

# Access requests

## What is an access request and when would my child need one?

Local schools are well equipped to provide support for every student. Your local school is the best source of information about what kinds of support would be most appropriate to help your child to get the most out of their education.

## What is an access request?

If your child has moderate to high needs, your child's school may apply for additional support using an access request.

This is a way for the school to access specific types of additional support for your child, such as extra training for class teachers or a placement for your child in a support class.

Most students with disability and learning and support needs will not need an access request submitted for them because their local school is well equipped to meet their needs.

In cases where one is required, your school manages the application process. They will talk to you and get your input about your child's needs and the types of support that you would prefer depending on eligibility.

Your child's school will then submit the application to be assessed by an independent group of experts in your school's local area. This group – referred to as a placement panel – will consider the request and give their decision about it to your local school.

No matter what the outcome is, your child will continue to be offered support at their local school.



## What is a placement panel?

A placement panel is a group made up of specialist staff from Student Support Services and schools who meet at the local education office to consider all the requests for support class placements for schools within that area.



## What kind of support might need an access request?

The following forms of support could require an access request:

- Integration Funding Support (IFS) - This provides additional funding to support students in mainstream classes in their local school. This funding may be used to provide training for your child's teacher or employing additional staff.
- A placement for your child in a support class in a mainstream school or in a school for specific purposes (SSPs). Most support classes are in local, mainstream schools, although not all types of support classes are available in all areas.
- Early intervention resource - transition to school planning with an Early Intervention class teacher.

It's important that you are involved in this application process by talking to your child's school about your child's needs. You can involve a support person to help you when you are meeting with the school or you can ask for the school to arrange for an interpreter for you.

## When might my child's school need to submit an access request?

An access request could be submitted before your child starts school or at any time during their schooling.

If your child is in Year 5, the school will need to submit an access request for a placement in a support class in high school. However, this does not apply if your child attends a school for specific purposes or a central school.