The BUSY School Ltd

Flexible Schooling Arrangements Policy and Procedure

Purpose:	This policy and procedure outlines processes to be undertaken when considering, planning and approving flexible arrangements for a student's educational program during compulsory schooling or the compulsory participation phase.
Scope	The policy and procedure applies to arrangements for the education and training of all students of compulsory school age and the compulsory participation phase who are participating in programs outside of the school's general academic program. It should be noted that The BUSY Schools' (TBS) attributes of accreditation include senior school (Year 11 and 12) only and therefore students undertaking TBS program are generally past compulsory school age and the compulsory participation phase.

Status:	Approved	**Supersedes:**	V4.1 (May 2024)
Authorised by:	Board Chair	**Date of Authorisation:**	January 2026

References:

- Education (General Provisions) Act 2006 (Qld), s182, 183 and 426
- Further Education and Training Act 2014 (Qld)
- Human Rights Act 2019 (Qld)
- Tertiary Education Quality and Standards Agency Act 2011 (Cth)
- National Vocational Education and Training Regulator Act 2011 (Cth)
- TBS Feedback Complaints and Complaints Handling Policy
- Child Safe Organisations Act 2024 (Qld)

Review Date:	Every two years	**Next Review Date:**	20 Jan 2028
Owner:	The BUSY School Ltd – Board of Directors		

Overview:

Flexible arrangements may be made for a student of compulsory school age or a student in the compulsory participation phase. For current definition of compulsory school age and compulsory participation phase see *Education (General Provisions) Act 2006*, sections 9 and 231 respectively.

A flexible arrangement is not required if a student is participating fully in TBS's educational programs but wishes to undertake additional study or training.

A student with a flexible arrangement remains enrolled at TBS while an alternative education provider delivers all or part of the student's educational program for the period of the arrangement. The alternative educational provision may occur on or off TBS site and may comprise the student's entire educational program for a stated period, or part of the student's educational program for a stated period.

Examples of flexible arrangements include:

- A student with an opportunity to work as a child actor in a movie. For an agreed period of two weeks, the student will engage in an educational program the content of which is determined by TBS and delivered by a tutor on the set of the film.

Policy

TBS values the diversity of its students and considers the specific educational needs of each of its students. For this reason, TBS may approve arrangements allowing students of compulsory school age or in the compulsory participation phase, to undertake programs supplied by other organisations, which are eligible to provide such programs. TBS may assist the participation of students in such arrangements by:

- valuing all students as individuals and identifying and responding to their needs
- consulting with the student (to the extent considered appropriate having regard to the student's age and other relevant circumstances) and parents/carers to make well-informed decisions about the student's educational program
- identifying and addressing barriers that limit students' opportunities, participation and benefits from schooling
- making reasonable adjustments in modifying, substituting or supplementing curricula, course work requirements, timetables, teaching methods and materials, and assessment procedures to meet the needs of students undertaking flexible arrangements
- supporting and assisting students to make alternative satisfactory educational arrangements when TBS is unable to meet their needs, including facilitating options and pathways for students wishing to take advantage of flexible arrangements.

Implementing the Policy

Approvals

At TBS, the School Governing Body may approve in writing the establishment of flexible arrangements for a student. Each Campus Principal will have a written delegation from the Board to give approval for flexible arrangements on behalf of the Board for a student.

Requests for a student to access flexible arrangements should be made in writing to the Campus Principal.

Decision-making

A decision to approve a flexible arrangement for a student may be made after consideration of the:

- educational and other needs of the student. This includes the collection of information from the student and their parents/carers and consultation with the student's teachers, as well as consideration of the student's career aspirations
- learning outcomes that the arrangements are intended to achieve by taking into account the information collected above and the contents of the proposed course
- suitability of course providers by determining that each provider is identified as eligible to offer courses suitable for students having flexible arrangements.

In approving flexible arrangements, the Campus Principal should be satisfied that the arrangements are appropriate, having regard to:

- the student's individual needs and circumstances
- what is most likely to achieve the best learning outcomes for the student
- how and by whom the student's participation in the arrangements is to be monitored
- how and by whom, each provider's involvement in the arrangements is to be monitored and its effectiveness evaluated
- the desirability, unless it would be inappropriate in all the circumstances, of the arrangements requiring the student's participation at a level that is equivalent to full-time participation in TBS's educational programs in the usual way.

Communication

A flexible arrangement for a student of compulsory school age may only be approved if one of the student's parents/carers have given written agreement to the arrangement and the arrangement has been discussed with the student as appropriate to their age and other relevant circumstances. The exception to this being an independent student where the student is the sole signatory, unless the student has an identified service, agency or carer.

A student in the compulsory participation phase should agree in writing to the flexible arrangement. The arrangement may be discussed with the student's parents/carers when practicable and appropriate in the circumstances.

The student and the student's parents/carers (where applicable and practicable) may receive confirmation in writing of the approved flexible arrangement including the requirements of TBS in relation to the course; and the requirements of the provider in relation to the course. At this time the parents/carers and the student are made aware of the person in the School who will be monitoring the student's progress and supplying support if the student is experiencing any difficulties.

Refer to addendum at end of policy for concept of 'parent'.

The Campus Principal reports to the Executive Principal, General Manager and CEO and, in turn, the Governing Body on an annual basis in relation to flexible arrangements. This reporting should include:

- the number of students involved
- the types of courses they are undertaking
- a measure of the 'success' or 'failure' of the flexible arrangements.

Review

TBS will endeavour to review flexible arrangements at the end of each semester and at this time the parents/carers may be requested to meet with the Campus Principal in order to discuss the progress of the student.

Record Keeping

All records related to the flexible arrangements for the student are kept at TBS for a at least five years after the arrangements stop applying to the student.

Complaints procedure

Suggestions of non-compliance with this policy and any related processes may be submitted as complaints under The BUSY School's Complaints Handling Policy and Complaints Handling Procedure.

Addendum

Concept of 'parent' from *Education (General Provisions) Act 2006* s10 as at 29 August 2022:

10 Meaning of *parent*

(1) A ***parent***, of a child, is any of the following persons—

(a) the child's mother;

(b) the child's father;

(c) a person who exercises parental responsibility for the child.

(2) However, a person standing in the place of a parent of a child on a temporary basis is not a parent of the child.

(3) A parent of an Aboriginal child includes a person who, under Aboriginal tradition, is regarded as a parent of the child.

(4) A parent of a Torres Strait Islander child includes a person who, under Island custom, is regarded as a parent of the child.

(5) Despite subsections (1), (3) and (4), if—

(a) a person is granted guardianship of a child under the *Child Protection Act 1999*; or

(b) a person otherwise exercises parental responsibility for a child under a decision or order of a federal court or a court of a State;

then a reference in this Act to a parent of a child is a reference only to a person mentioned in paragraph (a) or (b).

Version Control

Version no.	Date Effective	Approved by	Changes
1.0	October 2020	▪ Approved by TBS Board of Directors	▪ Initial draft version (Standards for Implementing Flexible Arrangements)
2.0	September 2021	▪ Endorsed by TBS Governance, Compliance and Strategy Committee ▪ Approved by TBS Board of Directors	▪ Policy implemented in place of Standards for Implementing Flexible Arrangements ▪ Expanded original based on ISQ template ▪ Noted that TBS students are generally past compulsory school age / compulsory participation phase ▪ Version control ▪ Formatting
3.0	September 2022	▪ Endorsed by TBS Governance, Compliance and Strategy Committee ▪ Approved by TBS Board of Directors	▪ Reviewed against ISQ template ▪ Updated terminology aligning to School operations and policies / procedures ▪ Formatting and grammar ▪ Version control
4.0	February 2024	▪ Endorsed by TBS Governance, Compliance and Risk Committee ▪ Approved by TBS Board of Directors	▪ Reviewed against ISQ template ▪ Updated references ▪ Updated reporting pathway to include new role in structure: General Manager ▪ Formatting and grammar ▪ Version control
4.1	May 2024	▪ Endorsed by TBS Governance, Compliance and Risk Committee ▪ Approved to TBS Board of Directors	▪ Correction of Version Control on cover page and footer
5.0	January 2026	▪ Endorsed by TBS Governance, Compliance and Risk Committee ▪ Approved to TBS Board of Directors	▪ Reviewed in preparation for new campus applications.