

# Home School Liaison Program Application

Please note that incomplete applications will not be accepted – you must fill in all applicable fields on this form. If you need assistance please contact your local HSLO/ASLO or School Services staff.

**Please forward completed applications to the HSLP Manager supporting your school.**

- Home School Liaison Officer or Aboriginal Student Liaison Officer case referrals can only proceed when a range of school-based interventions have been implemented.
- This application must be signed by the principal.
- Please attach a copy of letter 1/email sent to parents/carer informing them of this application.
- Please attach a print out of the student's yearly attendance to date (e.g. on EBS the student yearly absence report).

Case type (Select one only)	School details
Non-attendance	School name: _____
Non-enrolment	Referral date: _____
Enrolment destination unknown	Shared enrolment? If yes provide census school: _____

## Student details

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

SRN: \_\_\_\_\_ Gender: Male Female Other

Date of birth (dd/mm/yyyy): \_\_\_\_\_ Current school year: \_\_\_\_\_

Aboriginal/Torres Strait Islander: Yes No Out of home care: Yes No

Disability confirmation: Yes No Known chronic health issue: Yes No

Last known address: \_\_\_\_\_

Mother/1st carer name: \_\_\_\_\_

Phone, home: \_\_\_\_\_ mobile: \_\_\_\_\_ work: \_\_\_\_\_

Father/2nd carer name: \_\_\_\_\_

Phone, home: \_\_\_\_\_ mobile: \_\_\_\_\_ work: \_\_\_\_\_

Family and/or Court Orders Yes No

## Absences and referral history

Is this a re-referral for this student within the same school year? Yes No

Current yearly attendance rate at time of referral as overall % \_\_\_\_\_ (% = number of days attended / number of day school open x 100)

20 school days attendance prior to referral (whole numbers out of 20)	Overall days attended	Sick	Leave	Unexplained	Exemption	Suspension
Whole days (out of 20)						
Partial days (out of 20)						

Last date student attended a full day of school (dd/mm/yyyy): \_\_\_\_\_

If a student has had or is on a part day exemption this year, please indicate and include an approved copy of the application document: Yes No

## Home School Liaison Program (HSLP)

Strategies Used To Support This Students Attendance (mark all applicable)	
Student attendance discussed at LST/wellbeing meeting	
Phone calls to parent/carer re attendance concerns	
School based face to face meeting with parent/carer	
School based face to face meeting with student	
School has implemented its own attendance support plan (please attach a copy)	
School has implemented HSLO/ASLO LAMP sheet	
School has organised check in check out system for student arrival at school	
School has engaged parent/carer with external services such as the Family Referral Service	
Student has had support from the school counsellor/psychologist	
School organised breakfast club	
School is engaging student by providing adjusted curriculum	
Phone call HSLO/ASLO	
Other (provide details police welfare check, CWU notification etc.)	

Strategies Used To Support Your Whole Schools Attendance (mark all applicable)	School initiative	HSLO/ASLO initiative
School organised breakfast club		
Whole school assembly re attendance		
School staff meeting (e.g. staff PL) regarding responsibilities		
School develops attendance rewards as part of whole school behaviour approach		
School based phone intervention (Phone Intervention Program)		
School has developed attendance processes		
School has developed whole school attendance improvement plan		
School interviews parents/carers re attendance		
School interviews students re attendance		
Schools interview students re attendance (Non Attendance Interview Program)		
Situational analysis and recommended improvement such as rolls marked regularly		
Roll check/attendance report review (e.g. students below X%) and identified students supported		
School based attendance team meeting		
Other (provide details)		

### Known risk factors (please attach a copy of risk assessment)

Does the student have a history of violence? Yes No

Has an inclosed lands act ban been issued to prevent the student's parents or other people living with the student from entering the school? Yes No

Has the student had a long suspension for violence? Yes No

Have the student's parents/carers or other people living with the student behaved aggressively towards the school? Yes No

Other: \_\_\_\_\_ (please attach supporting documentation)

Principals signature

Date:

### HSLP manager please complete and validate

Case referral details entered onto HART and case accepted or declined.

Decision communicated to principal with reasons. Yes Date: \_\_\_\_\_

Please ensure risk assessments are conducted and implemented as appropriate, and all further details regarding this case to be entered into HART database.

HSLP Manager Sign: \_\_\_\_\_ Date: \_\_\_\_\_