

Croydon Community School & OPTIONS
Croydon Community School
(Croydon site) Enrolment
Procedure Checklist



Student: _____

Date: _____

Note: all steps must be completed before the student can commence at CCS

		Initials
Enrolment interest registered with reception.		
School interview and tour conducted with Enrolment Officer or representative.	Individually	
	Group	
Previous school contacted for information.5/19		
Pre-enrolment notes completed.		
Student contacted the school to arrange a trial.		
		Trial date:
Student Trial Agreement completed.		
Student commences ILP with Advisor and parents.		
KTEA testing completed.		
Student meets with wellbeing team.		
Student completes three-day trial.		
Student presents a mini exhibition of their ILP and writes a letter around why they would like to attend CCS.		
Discussion with Advisor, Enrolment Officer and staff re suitability of an ongoing placement.		
Student offered a placement.		
Student not offered a placement.		
Student interview notes completed or information provided by exiting school.		
PSD Funding status confirmed – PSD officer / exiting school / other		
Student information including assessments reviewed by wellbeing psyches with advice provided to advisors.		
Meeting with parents to complete enrolment forms including agreement.		
Confirmed date of commencement		