeing and Health Support Division, Department of Education and Early Childhood Development at: disability.services@edumail.vic.gov.au or on 9637 2083.