

Section of Manual:	6. ENROLMENT & ATTENDANCE – 6.1 ENROLMENT	
Document	POLICY 6.1.1: ENROLMENT AND ONGOING ENROLMENT	
Date of Endorsement:		Review Date:
Review Panel	The Chief Executive Officer, Principal, and Compliance Manager must be a part of the review of this Policy.	
Purpose:	To ensure the consistency of enrolment across the School.	
Scope:	Relates to school staff and programs.	
RANGS Manual:	3.8 Enrolment; 3.6.2 Safe & Supportive Environment	
Policy:	<p>The School is a school specifically designed to re-engage disenfranchised and ‘at risk’ young people.</p> <p>Our school aims to provide opportunities to young people, primarily aged 14-18 years, who are unable to complete their education within the traditional school environment.</p> <p>The School caters for young people who may have a variety of learning needs and/or disabilities.</p> <p>The Disability Discrimination Act 1992 defines disability as:</p> <ul style="list-style-type: none"> • total or partial loss of the person's bodily or mental functions • total or partial loss of a part of the body • the presence in the body of organisms causing disease or illness • the presence in the body of organisms capable of causing disease or illness • the malfunction, malformation or disfigurement of a part of the person's body • a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction • a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour. <p>And includes a disability that:</p> <ul style="list-style-type: none"> • presently exists; or • previously existed but no longer exists; or <ul style="list-style-type: none"> • may exist in the future (including because of a genetic predisposition to that disability); or • is imputed to a person. To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability. <p>The School, however, cannot cater to students who are functionally illiterate or who require intensive behaviour or health support; such students would be more fully catered for in a smaller environment, of which there are several in the local environment. The School will offer suggestions for such facilities should the need arise.</p>	

We provide case management to all students who are enrolled in the School but are not able to manage students who cannot function independently within the adult learning environment.

Enrolment at SRC is for students who have experienced social, emotional or behavioural difficulties in mainstream schooling. The selection criterion for the School focuses on the following priorities:

- A demonstrated desire to learn. Students who enrol have to *want* to attend and participate in all activities.
- A maturity to learn in an adult learning environment with the ability to work independently for short periods of time.
- Barriers to effective participation in mainstream education and/or experience of disadvantage. These barriers may include challenges associated with: mental health, social inclusion, financial disadvantage, Aboriginal or Torres Strait Islander background, family breakdown or educational disengagement.
- An acceptable level of risk posed to other students.
- A level of functional literacy and the ability to function independently.

The enrolment and acceptance process

Students and parents/ caregivers are required to complete and submit an “Application for Enrolment” form and accompanying requested documentation. Students who apply to attend the School will be offered an interview as part of the application process. A student’s acceptance into the program is dependent on their presentation at interview and their demonstrated ability to work within the policies and philosophy of the School. Should the school presently have no student vacancies, suitable students will be placed on a waiting list.

Enrolment at the school is a two phase process:

- **Phase 1** – Initial enrolment at the school for a limited period of two weeks
- **Phase 2** – Renewal of enrolment after the initial enrolment period. Phase 2 enrolment is not guaranteed and is subject to the student meeting additional enrolment criteria for renewal of enrolment that will be assessed during the initial enrolment period.

Phase 1 – Initial enrolment – Two week period

During the two week initial enrolment period the school will assess how the student is responding to the school environment in relation to the following criteria for renewal of enrolment:

- ✓ Attendance
- ✓ Engagement
- ✓ Social interaction
- ✓ Attitude towards learning

The school will communicate with the student and their parents/carers during the

initial enrolment period the about how the student is progressing in relation to the criteria for renewal of enrolment as identified above.

If the student's enrolment is not renewed the student's enrolment at the school will cease at the end of the initial enrolment period.

Phase 2 – Renewal of enrolment

At the end of the initial enrolment period, the School may offer the student renewal of enrolment based on the school's assessment of the student against the criteria for renewal of enrolment (attendance, engagement, social interaction and attitude towards learning).

Renewal of enrolment provides ongoing enrolment at the school subject to the student and their parents/carers meeting the school's requirements for continuing enrolment.

Ongoing enrolment at SRC

Continuing enrolment at the school is subject to the student abiding by the School's code of conduct and rules outlined in the student handbook. Breaches will result in students progressing through the discipline process (see policy 7.1).

Cessation of enrolment

A student's enrolment may cease in the following circumstances:

1. expiry of the initial enrolment period, with no renewal of enrolment offered
2. withdrawal of enrolment by the student and their parents/carers
3. withdrawal of the enrolment by the school on the grounds of discipline or a breach of the School's Code of Conduct.

Where a student's enrolment ceases, the student and their parents/carers are required to inform the school of their post-school destination, that is whether the student has enrolled in education or training at another education provider or is in employment and who the education/training and/or employment is with. Where a student is under the age of 17 and the school has not been informed of their post-school destination, the school is required to report that the student's destination is unknown to the NSW Department of Education.

Re-enrolment of Previously Withdrawn Student

Should a previously withdrawn student wish to apply to re-enrol they are only able to do so after twelve (12) months from the date of withdrawal of enrolment or earlier upon application to the Principal if there is evidence that behaviours have changed.

The student will be interviewed by the Principal and must explain how they will comply with the code of conduct and rules of SRC. In the application to enrol assessment, the school will consider whether the student is now ready to take up the

	<p>challenge of an adult learning environment.</p> <p>Should a student’s application for re-entry after withdrawal be accepted, a written and agreed to individual plan will be written by the Principal in conjunction with Student Wellbeing Officer and/or teachers. This plan will outline what is mandatory for the student to comply with in re-commencing their education with SRC and will be written on a case by case basis. The plan will consider appropriate behaviour, transition process and the length of transition.</p>
<p>Supporting Documentation</p>	<p>6.1.2 Maintaining Register of Enrolment 6.1.3 Information required upon application to the School 6.1.4 Retaining of School records 6.4.2 Enrolment agreement</p>
<p>Cross reference</p>	