

# Education Needs Analysis (ENA)

## Tip Sheet

- 1. At Student Support Group meeting (SSGs), ask if the ENA referral has taken place and if not request that the process begins within 3 months of the young person entering or combined time spent in OOHC (as per the partnering agreement).**
- 2. There are a series of things you as the case manager and ACCO can begin collating to start the process. These include Cultural Support Plan (CSP), court orders, consent (see flow diagram on reverse page refer to sections 2 and 3).**
- 3. There can be significant delays in having the ENA completed as the Student Support Services (SSS's) are often working through a back log of assessments and it takes time to complete the analysis.**
- 4. If you feel it is urgent for the ENA to be completed, please contact your LOOKOUT Centre's principal or learning advisor for assistance to help fast track the process.**
- 5. An ENA needs to be completed before the young person starts high school as this transition can be difficult. The more information known to support the young person when they start high school the better.**
- 6. For referrals in education settings:**
  - Government school: Schools will make a referral to the SSS to analyse existing information about the student and make recommendations for further assessments, services or supports.
  - Catholic schools: Schools leading the Program Support Group (PSG) will review existing documentation and if additional information is required the PSG will provide a referral to Learning Diversity/Learning Adjustments for further assessments.
  - Independent schools: ENAs are undertaken on an as-needs basis as soon as possible after enrolment, with each school bearing the cost.



# ENA PROCESS FLOWCHART

Please note: This flowchart is best viewed in A3.

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Every student in court ordered Out-of-Home Care (OoHC) for three months or longer requires an ENA. The process can commence earlier if there are concerns regarding the student's overall presentation and rate of progression. While not mandated, students on permanent care orders may also benefit from an ENA.

Note: The ENA is a process of analysing the socio-emotional, cultural and learning needs and strengths of students in OoHC. This process occurs over time and in collaboration with Student Support Services (SSS) or equivalent.

