

## STUDENT WITH SPECIAL NEEDS POLICY AND PROCEDURE

<b>Approving authority</b>	Executive Management Team
<b>Purpose</b>	This policy has been developed to meet the Disability Standards for Education 2005 under section 32 of the Disability Discrimination Act 1992 (DDA)
<b>Responsible Officer</b>	High School Coordinator
<b>Associated documents</b>	Student Code of Conduct Anti-Bullying and Harassment Policy and Procedure Anti-Discrimination Policy and Procedure Diversity, Cultural safety and Equity Policy and Procedure Student Complaints and appeals Policy and Procedure Student Support and Services Policy and Procedure Record Management Policy and Procedure

### 1. RATIONALE

Under section 32 of the Disability Discrimination Act 1992(DDA), all education providers must comply with the Disability Standards for Education 2005 (The Standards). The primary purpose of the Standards is to clarify, and make more explicit, the obligations of education and training service providers under the DDA and the rights of people with disabilities in relation to education and training.

### 2. SCOPE

This policy applies to all Ozford College Staff.

This policy and procedure relates to all services and interactions provided to Ozford students with a diagnosed disability.

### 3. POLICY

- 3.1 Students with Special Needs are identified and supported Ozford according to this policy.
- 3.2 Ozford College (Ozford) provides inclusive education as defined according to the mission, vision and philosophy of the College.
- 3.3 Ozford acknowledges some students have special needs as a result of disabilities, disorders, syndromes, or circumstances beyond the control of students. These students will require support and assistance to realise their potential. Staff, students and family need to be aware of strategies to identify and respond on an individual needs basis. Admissions and enrolment procedures do not discriminate against people with a disability.

### 4. PROCEDURE

## Identification of students with special needs

- 4.1 When identifying students with disabilities, the admission officer will:
- request permission to access relevant medical/educational documents, during the enrolment process and/or as appropriate thereafter
  - contact Academic and/or Student Services staff to seek clarification where student documentation is unclear about student needs
  - contact Academic and/or Student Services staff unit to assist with enrolment interviews when requested or required.

## Support for students with special needs

- 4.2 The High School Coordinator and Student Services Department have responsibility for providing support to any student in need of help to maximise their learning opportunities from enrolment to completion stage.
- 4.3 Ozford provides the following assistance to all current and prospective students :
- Assisting students who have difficulty with the application and enrolment process.
  - Assisting students with how to access results
  - Providing course advice and support with course transfers.
  - Providing or referring students to student counselling services
  - Providing or referring students to intensive language, literacy and numeracy support when required.
  - Monitoring student progress and liaising with parents/guardian appropriately
- 4.4 For students with special needs, the High School Coordinator and Student Services Department will:
- Assess the student's learning support needs in consultation with the student and assist the student in gaining appropriate support
  - Organise and allocate appropriate internal and external disability support staff including providing appropriate disability support, e.g. Auslan interpreter, note taker, participation assistant, special equipment.
  - Provide assistance with student/teacher liaison on assessment and learning support issues
  - Provide advocacy and conflict resolution services if any grievance arises.
  - Assist students with understanding tasks, including the planning and reviewing of assignments, editing and proof reading.
  - Supervise and act as a scribe for tests.
  - Recommend reasonable adjustments to teaching staff and review reasonable adjustment arrangements as required to allow for changing needs of students
  - Ensure adequate physical access and facilities.

## Reasonable Adjustment for students with special needs

- 4.5 Ozford allows reasonable adjustment for any student with a disability to assist them to meet their course requirements. Teaching staff will:
- Help formulate and support the individual student with special needs learning program
  - Implement individual learning programs for Students with special needs

- Work with High School Coordinator and follow reasonable adjustment recommendations.
- Develop alternative assessment for students and support students through assessment tasks.
- Reassess students where required.
- Report/advise positive and negative outcomes to High School Coordinator for early intervention, monitoring and/or change of direction

## **5. FEEDBACK**

Feedback or comment on this policy and procedure is welcomed by the responsible listed officer.