## Contents

1. Background .................................................................................................................. 3
   - Eligibility requirements ........................................................................................... 3

2. Application Process .................................................................................................... 3
   - Student Support Groups ......................................................................................... 3
   - Submitting the documentation .............................................................................. 3
   - Timelines ................................................................................................................. 4

3. Administration Process .............................................................................................. 4
   - Assessment of eligibility ......................................................................................... 4
   - Notification of outcome .......................................................................................... 4
   - Procedure for principals following eligible outcome ............................................ 5
   - Procedure for principals following ineligible outcome ......................................... 5

4. Funding Arrangements ............................................................................................... 5
   - Resources provided to the school .......................................................................... 5

5. Further Information .................................................................................................... 6
   - Websites .................................................................................................................. 6
   - Department of Education and Early Childhood Development .............................. 6
1. Background

The Victorian Department of Education and Early Childhood Development expects that students of school age with severe disabilities will attend school. In exceptional circumstances, however, the severity of the student’s disability and the fragility of their health may prevent them from attending school for a period of time.

The Home-Based Educational Support Program enables students with severe disabilities to access an educational program where they are unable to attend school due to the nature of their disability.

Supplementary funding is available to assist with the delivery of a tailored educational program for the student including assistance with:

- salaries of teachers, education support staff and specialist staff
- essential, educational equipment.

Home-based educational programs must be developed by the student’s local or nominated regular or specialist school in cooperation with the student’s parent/guardian/carer(s).

Eligibility requirements

To be eligible for the Home-Based Educational Support Program, the student must be of school age and unable to attend school due to the severity of their disability.

An exemption from school attendance from the relevant Regional Director is required for the student to be eligible for this program.

2. Application Process

Student Support Groups

A Student Support Group must be established and maintained to plan and implement the educational support program for the student. A Student Support Group is a cooperative partnership between the parent/guardian/carer(s), school representatives and professionals to ensure coordinated support for the student’s educational needs.

The Student Support Group will have a key role in advising the principal on the educational program for the student and the nature of the resources required to support the program.

When making recommendations about the resources required to support a student through the Home-Based Educational Support Program, the Student Support Group should consider how the resources could best be used to:

- support the educational needs of the student
- encourage the integration of the student back to school.


Submitting the documentation

Applications must be submitted by a Victorian government school and should be completed jointly with the student’s parent/guardian/carer(s).


Completed applications should be forwarded to the following address:

Home-Based Educational Support Program
Student Wellbeing Division
Department of Education and Early Childhood Development
GPO Box 4367, Melbourne 3001
It is essential that all necessary documentation is included with the application. The following checklist sets out the required documentation:

- A completed application form signed by the principal and parent/guardian/carer(s)
- An exemption from school attendance from the relevant Regional Director
- A copy of the quote for equipment, where a request for equipment forms part of the application

Applications may be handwritten. Do not staple or bind your application as this will interfere with efficient processing – one paperclip is sufficient. Faxed or hand-delivered applications cannot be accepted.

**Timelines**

**Application Period**

The 2011 application period for the Home-Based Educational Support Program opens on **1 December 2010** and closes on **17 December 2010**.

**Post-Application Period**

Applications received after 17 December 2009 will only be accepted for:

- students transferring from other schools systems in 2011, including interstate and overseas
- preps enrolling for 2011
- students with a seriously deteriorating medical condition.

When consideration is requested after the application period, the application should be completed according to the usual process. In addition, a covering letter from the school principal should be provided detailing the reasons the application was submitted outside the application period.

If consideration is requested after the application period due to a seriously deteriorating medical condition, it is essential that the school principal contacts their Regional Disabilities Coordinator to ensure that all regional and other resources have been fully utilised prior to submitting the application.

**3. Administration Process**

**Assessment of eligibility**

The application will be assessed by Student Wellbeing Division staff in consultation with the appropriate Regional Disabilities Coordinator. In recommending the allocation of funding, consideration will be given to:

- the severity of the student’s disability and the fragility of their health
- the appropriateness of the proposed educational support program
- whether viable alternatives for support exist.

**Notification of outcome**

Outcomes of finalised applications submitted during the 2010 application period will be sent to the principal’s email account early in Term 1 2010. It is the principal’s responsibility to notify the parent/guardian/carer(s) of the outcome of the application and the type of support to be provided.
Procedure for principals following eligible outcome

On receipt of notification from the Department of Education and Early Childhood Development that the student is eligible for the Home-Based Educational Support Program, the principal should:

- complete the acceptance form attached to the outcome notification and return it to the address specified on the form
- inform the parent/guardian/carer(s) of the outcome
- ensure that the educational program for the student is provided.

Procedure for principals following ineligible outcome

On receipt of notification from the Department of Education and Early Childhood Development that the student is not eligible for the Home-Based Educational Support Program, the principal should:

- contact their Regional Disabilities Coordinator for feedback as to why the application did not meet the criteria for eligibility
- inform the parent/guardian/carer(s) of the outcome, assuring them that the needs of the student can be met by the school
- set a date for a Student Support Group meeting
- convene the Student Support Group to discuss the support needs of the student and set and prioritise educational goals.

4. Funding Arrangements

Resources provided to the school

The funding amount granted will be provided as a one-off cash grant paid directly into the school account. Funding will be transferred into the school account after the principal has completed and returned the acceptance form attached to the outcome notification.

It should be noted that this funding is not recurrent in nature. Funds provided through this program are supplementary only; grants are not intended to cover all the costs involved in the program.
5. Further Information

Websites

Home-Based Educational Support Program

Program for Students with Disabilities

Department of Education and Early Childhood Development

Regional Offices

Schools may contact their Regional Disabilities Coordinator for support with their application.

Barwon South Western Region  (03) 5225 1000 or www.bsw.vic.edu.au
Eastern Metropolitan Region  (03) 9265 2400 or www.emr.vic.edu.au
Gippsland Region  (03) 5127 0400 or www.gippsland.vic.edu.au
Grampians Region  (03) 5337 8444 or www.grampians.vic.edu.au
Hume Region  (03) 5761 2100 or www.hume.vic.edu.au
Loddon Mallee Region  (03) 5440 3111 or www.lcmdoe.vic.edu.au
Northern Metropolitan Region  (03) 9488 9488 or www.nmr.vic.edu.au
Southern Metropolitan Region  (03) 9794 3555 or www.smr.vic.edu.au
Western Metropolitan Region  (03) 9291 6500 or www.education.vic.gov.au/region/western/

Central Office

Student Wellbeing Division
33 St Andrews Place
East Melbourne 3002
Telephone: (03) 9637 2019
Email: disability.services@edumail.vic.gov.au