



## **DRAFT** CEB Educational Needs Analysis (ENA): Written Summary Report

The [OoHC Education Commitment: Partnering Agreement 2018](#) outlines the responsibilities of key stakeholders in supporting children and young people in Out-of-Home Care (OoHC).

A key commitment of the Partnering Agreement is the requirement of an Educational Needs Analysis (ENA) for every student who has resided in formal statutory OoHC for a period of three months or longer.

An **Educational Needs Analysis (ENA)** is a process of understanding and addressing an OoHC student's social, emotional and cultural learning needs, as well as their strengths. The ENA aims to support identification of the student's individual learning needs and inform their **Personalised Learning Plan (PLP)**. The ENA can also identify the need for additional interventions and services for the student.

It is to be noted that an ENA report is based on information that is provided at the time and any relevant personal or health information that is not provided may affect the quality of the ENA report. [\(A de-identified example ENA for reference is available here insert link\)](#)

**This report aims to assist schools to prioritise the needs of the student. It is to be simply worded, trauma informed and contain practical recommendations that can be implemented in the educational setting.**

The report must contain the information necessary to enable the school to educate the student, including planning for individual needs and/or addressing barriers to learning and support the student's social and emotional wellbeing and health. By making reasonable steps to reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors (i.e. duty of care) making reasonable adjustments for a student with a disability (i.e. Disability Standards for Education 2005) and ensuring a safe and secure workplace (occupational health and safety regulations), legal obligations will also be met.

Student Information	
Name:	
Date of Birth:	
Gender:	
Pronouns:	
Cultural Identity: (First Nations, Refugee, CALD, EAL)	
School:	
Date of Enrolment:	
Current Year Level:	
Current Living Arrangements:	
Carer/s:	
Current Child Protection Case Worker:	
Designated Teacher:	
Learning Mentor:	

## INFORMATION COLLECTED

The following section outlines the relevant current and historical information collected, including results and interpretation of testing where relevant.

*(list any source of information that was used to support writing this report such as conversations, meetings, classroom observations, assessments, reports etc).*

The following information for this ENA report was collected from these sources:

- Insert
- Insert
- Insert
- (Insert and add further dot points as required)

## Care History/Family Living Situation and Engaged Services

*(describe current care history, family living situation and list current engaged services)*

## Cultural Identity/Plan

*(Include information on Cultural Identity and Cultural Plan if relevant)*

## Medical/Health History

Diagnostic Reports

Health Information

Paediatrician/other Health Service Providers

Medications

## Early Childhood, School History and Education

Early Childhood and Preschool

Entry to School

Attendance and Engagement

## Early Childhood, School History and Education

Social, Emotional and Behavioural

Academic Progress

Self-Care (if relevant – e.g. hygiene, toileting, eating)

Allied Health/Support Services Involvement

Strengths and Interests

## REVIEW AND ANALYSIS

*(Provide a summary of key information)*

## RECOMMENDATIONS

This section includes key recommendations based on the above information, to enable the school to educate the student, support the student's social and emotional wellbeing and health, and fulfil their legal obligations.

General care and wellbeing recommendations

Social, emotional and behavioural recommendations

Education/Learning recommendations

ENA Report Writer Details	
Name of person writing report:	
Role:	
Signature:	
Date of ENA report completion:	

Principal or Delegate	
Name:	
Role:	
Signature:	
Date:	

Parent/Carer/Guardian	
Name:	
Signature:	
Date:	

Electronic copies sent to: (tick box)	School (SIMON) <input type="checkbox"/>	Parent/Carer <input type="checkbox"/>	ROSAE file <input type="checkbox"/>	DFFH <input type="checkbox"/>
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**Note:** Ensure a copy of this ENA Report **AND** the ENA Status Report ([insert link](#)) is kept in the student's school to allow for easy access, tracking and transfer of information, if the student moves schools.