## Applying for Access Arrangements and Reasonable Adjustments (AARA) Junior School

Identification

- Parents or student notify DP/GO/HOSES/HOD of circumstances requiring AARA, or
- School personnel identify a need for AARA and notify DP/GO/HOSES/HOD

Application

 Application and documentary evidence submitted by student/ parent to Educational services

Case management

- Case management assigned on behalf of the Principal
  - DP /HOD short term absence (medical, sporting, personal circumstance as defined)
  - HOSES / HOD Impairment, Disability, EALD
  - GO Long term medical, psychological or significant personal circumstance

Case management  Case Manager communicates AARA to teachers and HODs, and records on Oneschool

AARA development

- Student negotiates AARA (adjustments) with HODs and teachers
- Case Manager approves plan, records on Oneschool and provides copies to all parties.

AARA implementation

- Plan implemented / reviewed / revised
- Monitoring by HOD and Case Manager
- Teacher annotates profile and includes a copy of the AARA in Folio.