

ENROLMENT PROCEDURE & POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 870 (2015)***

The Victorian Registration and Qualifications Authority (VRQA) has established minimum standards in relation to *Student Enrolment Numbers, Enrolment Policies and Enrolment Registers*.

RATIONALE

The Currajong School is an independent specialist school catering for primary school aged students who require special education provision for a diagnosed social, emotional or behavioural problem. We offer an alternative educational program for students who have difficulty in engaging in mainstream school. The Currajong program prescribes attendance for approximately three years, with the option of reduced or increased enrolment in consultation with the Principal. Students must have an average to high IQ to benefit from the program and be of primary school age to attend Prep to Grade Six.

This policy is consistent with all applicable State and Commonwealth laws including the *Education and Training Reform Act 2006 (Vic.)*, the *Education and Training Reform Regulations 2007 (Vic.)*, the *Privacy Act* and the *Public Health and Wellbeing Act (2008)*.

PURPOSE

1. To detail the process for determining eligibility for students.
2. To articulate enrolment procedures
3. To ensure transition in and out of the school is successful with orientation opportunities based on individual needs for eligible students, parents and their families

Student information is treated confidentially and managed in accordance with Victorian privacy laws and legislation relating to immunisation.

POLICY

1- Overview of enrolment procedure

Enquiries and referrals may come from child and family agencies, medical and mental health professionals as well as directly from families. Children may also be referred from Government, Catholic and Independent schools or from pre-schools.

Step 1

The first step in the enrolment process is to make an enquiry with the Business Manager on 9571 7869, or through the online portal on the website

There will be a discussion on the eligibility criteria, and documentation, assessments and reports will be requested to be sent for the leadership and allied health teams to read before the initial on-line interview (eg Zoom).

Step 2

Parents/carers are invited to attend an initial zoom interview with the Principal. All relevant professional reports need to be provided before this meeting.

Professionals involved with the child, or a supportive friend or family member may be invited by parents/carers to attend this initial interview if required.

Step 3

The parents/carers and the student is then invited to attend a tour of the school, and a brief informal interview with the prospective student. They will be provided the parent handbook, school documentation and enrolment paperwork to complete to secure a tentative enrolment at The Currajong School.

Step 4

Following the tour, the next step will be for a member of the leadership or allied health team to visit and observe the student at their current setting.

Step 5

The Principal will consider the enrolment of the students and provide the family with the outcome.

If placement is appropriate, an offer of enrolment will be made by the School Principal. An administration fee is required to finalise enrolment or to place a child on a waiting list for enrolment. Children may commence at Currajong at any time during the school year subject to availability of a place.

A report from a psychiatrist or psychologist confirming the need for special education placement, as well as the need for regular treatment or monitoring, is required prior to commencement at The Currajong School.

2- Eligibility

The eligibility criteria for enrolment are as follows:

Severe Emotional Disorder

Children who require special education provision as well as psychiatric or psychological treatment or monitoring in relation to the social, emotional and behavioural problems they are experiencing.

Age

Children should be at least 5 years of age and under 14 years of age during their placement at Currajong. They should be no older than 11 years of age at the time of enrolment.

Intellectual Ability

Children need to be functioning within or above the normal range of intelligence (as measured on a standardised test), in order to be able to benefit from the programs offered at Currajong. As the level of intelligence may be difficult to determine in very young children with social, emotional and behavioural difficulties, such children may be referred on to a more appropriate school placement following periodic review.

Prognosis for Change

There should be positive indicators of the child's ability to sustain changes made and to reintegrate into mainstream education following placement at Currajong.

Parent/carer support and participation

Placement is full-time over a three-year period, which may be extended according to individual need, and is dependent on the age of the child upon enrolment.

Parents and caregivers are required to agree in writing to comply with all school policies and procedures. This includes: timely payment of fees; regular participation in school meetings, such as Student Support Groups and regular communication with staff; advice of new or changing medication; regular sessions with the child's personal psychologist or psychiatrist (see Parent/Guardian Agreement, below).

3- Documentation required

A statement from a psychiatrist or psychologist confirming the need for a specialist education placement - as well as the need for regular treatment or monitoring - is required prior to commencement at Currajong, in order to comply with Australian Government funding criteria. A *proforma* is provided for this purpose.

Copies of official immunisation certificates must be provided prior to enrolment. Immunisation status certificates indicate whether primary students have been immunised against some or all these infectious diseases: hepatitis, diphtheria, tetanus, whooping cough, poliomyelitis, haemophilus influenza type B, pneumococcal, rotavirus, measles, mumps, rubella, meningococcal, chickenpox. Children who have not been immunised are instructed to be kept at home for the recommended period as outlined in the *Department of Health's School Exclusion Table*.

The Currajong School maintains a Register of Enrolments that contains all information as required by the VRQA, including:

- Student name
- Student birth date
- Student address
- Name and contact details of parents/carers
- Date of enrolment
- Date enrolment ceased

At the time of an initial enrolment at school, a Victorian Student Number (VSN) is allocated to a student in the name certified in admission documents. Subsequent enrolments are in the name attached to the VSN.

Student Background Characteristics Data is also collected at the time of enrolment.

4- Transition

Prior to entering the school, the student and parents/carers will participate in an orientation program designed to suit the child's needs.

A Student Support Group (SSG) meeting will be conducted within the first month of enrolment to establish the student's personal, social and academic goals. These inform the student's Individual Learning Program (ILP). Parents, carers and external therapists are welcome to attend the SSG.

The transition process is individually designed to cater for each child's particular needs. A holistic approach to the induction process takes into consideration all

aspects of the child's previous schooling: strengths and challenges, attendance rate, maximum time of successful learning, academic and behavioural ability.

When a student has been allocated to a class, the teacher will meet with the parents regularly to determine an effective and successful transition into school. This may mean the child commences on shortened hours, with time increased in recognition of positive achievement and sense of confidence.

5- Enrolment expectations

Completion of an *Application for Enrolment* and signed agreement undertaking to comply with *Conditions of Entry* as follows:

Payment of a non-refundable administration fee. All fees and levies shall be payable prior to commencement of the child's first term. Unless the School Board determines otherwise, the student may not be permitted to attend school if such fees and levies are outstanding without explanation. Full fees are expected to be paid - The Currajong School does not offer or accept partial fees for students who are on reduced time fractions.

A full term's notice in writing to the Principal is required in the event of withdrawal of a student from the school. Otherwise, payment of a full term's fees is required.

The *Parents'/Guardians' Agreement* (see below) has been completed and signed by both parents/carers.

PARENT/GUARDIAN AGREEMENT

In the event of a child being accepted for enrolment at The Currajong School, parents/carers are required to agree to:

- Co-operate and comply fully with all school policies and practices.
- Acknowledgment that the School reserves the right without recourse, to exclude a student – either on a permanent or temporary basis at the absolute discretion of the Principal & as specified in the terms of the schools Exclusion and Expulsion policy.
- Maintain regular contact with my child's psychiatrist or psychologist, including a full and a **twelve-monthly** review.
- Keep staff informed of all pertinent information regarding personal, educational, psychological and medical details, and advise of any changes to contact or emergency contact information.

- Advise staff of all information relating to medication, including the introduction of new medication or an adjustment to existing medication/s in order that resulting changes in mood or behaviour or other side effects may be properly understood and more closely observed and managed at school.
- Allow their child to participate in all aspects of the school program, including sessions with specialist support staff (e.g. psychologist, speech pathologist).
- Attend Student Support Group Meetings, and information sessions, as well as any other meetings requested by staff.
- Be available, or arrange to have another person available, to collect their child following any incident of physical aggression toward staff and/or other students.
- Comply with the afterschool re-think procedures regarding a student staying after school for behaviours of concern including bullying, physical and verbal aggression.
- Comply with the suspension procedures regarding keeping their child at home for the duration of suspension and ensuring that all work provided at the time of suspension is completed.
- Attend Behaviour Review Meetings post a reset day or suspension to discuss incidents and returning back to school. If expulsion is being considered attend the Behaviour Review meeting to discuss the consideration and provide alternatives.
- Pay the costs of repairs to/replacement of any property that my child deliberately damages.
- Consult and communicate regularly regarding the process of transition from and to mainstream school. We understand that the usual period of enrolment at The Currajong School is approximately three years but may vary according to individual need. We understand that one full term's notice in writing is required before removal of a student from the school or one term's fees and levies will be payable in lieu of such notice.
- Be responsible for the payment of all school fees and levies, which are subject to change from time to time.

DISPUTED PARENT/CARER CONSENT

In situations where there is disputed parent/carer consent in relation to enrolments, parents/carers are responsible for providing the Principal with up-to-date information and documentation relating to relevant Court Orders or informal arrangements that are in place.

It is required that both parents/carers consent to the enrolment and sign the enrolment form. When parent/carer consent is disputed, the Principal will always act in accordance with the best interests of the student and the school community. Parent/carer responsibility falls equally to both parents/carers, considering any court orders, which may include a Parenting Order, a Family Violence Protection Order or a Protection Order.

Should decisions need to be made that relate to a long-term issue about the care, welfare, and development of the child then the following persons can make these decisions:

- The persons with 'parent/carer responsibility' for 'major long-term issues.
- The person who has 'guardianship' of the child.
- The person who has been given responsibility for this decision pursuant to a Court Order or Parenting Plan.

Should a decision relate to other issues about the care, welfare and development of the child then the following persons can make decisions on the child's behalf:

- The person with 'parent/carer responsibility' who is spending time with the child at the time.
- The person who has 'custody' of the child.

EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

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| Approval date: | Approved by: | Next review: |
| October 2021 | School Board | October 2024 |



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.