

North East Flexible Learning Network (WSSC) Enrolment Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the North East Flexible Learning Network on PH: 0429274154 or via email at:

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BACKGROUND

North East Flexible Learning Network is a Victorian government supported inclusion school. The reengagement facilities are operated via Wodonga Senior Secondary College in conjunction with the Department of Education. These schools operate under the DE FLO policy for Victorian Government Schools.

By law in Victoria all children from the age of 6 up until they turn 17 years must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse. School participation maximises life opportunities for children and young people by providing them with a comprehensive educational program and access to support networks. It also helps to develop important skills, knowledge and values that set them up for further learning and active participation in their local community.

Supported inclusion schools are local government schools that have some additional accessibility facilities that assist them to implement a model of education provision and support for a higher proportion of students with a disability among the general student population. Supported inclusion schools also have enrolment policies that allow them to prioritise enrolment of students with disability who live outside the school zone, provided they meet specialist enrolment criteria. These features support students with disability to attend a school closer to home and study alongside students from their neighbourhood.

Purpose

This policy specifies the enrolment criteria for students seeking enrolment at the North East Flexible Learning Network and the evidence required to support applications for enrolment.

Scope

North East Flexible Learning Network is a designated reengagement school with a designated neighbourhood zone (school zone) that covers the NEV Region.

This policy applies to:

- i. students seeking enrolment who live within or outside the school zone; and
- ii. students with disability who live outside the zone and seek priority enrolment under the specialist enrolment criteria.

ENROLMENT CRITERIA AND PRIORITY ORDER OF PLACEMENT

School aged students who reside permanently within the school zone are eligible to enrol at North East Flexible Learning Network. All students who meet the FLO, school criteria and reside permanently within the school zone are guaranteed a place.

Students may also apply for a place at North East Flexible Learning Network if they live outside the school zone. These students may be enrolled if there is sufficient accommodation at the school, or if the request for enrolment aligns with the school's enrolment management implementation plan (if one is in place).

North East Flexible Learning Network

Student Enrolment Policy Rationale

- All students should be enrolled in the most appropriate school to meet their developmental and academic needs.
- The NEFLN is committed to providing a case managed individual educational pathway plan for young people who have stopped attending mainstream school for a variety of factors. Students that have left school and have decided to reengage, or those students that are disengaged from school and not attended for a significant period of time.

Aims

- To guide and support mainstream educational schools in ensuring that they are meeting the needs of the individuals and to ensure that each enrolment is in the student's best interest – which includes the young person's; academic, social and emotional needs, aspirations and abilities.
- To provide an efficient process of enrolment that satisfies the needs of the student and the requirements of the Department of Education and Training.

Policy

- The NEFLN provides a safe, supportive environment for students who have disengaged and stopped attending mainstream schools.
- Target demographics for the NEFLN are students in years 10 to 12 of secondary education. Younger year levels may be enrolled on a case-by-case basis determined by the Campus Principal at each site.
- Students eligible for Program for Students with Disabilities funding will be enrolled along with all other eligible students with consideration being made to the capacity of the school to deliver the best educational program available for each young person.
- For all students from other schools it is expected that a range of support and strategies will have been implemented prior to a referral to NEFLN. It is vital that a mainstream educational facility has exhausted every avenue to support the individual and are unable to engage them in education.

For Example;

- Recorded and monitored attendance, including explanations for absences,

- Attendance management plan,
 - Return to school plan,
 - Scheduled meetings to review strategies,
 - Individual Education Plan (IEP),
 - Record of Student Support Group meetings (SSG),
 - Referral to and ongoing support from student support staff within the school,
 - Consultation with relevant DET regional office multidisciplinary teams, (i.e. SSS, Wellbeing and Engagement, Youth Pathways and Transitions, Navigator and Lookout)
- The NEFLN campuses are not referral schools and do not enroll students that have been expelled.
 - Students who meet the following criteria require Regional Director Approval for enrolment into a NEFLN school; PSD funding, Aboriginal or Torres Strait Islander descent, under the age of 15 years old, involved with the youth justice system, in Out of Home Care (OoHC).
 - The Department of Education and Training Local Area Office will review every enrolment to ensure that there is a clear assessments of the needs of the young person and the referrer is taking all reasonable steps to support the young person within their mainstream enrolment.

Process to Enrol at the NEFLN - Enrolment Steps

1. **Enrolment Enquiry:** Administration to make an appointment with Site Principal with any information received from referrer. Printed a Student File regardless of progression, referral or enrolment (for future records).
2. **Meeting 1 Initial Introduction:** Page 1 of NEFLN Referral Document Completed, Current School Enrolment Information collected or previous school if not enrolled (year level and school name), NEFLN General Information communicated to potential enrolment candidate. Assess Suitability for Referral. Where appropriate: Site Tour conducted, send candidate home to think about educational options and invite them to call back after they have made a decision (overnight minimum).
3. **Referrer Calls Back:** Admin to book second appointment with Site Principal, Admin to email DET for School Enrolment History information via yvr@education.vic.gov.au Appointment reference and enrolment history placed in student file.
4. **Request Information:** Request Area information from Area Manager and School Information from current or previous school.
5. **Meeting 2 Review of Suitability:** Review of Referral Information, Completion of NEFLN Referral Document, Cross reference with DET FLO guidelines, Answer questions presented.
6. **Enrolment Outcome:** Site Principal to consider all information provided and to determine whether an enrolment is appropriate.
7. **1 Week Wait:** Admin to book meeting three.
8. **Meeting 3 Outcome Delivered:** This meeting is for the Site Principal to communicate enrolment decision. If enrolment is progressing, to complete Enrolment Paperwork or if declined, discuss other educational and pathway options to offer support to the young person. If declined other appropriate educational and pathways options discussed and documented on student file for future records.

9. **Online Approval:** If enrolment is approved for the student DET FLO Referral is completed online. Wait to gain Regional approval or from RD if one of the extra 5 criteria are met.
10. **Processing:** After approval administration to send enrolment forms to WSSC for processing.

Internal Allocation Process

- a. **Internal Allocation Process:** Site Principal to allocate to Learning Mentor. Learning Mentor to organise a meeting with the student and family. Prior to meeting Site Principal and Learning Mentor discuss the enrolment, timetable, subject selection moving forward. Site Principal conducts introductions at meeting and soft handover to teacher. Teacher completes Timetable, Subject Selection and begins IEP.

Implementation

- Parents/guardians are responsible for providing current and correct enrolment details for the duration of a student enrolment.
- Each student enrolled will undertake a period of individualised induction where the student is supported through meetings with their Mentor teacher. These meetings will orientate the student to the expectations of the school and for the school to better understand and cater for the individual learning needs of the student.
- Student Support Group Meeting is convened twice per term for all students; to share information, explore strategies and set goals for the young person's education.
- Input from other professionals such as therapists, medical professionals, and support workers who are working with the young person is also sought both within the SSG and through Care Team or Professionals Meetings.
- Enrolments will only be considered when students are unable to return to mainstream schooling at this point in time.
- Students must be willing to be involved and fully committed to the NEFLN learning environment and agree to work co-operatively and non-violently with other students and staff.
- Enrolments will only be considered where all other appropriate educational options have been exhausted and re-integration into school is no longer feasible.

Evaluation

This policy will be reviewed as part of the school's review cycle in line with Department of Education and Training policy and guidelines. This policy is also in accordance with the Department of Education and Training's Flexible Learning Options (FLO) policy, procedure and enrolment portal.

Specialist enrolment criteria

The following specialist enrolment criteria have been specified and approved by the Regional Director, North Eastern Victoria Region (as the Minister's delegate), under the FLO policy on Victorian Department Policy and Advisory Library. For more information, see [Flexible Learning Options \(FLOs\): Policy | education.vic.gov.au](https://www.education.vic.gov.au/flexible-learning/policy/Pages/flexible-learning-policy.aspx)

Applications from out-of-zone students with disability who do not meet the above criteria may be prioritised on a case-by-case basis by the region, in consultation with the principal, considering the student's education and support needs. Such applications can only be prioritised with approval from the Regional Director, North Eastern Victoria Region (or delegate). For more information, see [Enrolment in specialist schools](#).

Students at risk of disengagement should be referred to a FLO only in the instance where their needs are not able to be met in mainstream school, and where in-school strategies and interventions (such as access to specialist services and classroom differentiation) are unsuitable or have proven to be ineffective. Students may be considered at risk of disengaging based on the following indicators:

- low or non-attendance
- literacy and/or numeracy outcomes
- behaviours of concern
- a history of school exclusion.

The student should present, at a minimum, multiple indicators that they are at high risk of disengaging from education or are already disengaged from education.

FLOs should be considered as a short-term intervention and the focus should be on supporting the student to return to mainstream school, or into further education, training or employment.

For detailed guidance on eligibility, refer to: [Flexible Learning Options Mandatory Guidelines and Procedures](#).

Specific additional approval is required by the regional director for referrals of students who:

- are under 15 years of age
- are being referred following an expulsion
- are in out-of-home care
- have been involved in the youth justice system
- identify as Aboriginal/Torres Strait Islander, or
- are eligible for funding under the [Program for Students with Disabilities \(PSD\)](#) or Disability Inclusion Tier 3 funding (DI Tier 3).

A referral is not required for:

- flexible learning government schools
- other flexible learning settings and arrangements not in scope (refer to [Scope and definitions of FLOs](#)).

For further information on referral considerations and processes, refer to the [Flexible Learning Options Mandatory Guidelines and Procedures](#).

Priority order of placement

If there is not sufficient accommodation to accept all applications from students living outside the zone, North East Flexible Learning Network will prioritise applications in line with their enrolment

management implementation plan (if one is in place). In the absence of an enrolment management implementation plan, North East Flexible Learning Network will manage enrolment applications in accordance with the following priority order of placement:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. students who meet the specialist enrolment criteria outlined above
3. all other students in order of closeness of their home to the school.

If there is not sufficient accommodation to accept all applications from students who meet the specialist enrolment criteria (once in-zone and out-of-zone sibling enrolments have been confirmed), these applications will be prioritised in order of closeness of their home to the school.

North East Flexible Learning Network may stop prioritising applications from out-of-zone students who meet the specialist enrolment criteria if the total number of enrolled students with disability who require extensive adjustments¹ exceeds 10% of the current student population. This will ensure that North East Flexible Learning Network can continue to offer the highest quality education and support for all students, including students with disability. Should this condition come into effect, all applications from students who live outside the zone (including those who meet the specialist enrolment criteria) will be prioritised in line with the department's [Placement Policy](#).

Verification of permanent address

When assessing enrolment applications under the priority order of placement, North East Flexible Learning Network may ask for supporting documentation to assist them in verifying a student's permanent residence. For more information, see [Determining permanent residence](#).

Enrolment on compassionate grounds

In exceptional circumstances, the Regional Director North Eastern Victoria Region may approve a student enrolment at North East Flexible Learning Network based on compassionate grounds. This is an overarching consideration and does not form part of North East Flexible Learning Network's enrolment criteria or priority order of placement. Further advice and support when considering applications on compassionate grounds is available on the [Policy and Advisory Library](#) and from regional staff.

APPEAL PROCESS

Parents/carers can appeal against the decision not to approve an enrolment at North East Flexible Learning Network. This can occur in relation to enrolments at any age or year level. Further information on appeals can be found at [Appealing enrolment decisions](#).

POLICY REVIEW AND APPROVAL

Policy approved by	Principal July 2023
Next scheduled review date	July 2027

