



## VIC-EDU-P-013 Enrolment Policy

### Background

MacKillop Family Services, a Catholic community service agency formed in 1997, continues the work undertaken by the Sisters of Mercy, the Christian Brothers and the Sisters of St Joseph. The values that underpin our work are: Justice, Hope, Collaboration, Compassion and Respect.

MacKillop Education exists to support, foster hope and promote justice for children, young people and their parents/guardians or carers, particularly those who are marginalised and who experience distress, disadvantage and abuse.

MacKillop Education provides support to children and young people disengaged from learning, and we implement the ReLATE Framework in our trauma-informed model of teaching and learning.

### Enrolment Criteria

MacKillop Education offers programs to children and young people from Catholic, Government and Independent Schools who:

- Have an identified disability (cognitive, social or emotional).
- Are disengaged or who are at risk of disengaging from education.
- Are identified as having mental health challenges, including anxiety and depression.
- Have a history and/or ongoing experience of trauma that impacts on their learning.

Our educational philosophy promotes the integration of learning and wellbeing and we focus on developing knowledge, skills and understanding in the following spheres: academic learning, social learning and emotional learning. We are aspirational in our work with young people and strive to enhance the educational outcomes for all those who participate in our programs.

MacKillop provides a flexible learning environment, where Individual Education Plans and Student Safety Plans are developed to cater for the needs of each young person. Teacher-student ratios are 1: 8 in the School Program. Our young people often have diverse and complex needs which, at the time of enrolment, are not able to be catered for in a mainstream setting.

The intention is for our young people to return to mainstream education and we work collaboratively with parents/guardians or carers and the Host School or agency, throughout the student's enrolment, to implement this goal. In some cases, it will be appropriate that the student remains at MacKillop, in which case, he/she will be supported by the Host School or agency to explore alternative options, in preparation for future pathways.

**MacKillop Schools are not Special Schools and we would refer on to this learning environment, as required.**



## Referral and Enrolment Procedures

If you feel that a student from your system, school or agency would benefit from our setting, we encourage you to follow the procedure outlined below.

### 1. Read the Enrolment Policy

The Enrolment Policy outlines the criteria that will determine a student's eligibility, the referral and enrolment process, the support that will be provided during transitions and the collaborative partnership we establish with parents/guardians or carers and Host Schools.

### 2. The Referral Forms

These forms, must be completed, in full, by the Host School or agency and parents/guardians or carers. When the referral forms are submitted, we also require a copy of the student's:

- School Report
- Attendance Record
- Medical or Professionals Assessments and Reports

### 3. Enrolment and Consent Forms

All forms will be completed, following the Referral Interview, and must be signed by the legal parents/guardians or carers.

## Timeline for Enrolment

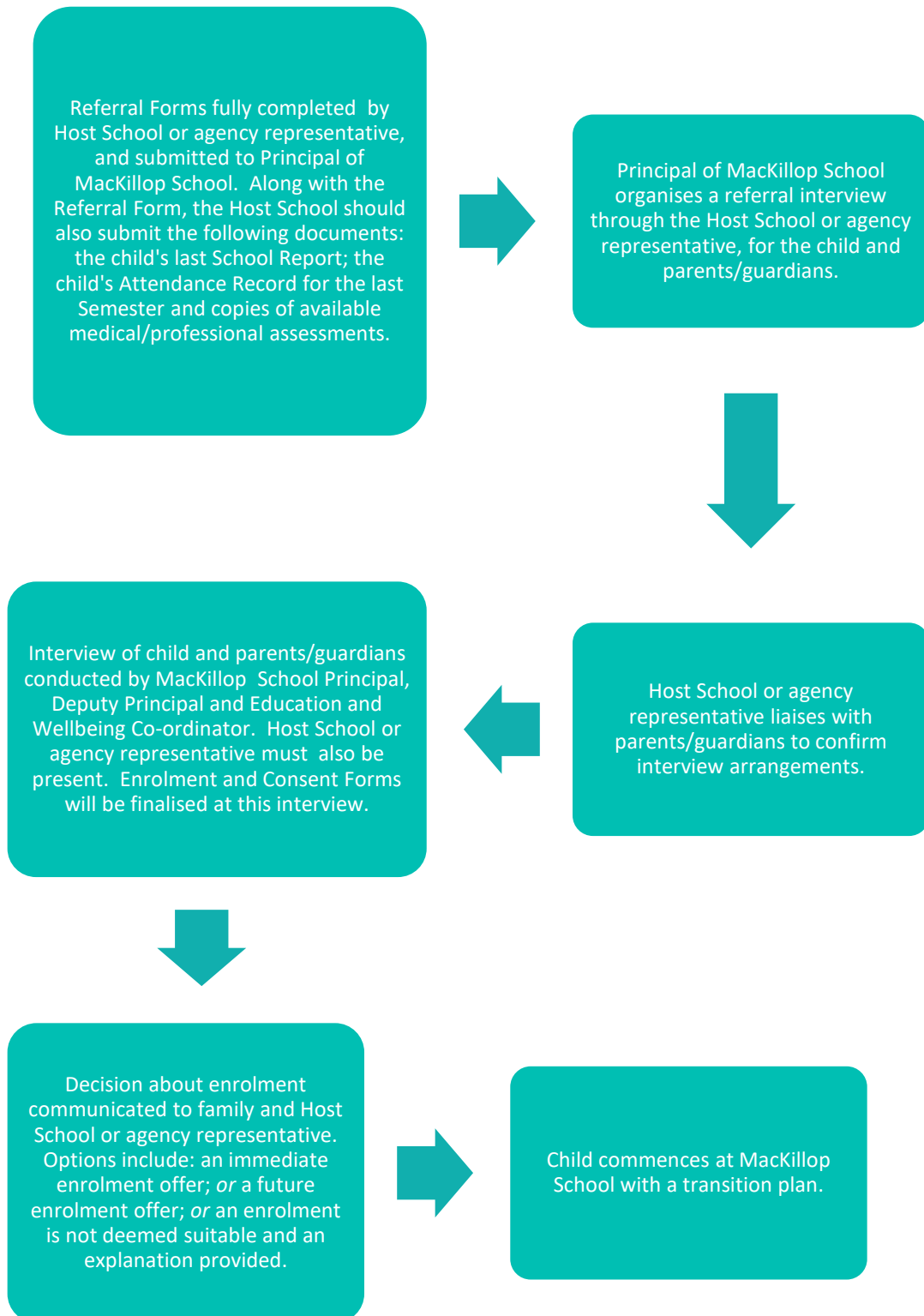
Referrals to MacKillop School can be made at any time throughout the year. Please complete the Referral Forms and relevant documentation on-line and forward to:

[MacKillopEducationPrincipals@mackillop.org.au](mailto:MacKillopEducationPrincipals@mackillop.org.au)



## Referral and Enrolment Process

The following outlines the referral and enrolment process and the person/s responsible for each of the actions:





## Transition

To ensure that the student is well-supported in the process of **transitioning to MacKillop School from the Host School** the following process will be implemented:

- A transition plan will be developed in collaboration with the parents/guardians or carers and Host School.
- Individual Sessions will be scheduled with:
  - The Education and Wellbeing Co-ordinator
  - The Deputy Principal and/or the Principal
  - The Key Teacher
- An individual timetable will be finalised and communicated to parents/guardians or carers and Host School. This will be monitored, to ensure increasing levels of engagement
- An Individual Education Plan will be developed
- A Safety Plan will be developed
- Initial Testing and Survey will be completed

If the student is ready to return to the Host School, if this is decided to be the best pathway, and to ensure that the student is well-supported in the process of **transitioning from MacKillop School to the Host School**, the following process will be implemented:

- The Host School will attend meetings with MacKillop, to confirm transition arrangements and support.
- A transition plan will be developed in collaboration with the parents/guardians or carers and Host School
- MacKillop will provide some initial support during the transition process
- MacKillop will be available to provide support to relevant staff at the Host School, on request from the Principal
- The capacity of the student to engage successfully with the transition process will be monitored and adjustments to the transition plan will be made, as required

## Partnership with Host Schools

The information below will be helpful as we commence our collaborative relationship to support students when they are referred to MacKillop Education by the Host School or the child's parent/guardian, and we have accepted an enrolment offer at one of our specialist school settings:

MacKillop School works collaboratively with Host Schools to enhance the educational outcomes for all students. If a student is enrolled at MacKillop School, the Host School or agency representative will continue to be a critical support person and will remain involved in the following ways:

- The Host School makes a commitment to support the student, by attending the initial Referral Meeting and attending scheduled Student Support Group Meetings, during the child's enrolment at MacKillop.
- The Host School will de-activate the students enrolment, while the child is attending MacKillop and will then reactivate his/her enrolment, if the child returns to the Host School.
- Attendance at Care Team Meetings, as required
- Contribution to, and support of, Transition Plans into MacKillop and back to Host School
- If the student does not return to the Host School, they will support the parents/guardians or carers to access enrolment at a suitable secondary school

If you have any queries, regarding these expectations and requirements, please do not hesitate to contact the Campus Principal. We look forward to working together to ensure enhanced learning outcomes for any student you refer to our school.

## Transport

It is the responsibility of parents/guardians to transport the student to and from the school. As a flexible learning environment, transition arrangements and timetables are developed in consultation with parents/guardians to cater for the needs of individual students. Parents/guardians or carers are required to transport children to and from the school to support the timetable developed. If required, the Contact Person needs to be available to collect the child, when there is concern about child safety.



### Approval and Review Details

<b>Approval and Review</b>	<b>Details</b>
Approval Authority	<a href="#">Group Director, The MacKillop Institute and MacKillop Education</a>
Approval Date	3 March 2023
Advisory Committee to Approval Authority	<a href="#">MacKillop Education Leadership Team</a>
Next Review Date	1 December 2023
Version	1