



## Creation of a Documented Plan & Individual Education Plan

Documented plans are created to provide evidence of teaching and learning adjustments. They allow clear communication across the school with parents and other agencies on student progress and achievement.

The criteria for a student to be placed on a documented plan are:

- Students who are achieving less than satisfactory (D or E grade) in the subject.
- CPFS (Child Protection and Family Support) students
- Students who receive funding through Individual Disability Allocation
- Students who are determined to require 'supplementary', 'substantial', or 'extensive' support as per the NCCD.

At Applecross Senior High School, two types of documented plans are in place.

### Documented Plan

LAPs outline strategies utilised by classroom teachers and education assistants. Students on LAPs access the curriculum at their year level. receive both the mainstream report and a LAP at the end of each semester.

### Individual Education Plan (SEN Reporting)

IEPs are created for students who are performing two or more years below their year level in one or more subjects. IEPs outline curriculum goals which are targeted and individualised. Students on IEPs do not receive a grade for the subject they are placed on an IEP for. Strategies are also incorporated into the plan, similar to LAPs.

Both DPs and IEPs are shared with parents on two occasions each semester.

- i) on their creation in Term 1 or 3
- ii) at the end of each semester, once teachers have completed review comments.

Adjustments are made accordingly with consultation with parents.