

First Nations attendance and engagement programs

Purpose

This fact sheet outlines the roles and responsibilities of state schools hosting a First Nations attendance and engagement program (A&E program).

About attendance and engagement programs

A&E programs aim to maximise days of learning and reduce teacher workload by improving attendance, reducing school disciplinary absences (SDAs) and increasing Year 10 to 12 retention.

By maximising days of learning, A&E programs contribute to achieving the priority support measures of the *Equity and Excellence: realising the potential of every student* strategy, including A to C achievement and attaining a Queensland Certificate of Education or Queensland Certificate of Individual Achievement.

The programs also support post-school destinations, assisting students to transition from school to employment, training or further education.

A&E programs can provide culturally appropriate supports such as in-school mentoring, case management, or before and after school activities tailored to meet the needs of students.

A&E programs do not deliver the curriculum and do not replace the vital role schools play in teaching Aboriginal students and Torres Strait Islander students.

Funding and service agreements

Currently, the Department of Education (the department) funds five providers to deliver A&E programs across 58 state schools. These are the Clontarf Foundation, Brisbane Broncos Rugby League Club Limited, Netball Queensland, STARS Foundation and the Former Origin Greats (FOGS).

The department, through the First Nations Strategy and Partnerships (FNSP) division, manages service agreements with these providers. The service agreements require providers to deliver A&E programs in specific schools and for a minimum number of Aboriginal students and Torres Strait Islander students.

The providers are also required to engage with Aboriginal and Torres Strait Islander communities and families, along with schools, to deliver A&E programs.

Funding is released to A&E providers once per semester if the provider has met the requirements of the service agreement.

Roles and responsibilities



Schools

- Complete and implement School details document (SDD)
- Refer students with parent or carer consent
- Record student participation in OneSchool
- Work with the provider to deliver the A&E program
- Provide feedback to FNSP



Providers

- Complete and return the School details document to FNSP
- Obtain parent or carer consent
- Work with the school, parent or carer and the community to deliver the A&E program
- Report to FNSP



FNSP

- Enter into agreements with providers
- Manage service agreements
- Receive reports from providers
- Seek feedback from schools
- Monitor state-wide performance of providers
- Administer funding to deliver A&E programs



Provider reports

The service agreements require providers to submit a report to the department once per semester. The reports outline support that has been provided to students, the number of students who have accessed the A&E program, as well as case studies.

FNSP meets with providers once per term to identify any issues that may be impacting the delivery of their A&E program.

The role of schools

Schools play an essential role in the delivery of A&E programs and in the management of service agreements.

This role involves:

- completing the School details document (SDD)
- referring students to A&E programs with parent or carer consent
- ensuring students accessing these programs are recorded in OneSchool
- working with providers to ensure effective delivery of A&E programs
- providing feedback to FNSP.

School details document

At the beginning of each service agreement, providers are required to reach an agreement with each school about how the A&E program will be delivered. The agreement between the provider and the school is documented in the School details document (SDD).

The provider is responsible for ensuring the SDD is signed by the school principal and Regional Director. The provider is also required to return the signed SDD to FNSP.

The SDD only needs to be completed once by a school, either when a new service agreement commences or the A&E program commences. It does not need to be completed annually.

Referring students

There are five main steps when a school is referring a student to an A&E program:

1. identify students who may benefit from participating in an A&E program
2. seek parent or carer consent to share information with the provider (school A&E consent form) and store the consent form
3. consult the provider regarding the potential referral

4. obtain and store the provider's consent and registration form (provider's consent form)
5. record that the student is participating in the A&E program in OneSchool.

1. Identify students

The school is to prioritise Aboriginal students and Torres Strait Islander students who are at risk of, or who have disengaged from education.

These students include those who:

- are attending school for less than 90 percent of the school year
- have received an SDA
- are returning to school after an SDA.

Parents or carers can also request that their child participates in an A&E program.

2. Obtain parent or carer consent

Schools must not disclose information about a student with another organisation or person, including an A&E provider, without the prior written consent of the student's parent or carer.

The [Obtaining and managing student and individual consent](#) procedure (the procedure) sets out the requirements for consent.

As outlined in the procedure, the school must ensure the completed consent form is stored in the student's file or other storage/retrieval system, and consent is recorded including any limitations, in OneSchool.

Parents or carers can withdraw their consent at any time. If this occurs, the student must not share information with the provider.

3. Consult the provider

Once parent or carer consent has been obtained, the school can consult the provider about whether it is appropriate for the student to participate in the A&E program.

4. Provider consent and registration form

The provider needs to obtain their own consent and registration form from parents or carers. The provider will explain to the parents or carers how they will support their child.

Providers are responsible for obtaining the required consent and ensuring that the consent is valid, current, specific, informed and voluntary.

A copy of the provider consent form should be given to the school and stored in OneSchool.

5. Record student participation

It is important for the school to record that a student is accessing an A&E program in OneSchool. This enables the school to have a full picture of the supports being provided to the student.

Recording participation in OneSchool enables FNSP to determine whether the minimum number of students are accessing A&E programs and whether the provider is meeting the requirements of their service agreement.

It also enables FNSP to undertake data analysis to assess the effectiveness of the A&E program in maximising days of learning.

Recording a student accessing an A&E program in OneSchool is completed via the Additional programs tab of the student profile, by selecting the A&E program from the drop-down box. A step-by-step guide to adding an additional program to a student's profile is available on [OneSchool Help](#).

1. Select the Additional Program from the drop-down list.
2. Enter a **Start Date**.
3. **End Date**: Optional.
4. **Coordinator**: Optional.
5. **Attachments**: Optional.
6. **Save**.

Add New Additional Program

Details

Additional Program *	Solid Pathways
Start Date *	
End Date	
Coordinator	Please enter

Attachments

Open	Delete	Name	Upload Date	Upload By
Add New				
No items to display				

Working with providers

Schools and providers work together to deliver effective A&E programs.

This may involve sharing data, with parent or carer consent, about individual students and their needs, providing facilities on school sites, or engaging with parents, carers and the community.

It may also involve timetabling to ensure that students accessing A&E programs continue to learn and access the curriculum.

Providing feedback

FNSP will email principals once per semester seeking feedback on the A&E programs being delivered at their school. This information will enable FNSP to raise any concerns with providers and to monitor the effectiveness of A&E programs.

More information

Schools can ask questions or raise issues at any time by contacting FNSP via email AEprograms.FNSP@qed.qld.gov.au.