North East Flexible Learning Network 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: [brad.hearn@wssc.vic.edu.au](mailto:brad.hearn@wssc.vic.edu.au)

# Purpose

The purpose of this policy is to specify the enrolment criteria for students seeking enrolment in the North East Flexible Learning Network (NEFLN), operated by Wodonga Senior Secondary College, offered at the following campuses:

* **Benalla campus**

50 Barkley Street, Benalla VIC 3673

* **Seymour campus**

50 Tallarook Street, Seymour VIC 3660

* **Shepparton campus**

100 Wilmot Road, Shepparton VIC 3630

* **Wodonga campus**

4 Bowman Ct, Wodonga VIC 3690

# Policy

## About NEFLN

The four NEFLN campuses are standalone flexible learning option (FLO) campuses of Wodonga Senior Secondary College that provide a flexible learning program to support students in the Goulburn and Ovens Murray Areas who are at high risk of disengaging, or have already disengaged from education. The FLOs offer highly individualised learning and have a strong focus on providing holistic support for a student’s wellbeing and their engagement in education.

### Values

Our key values are Respect, Resilience, Reliability, Resourcefulness

### Mission statement

To provide students with an educational option that builds confidence, aspiration and skills to enable a transition to mainstream education, further education or employment. Our education community supports our students to:

* Be confident, capable and self-motivated.
* Be comfortable living in a world of diverse people, cultures, and beliefs.
* Be respectful, tolerant and act with empathy.
* Make meaningful contributions to the local and global community.
* Be critical and creative thinkers.
* Respond positively and appropriately to change and challenges.
* Set high expectations for themselves and strive to meet them.
* Be a safe and confident user of evolving technologies.
* Be aware of pathways and career opportunities and successfully access these.
* Have a strong sense of agency and self-efficacy.

## Eligibility criteria

Students at risk of disengagement should be referred to NEFLN 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
* Low literacy and/or numeracy outcomes
* A history of school exclusion
* Diagnosed or suspected medical or mental health issues
* Behaviours of concern

The student should present, at a minimum, multiple indicators that they have 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. As a minimum, schools must have implemented a staged response over a considerable period. It is expected that a range of supports and strategies will have been implemented prior to a referral. Evidence must be provided that a school has exhausted every avenue to support the individual and that the student is unable to engage in their education. Examples of such evidence include:

* 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/wellbeing staff within the school
* Consultation with relevant Department of Education regional office multidisciplinary teams, (i.e. SSS, Wellbeing and Engagement, Youth Pathways and Transitions, Navigator and Lookout)
* Consultation with external relevant agencies such as DFFH and DoJ
* Reasonable adjustments for students with disabilities
* Careers and pathways planning

Enrolments are targeted at students in Y10 – 12 of secondary education. Younger year levels may be enrolled under extenuationg circumstances on a case-by-case basis determined by the campus principal at each site in consultation with the regional office.

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 it can be demonstrated that:

* All possible supports has been provided to assist the student to remain in mainstream school
* Attempts have been made to involve other professionals from outside the school community
* All other appropriate mainstream educational options have been exhausted
* Reintegration into mainstream school is not feasible at the moment due to a history of disengagement or irretrievable breakdown of the student-school relationship
* There is a clear indication that the NEFLN program will benefit the student.

The referral of a student to NEFLN must always be agreed between the current enrolled school, the student, their family or carer and the FLO campus staff, and must first and foremost consider the best interest of the young person.

The Department of Education regional office will review every referral to ensure that the student’s educational needs are adequately assessed, and the referrer has taken all reasonable steps to support the young person to engage in a mainstream school enrolment.

Students who meet the following criteria require Regional Director Approval for enrolment into NEFLN:

* Are under the age of 15 years
* Are referred following an expulsion
* Are in Out-of-Home Care (OoHC)
* Have been involved in the youth justice system
* Identify as Aboriginal or Torres Strait Islander
* Are eligible for funding under the program for Students with Disabilities and Disability Inclusion Funding

All referrals must be made by the NEFLN staff through the online referral approval system for either local area approval or regional director approval.

If the referral is successful, the student’s enrolment including the pro-rata SRP will be transferred from their current enrolled school (if applicable) to Wodonga Senior Secondary College.

For detailed guidance on eligibility, refer to [Flexible Learning Options - Mandatory Guidelines and Procedures](https://www2.education.vic.gov.au/pal/flexible-learning-options/guidance).

# Student Support

* 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.
* A 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.

# Communication

This policy will be communicated to our school community in the following ways:

* Made publicly available on NEFLN’s website: [Enrolment Process | NEFLN](https://www.nefln.vic.edu.au/enrolment-process/)
* Made available in hard copy from each FLO campus upon request

# Further information and resources

This policy should be read alongside and in conjunction with the following Department of Education policies:

* [Enrolment](https://www2.education.vic.gov.au/pal/enrolment/policy)
* [Exemption from School Attendance and Enrolment](https://www2.education.vic.gov.au/pal/exemption-school-attendance-and-enrolment/policy)
* [Flexible Learning Options (FLOs)](https://www2.education.vic.gov.au/pal/flexible-learning-options/policy)
* [Schools’ privacy policy](https://www.vic.gov.au/schools-privacy-policy)

# Policy Review and Approval

|  |  |
| --- | --- |
| Policy last reviewed | April 2025 |
| Approved by |  |
| Next scheduled review date |  |