

Croydon Community School & OPTIONS

Enrolment Policy for Croydon Campus



RATIONALE

Croydon Community School is an Eastern Metropolitan Region Setting and attracts children from Years 7 - 12. The school has a capacity to accommodate up to 95 students on the Croydon Campus. Students who seek to enrol at Croydon Community School have generally had difficulties in mainstream school settings and for one reason or another need an alternative approach to education. Croydon Community School operates under the Big Picture School Education model "One Student at a Time in a Community of Learners."

With this in mind we believe that the school should be reflective of the characteristics of our wider society including such issues:

- Cultural diversity
- Gender balance
- Disabilities/impairments
- A broad range of student learning abilities

ENROLMENT PROCESS

NEW STUDENT TO CROYDON CAMPUS

1. Parent/Carer contacts the school and student details are registered on our pre-enrolment waiting list.
2. The Enrolment Officer (Assistant Principal) contacts the family for a brief phone conversation around their interest and if deemed appropriate an interview is scheduled. This is done if there is a vacancy available.
3. Parent/Carer and student attend an interview and tour of the school. (Student interview notes completed, see below)
4. One of the following:
 - a. The student indicates a strong desire to attend Croydon Community School this is in conjunction with parent approval. The student indicates a desire to commence a three-day trial at the school.
 - b. The prospective student is asked to go home and think about their options and to contact the Enrolment Officer indicating their desire to commence a three-day trial at the school.
5. The decision to offer a trial is made by the Enrolment Officer (Assistant Principal) and/or Leading Teacher. The student agreement must be signed prior to commencing the trial.
6. The student completes a successful 3-day trial based on the trial agreement and completion of the trial checklist. Any modification to the 3-day trial must be made in consultation of the Assistant Principal and/or Principal.
7. Placement reviewed by Enrolment Officer (Assistant Principal, Leading Teacher, parent/guardian and student in order to confirm ongoing enrolment.
8. Enrolment checklist to be completed at this stage.
9. Enrolment confirmed and formal enrolment forms completed.

ENROLMENT PROCESS – YEAR 7

Students in Year 6 who indicate a preference to attend Croydon Community School (Croydon Campus) must go through the same process as per normal enrolment. Given enrolments aren't confirmed until completion of the three-day trial and induction program for new intake students, it is strongly recommended that students also make an enrolment preference with their preferred local secondary school.

Enrolment Process – New student year 11 or 12

Students wishing to enrol in the school at years 11 or 12 will follow the same enrolment process as outlined for new students. It is preferred that these students have an established TAFE course and/or work placement prior to enrolment.

Enrolment Process – Returning Student

From time to time students will move on from Croydon Community School under a number of circumstances, and then later request a re-enrolment:

AS A TRANSITION INTO A TAFE, WORK EDUCATION PROGRAM OR EMPLOYMENT.

Where a student who has been unsuccessful in the transition to TAFE or Employment requests a re-enrolment the normal process as outlined above will be followed. It is critical that at the enrolment phase the students' motivation for returning is to use the resources of the school to map out a new transition into TAFE or employment. Clear goals and expectations will be set prior to return.

CHOOSING TO EXIT PRIOR TO OR IN PLACE OF AN EXPULSION

In the case of a student requesting re-enrolment after leaving in place of expulsion a panel of teachers will be established to interview the student, at this interview clear goals and expectations will be set. A trial must also be completed. This return to school program will be presented to staff at a staff meeting for final approval.

EXITING BY EXPULSION

In the case of a student requesting re-enrolment after expulsion no re-enrolment will be offered.

ENROLMENT POLICY FOR YEAR 13 VCAL AT CROYDON COMMUNITY SCHOOL.

Croydon Community School recognises that some students require extra time to complete their VCAL program. With this in mind, we offer students the opportunity to enrol in Year 13 to continue the VCAL. This opportunity is open to any student who demonstrates a commitment to furthering their education.

Implementation

To enrol in Year 13 VCAL at Croydon Community School, a student must be enrolled in an approved School Based Apprenticeship or Traineeship (SBAT), TAFE/workplace program prior to the end of the preceding year.

Students who wish to complete a classroom-based Year 13, will be assisted to apply for enrolment in an **adult education centre** such as TAFE (e.g. Box Hill, Swinburne) or a Community House (e.g. Mountain District Learning Centre).

ADMINISTRATIVE PROCEDURES- DET REQUIREMENTS

Before admitting a student, the school will:

- **For students transferring from another Victorian government school**, import student information using CASES21; and provide parents with the Student Enrolment Information Form for validation of student information
- **For students who are new to the government system**, obtain a completed enrolment form.

For all students, the school will:

- collect relevant admission information as above
- provide a privacy notice to the enrolling parent explaining the use to be made of enrolment information.

The school will:

- provide student information for all students transferring out
- receive student transfer information for all students transferring in

When a Victorian government school student has been accepted at another Victorian government school, the transferring school will provide the student's information to that next school.

Important: DET policy states that 'student information' means personal and health information about the student, including achievement information, foreseeable risk and wellbeing information.

Parent consent is not required to transfer student information or records (including SSS/DCS files) to the student's next Victorian government school.

The parent/carer must be informed when the Principal of the transferring school is providing information for a student "at risk". This information will be kept confidential and shared only on a need to know basis. However, the need to know could include teachers, Welfare Coordinator, specialist teachers and SSE staff.

FURTHER INFORMATION AND RESOURCES

Reference:

www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx

Please refer also to the school's:

- Student Transfers

REVIEW CYCLE

This policy, last ratified in March 2017, first developed in this format in February 2019 and will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late February 2018).