**External provider service request application**

The NDIS Operational Guidelines state that: “NDIS-funded…therapy services should generally not be delivered at school… Nor should children or young people be taken out of school to receive these supports.” However, there may be occasions where the delivery of an NDIS-funded service at the school may be appropriate of which parents may request school access to complete these services.

Applications can be made by parents wishing to apply for services to be conducted on school site, during school times by completing a request at the bottom of this page.

The principal has discretion to decide whether or not an external service provider can enter the school and how arrangements will be managed for the provider’s activity with students, where access is agreed. This decision is on a case by case basis considering the individual circumstances of the student or group of students concerned and the wider needs of the school. Any decision should take into account the educational needs and priorities of the student or group of students, including access to the curriculum, the impact on student’s learning programs, the school’s operational context and duty of care obligations towards all students and staff.

Following approval, external providers must complete a formal agreement and demonstrate it has the necessary checks, protections, training and insurances in place before provisions can commence.

More information on the provision of externally funded service providers in schools, can be found at:

<https://education.nsw.gov.au/teaching-and-learning/disability-learning-and-support/resources/external-providers#Information4>

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| **Child’s Name:** | **Parent Name:** |
| **Service Provider:** | **Services Requested:** |
| **Reasons why service should be provided on site during school hours:** |
| **Requested times for intervention:** |
| **Space and equipment requested:** |

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_