

# 2023 School Referral Form



## Section B: Information to determine a student's eligibility and support their enrolment

<b>School Details</b>	
School Name: <input style="width: 90%;" type="text"/>	Principal: <input style="width: 90%;" type="text"/>
Region: <input style="width: 50%;" type="text"/> Phone: <input style="width: 50%;" type="text"/>	School type: <input type="checkbox"/> Government <input type="checkbox"/> Catholic <input type="checkbox"/> Independent
Email: <input style="width: 95%;" type="text"/>	
<b>Student Details</b>	
Name: <input style="width: 80%;" type="text"/>	Date of Birth: <input style="width: 20%;" type="text"/>
Gender: <input style="width: 50%;" type="text"/> Year Level in 2023: <input style="width: 50%;" type="text"/>	Length of enrolment at your school: <input style="width: 50%;" type="text"/> Parent/Carer Phone: <input style="width: 50%;" type="text"/>
Parent/Carer Name: <input style="width: 95%;" type="text"/>	
Please indicate the student's previous school/s if less than one year: <input style="width: 95%;" type="text"/>	
Reason for referral to VSV: <input style="width: 95%;" type="text"/>	
Has this student been <b>assessed</b> for funding through the DET Program for Students with Disabilities? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Has this student been <b>approved</b> for funding through the DET Program for Students with Disabilities? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If YES please indicate PSD category: <input type="checkbox"/> Physical <input type="checkbox"/> Visual impairment <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Severe behaviour disorder <input type="checkbox"/> Intellectual disability <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Severe language disorder	
Level of funding approved: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4 <input type="checkbox"/> Level 5 <input type="checkbox"/> Level 6	
Has this student been <b>approved</b> for funding through the Commonwealth NCCD? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If YES please indicate NCCD category: <input type="checkbox"/> Physical <input type="checkbox"/> Cognitive <input type="checkbox"/> Sensory <input type="checkbox"/> Social/emotional	Level of funding approved: <input type="checkbox"/> Supplementary <input type="checkbox"/> Substantive <input type="checkbox"/> Extensive
Is the student of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander If Yes, please provide a copy of the student's IEP/ILP. <input type="checkbox"/> Yes, Aboriginal & Torres Strait Islander	
What is the student's living arrangement? (Tick one) <input type="checkbox"/> At home with TWO Parents/Carers <input type="checkbox"/> At home with One Parent/Carer <input type="checkbox"/> Homeless Youth <input type="checkbox"/> Independent <input type="checkbox"/> Out of Home Care – informal If the student is in OOHC, please provide a copy of their IEP/ILP*. <input type="checkbox"/> Out of Home Care* – statutory/court-ordered <input type="checkbox"/> Out of Home Care – permanent care	
Is the student currently involved with Youth Justice (in custody, remand or sentence, or in community)? <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) _____ If Yes, please provide a copy of the student's IEP/ILP.	

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Evidence of the implementation of a Staged Response and the student's inability to attend a mainstream school

Stage 1 – Early identification and intervention	
When did you last see this student?	
How regularly has the student been attending classes?	
What are the main factors affecting the student's attendance and engagement with learning?	

Stage 2 – Intervention strategies	
How has the student's learning program been modified?	
Has a Student Support Group (SSG) been established? <b>Provide details and attach most recent meeting records and plans.</b>	
Has a consultation/referral occurred with the DET Health, Wellbeing & Inclusion workforce or equivalent Catholic/Independent system?	
Have agency or community service referrals been made? <b>Provide details (including key names, contact details, outcome of referrals and time frames).</b>	

School Transition information	
What steps are planned to support the student to return to your school or another appropriate pathway?	
What time frame do you believe will be required to enable this?	<input type="checkbox"/> By mid-2023 <input type="checkbox"/> By the end of 2023 or beyond
<b>Please attach the following documents to this referral (please tick).</b>	<input type="checkbox"/> The student's most recent school report <input type="checkbox"/> Career Action Plan (if available) <input type="checkbox"/> NAPLAN report (if available) <input type="checkbox"/> Individual Learning Plan (if relevant) <input type="checkbox"/> SSG minutes <input type="checkbox"/> PSD Assessment/approval reports

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<b>School contact</b> To liaise with VSV regarding student progress and possible reintegration to mainstream school	
Name: <input type="text"/>	Role: <input type="text"/>
Phone: <input type="text"/>	
Email: <input type="text"/>	

<b>Section C: Endorsement of the enrolment</b>	
Schools intending to refer students from mandated cohorts (Aboriginal and Torres Strait Islander, Out of Home Care, PSD/ NCCD funded students and students, who are working two years or more below the expected level for their age in both literacy and numeracy), <b>must</b> liaise with VSV at the time of submitting an enrolment application.	
I recommend withdrawal from mainstream schooling and having a <b>full enrolment</b> with VSV.	<input type="checkbox"/> No <input type="checkbox"/> Yes
I recommend a <b>shared enrolment</b> with VSV and an appropriate mainstream school.	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, what time fraction at VSV? _____	
_____	<input type="checkbox"/> No <input type="checkbox"/> Yes
Please provide a copy of our shared enrolment form	
I have obtained the consent of the parent/carer or independent student to provide this information to the Department of Education and Training and VSV.	<input type="checkbox"/> No <input type="checkbox"/> Yes
Please provide a copy of the student's current VASS statement to verify completion of past VCE subject/s. VASS Statement included.	<input type="checkbox"/> No <input type="checkbox"/> Yes
I believe the parent/carer is capable of meeting the supervisor requirements.	
I accept that after two terms or six months the referred student's progress will be evaluated for the continued suitability in the VSV program. If after this time the student has been continually unable to engage in their individual learning program, the student will be referred back to their original mainstream school.	
Principal's Signature: _____	Date: _____

Once completed, this form can be returned to the parent/carer or sent directly to VSV via post, fax, or email:

## Post:

Virtual School Victoria  
315 Clarendon Street,  
Thornbury, VIC 3071

## Fax:

(03) 9416 8487

## Email:

enrol@vsv.vic.edu.au

All information obtained in this form is dealt with in accordance with VSV's Privacy Policy and the Department of Education and Training policies and procedures regarding privacy and record keeping. Queries can be addressed to the VSV Enrolment Office on (03) 8480 0000.

# Shared Enrolments



## Between VSV and another Victorian School

In some instances, it may be appropriate and beneficial for students to have their learning and support program split between VSV and a mainstream Victorian school. **This is only possible if the mainstream school agrees to this shared enrolment and nominates a staff member from that school as their VSV supervisor.**

Shared enrolments provide students with the opportunity to access learning assistance and health/social supports delivered through local schools. They offer connection to peers and participation in school community activities. A shared enrolment requires some level of student attendance at your school.

Students who are enrolling in two subjects or less at VSV are not a shared enrolment and are required to use the Students in Schools enrolment application form.

Supervisors of students completing VCE studies will oversee and administer the completion of student School Assessed Coursework (SACs) at the school, abiding by the rules set for each assessment. Once completed, the supervisor will need to sign an authentication declaration and send the SAC to VSV.

Before submitting this application, a meeting should be arranged with VSV. If required, an appropriate learning and support program should be negotiated, and process for implementation and monitoring agreed.

The agreed subjects that will be completed at the mainstream school must be noted below.

Student name	<input type="text"/>										
What other school will the student be enrolled with while also enrolled at VSV?	<input type="text"/>										
<b>Please tick all boxes:</b>											
<input type="checkbox"/>	The Principal or their nominee at the above school endorses the shared enrolment. (This needs to be evidenced by the School or Young Adult Referral Form, or by an accompanying letter.)										
<input type="checkbox"/>	Your school is responsible for the development and implementation of the IEP/ILP for mandated cohorts, including leading SSGs. A recent IEP/ILP for a mandated student must be attached to this application.										
<input type="checkbox"/>	Your school is responsible for transition planning (Year 6 - Year 7), pathways planning and wellbeing and inclusion support.										
<input type="checkbox"/>	The subjects/activities that will be completed at the mainstream school have been indicated in the space provided on the next page and the subjects that will be completed at VSV have been indicated on the VSV Subject Selection sheet.										
<input type="checkbox"/>	VSV students participate in regular timetabled online classes. Your school will make every effort to accommodate the student's attendance at VSV online classes according to the timetable. An exemption from attending online classes must be obtained from the relevant Student Coordinator if this is not possible.										
<input type="checkbox"/>	I accept that after two terms or six months the referred student's progress will be evaluated for the continued suitability in VSV program. If after this time the student has been unable to engage in their individual learning program, the student will be referred back to your school.										
Title:	<input type="text"/>	School Supervisor's Family Name:	<input type="text"/>								
School Supervisor's First Name:	<input type="text"/>				School Supervisor's School Phone No:	<input type="text"/>					
School Supervisor's Email:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Required in order to register for access to VSV Connect</small>											
School Supervisor's Position:	<input type="text"/>										

# Shared Enrolments



## Between VSV and another Victorian School

Which subjects/activities will the student be undertaking at your school? A student who is not attending your school for any subjects/activities is not a shared enrolment.

Outline any student support services that will be coordinated by your school:

Please indicate the Equivalent Full Time (EFT) time fraction of the Student Resource Package (SRP) your school intends to claim for this student.

Please indicate the expected days and times the student will be attending the mainstream school:

Monday	Tuesday	Wednesday	Thursday	Friday

Where will the student be completing their VSV studies?  At the mainstream school  At home  Other: specify \_\_\_\_\_

Staff member who has completed this form:  Position:

**If you are unsure of the details of the shared enrolment, please contact VSV to speak to the relevant Student Coordinator prior to submitting your application.** To calculate a student's time fraction for census purposes please see <https://www.education.vic.gov.au/Documents/school/principals/management/CountingStudentsguidelines.pdf>