

Learning centre placement process

Learning Centres work in collaboration with Department for Education schools and services to provide targeted short term, restorative educational programs for students who require intervention aligned to a mainstream context.

Eligibility criteria for a learning centre referral

- student is enrolled at a department school in a mainstream setting and
- student is excluded and
- student is under the age of compulsion and
- student has an active referral to Student Support Services or
- referral to Student Support Services is initiated prior to the Directions Conference [Getting support from Student Support Services](#)

The following students are **not eligible** for a learning centre referral

- students recommended for or currently placed in Special Options, including Special Class, Special School / Unit placements.
- students with no active referral to Student Support Services
- students above the age of compulsion
- students who are not currently excluded.

Priority for placement of students is based on the criteria listed below

- student is excluded [Behaviour Support - Suspension, exclusion and expulsion](#) and
- student in care and/or
- Aboriginal / EALD students and/or
- previous interventions implemented by school and SSS personnel and/or
- involvement of other agencies.

Allocation process

The placement of a student in the Learning Centre (LC) is a collaborative one made with LC Manager, school delegate and Student Support Services (SSS).

School delegates and/or SSS staff are able to refer students, who meet the above criteria, to the Learning Centre using the [Learning Centre Referral Form](#) available from the [Learning Centre intranet page](#).

Referrals can only be made to one Learning Centre at a time.

- Learning Centre Managers will run an allocation process each week on Wednesdays



- all referral paperwork, including Notice of Exclusion, must be received by 9am each Wednesday for placement consideration and sent to the Learning Centre administration email address:
Beafield Education Centre bec.admin440@schools.sa.edu.au
Cowandilla Learning Centre clc.admin281@schools.sa.edu.au
Southern Learning Centre slc.admin996@schools.sa.edu.au

The LC Manager assesses referral priority and

- undertakes a risk assessment (where appropriate) prior to confirming placement
- considers contextual factors that may impact on the dynamics of the learning centre class (e.g., number of students from one school, friendships or relatives in learning centre, impact of student placement on class dynamics)
- discusses concerns with Manager, Learning and Behaviour and makes the final decision regarding placement of students to ensure optimal student outcomes are achieved
- allocates student to a Learning Centre program
- confirms the placement and transport arrangements via email by 5pm on the afternoon following allocation
- where referrals are not accepted after consultation with Manager, Learning and Behaviour, Learning Centre Managers will contact the school delegate and SSS case worker within 48 hours to explain the reasons for non-acceptance and discuss other support options for the student and the school.

Delays in allocating a student may arise if the referral form does not contain sufficient background information or if clarification is required regarding a student's enrolment status.

Roles and responsibilities in placement process

Learning Centre staff will:

- contact the school delegate to organise the entry meeting within 24 hours of confirmed placement
- ensure review and exit meetings are organised at entry meeting
- chair entry, review and exit meetings
- outline Learning Centre role and expectations at entry meeting, including student attendance expectations from day of commencement and generate a negotiated Attendance Plan if appropriate
- share and distribute details of the Learning Centre program to stakeholders
- request any further relevant documentation at entry meetings
- clarify and define SMART-AR behavioural and learning goals of placement – discussion will occur with school personnel to expand, clarify or develop greater understanding of goals and to be clear of expectations in learning centre at entry and review points
- liaise regularly with school delegate and SSS case worker during placement, to ensure that stakeholders are informed of any critical and significant issues that arise

- communicate regularly with caregivers, reminding them of meeting times
- prepare Student Review Report (shared and distributed at review meetings) to inform transition plans, establish success criteria for the home school and to discuss placement end dates
- complete Transition Reports at conclusion of student placement and distribute at exit meeting (includes information on behaviour and learning progress: i.e. attendance data, strategies, data on growth outcomes and practical recommendations mapped against SMART-AR goals, aligned to exclusion goals).

Referring school delegate and/or SSS staff will:

- complete referral form and attach relevant documents i.e., Notice of Exclusion via email to learning centre by 9am Wednesdays via Learning Centre administration email address
- contact all stakeholders to confirm entry meeting (date, time, and venue)
- attend the entry, review and transition meetings
- agree to a transition plan, incorporating regular home school visits between review and exit points (approximately 5 transition visits are expected to occur)
- regularly liaise with LC staff, negotiate visits from school staff to LC programs to strengthen 'relational-reconnection', support students and teachers during transition
- implement recommended strategies outlined in Transition Report to support student success in home school.

Attendance

The Learning Centre staff will attempt to engage the referred student through the Learning Centre's own Attendance Improvement Plan as issues arise.

Habitual non-attendance to the Learning Centre (i.e. >5 days)

- the Learning Centre will inform the school delegate and the SSS case worker and collaborate with these stakeholders to action appropriate intervention to support student attendance to the program.

Early termination of placement may occur, following discussion with the school delegate, SSS case worker and caregivers if a student:

- does not regularly attend over a 3-week period
- has not attended 2 weeks after the allocation process where the placement was accepted
- has an ongoing pattern of chronic non-attendance.

Continuation of placement beyond exclusion date

A continuation of placement in the learning centre is a negotiated process between Learning Centre Manager and the school delegate

- school delegate and learning centre teacher to complete A Request for Extension of Student Placement and to forward to the learning centre site email administration address for consideration, at next allocation meeting

- continuation of an active student placement (beyond the end exclusion date, as defined on Notice of Exclusion) needs to be supported by stakeholders (i.e., family/caregivers and learning centre program teacher)
- continuation of an active placement is to support transition and is usually no longer than three weeks
- continuation of placement must be negotiated by week 8 of the student placement (or equivalent timing in a shorter placement).

The Learning Centre Manager will confirm placement continuation with the school delegate and SSS case worker following allocation meeting.

Returning students

Any student re-referred to a Learning Centre in a 12-month period will require a completed Behaviour Support Plan and risk and safety assessment to be forwarded with the referral. This will allow the Learning Centre and school staff to co-construct a meaningful and / or modified learning program for the returning student. This may include reconsideration of any additional resourcing or alternative placement.

Grievance procedures

Grievance process for school delegates and SSS caseworkers in relation to a student's Learning Centre program, placement or extension is through:

1. Discussion directly with Learning Centre teacher.
2. Discussion directly with the Learning Centre Manager.
3. Discussion with respective line managers, including Manager, Learning & Behaviour.

Contact

Learning and Behaviour

Phone: 8226 2557

Education.AdminLearningBehaviour@sa.gov.au

Glossary of abbreviations – for Placement Criteria and Referral Form

EALD – English as an Additional Language or Dialect

SSS – Student Support Services