



# VIC-EDU-P-013 Enrolment Policy

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## 1. Policy Scope

This policy applies to all MacKillop Education (MacKillop Specialist School) campuses. The information is provided to assist parents/guardians/carers (referred to as guardians), referrers, Host Schools and school staff to understand the MacKillop Education enrolment process.

## 2. Policy Outline

### Context

Our values of respect, hope, justice, compassion, and collaboration inform the quality of relationships we establish and all that we do to ensure our learning community is a place of welcome and safety. MacKillop Education celebrates diversity, and we are committed to inclusion, so that every student, regardless of race, religion, culture, gender identity or personal circumstances, including barriers to learning, can access education and experience success.

Our model, Reframing Learning and Teaching Environments (ReLATE), supports our trauma-informed practice and highlights the critical partnership between students, guardians, and staff, as we work together, to enhance the learning outcomes for every child.

### Purpose

This policy ensures that all MacKillop Education school campuses maintain enrolment consistent with the school's mission and the requirements of the Victorian Registration and Qualifications Authority (VRQA).

### Principles

The following principles underpin this policy:

- MacKillop Education school campuses are established for children and young people who are disengaged, or at risk of disengaging from, mainstream education.
- MacKillop Education prioritises enrolment of children who have experienced complex trauma, are poor or disadvantaged, are considered most at risk, and/or whose needs are currently unable to be met by their Host School.
- By enrolling their child at MacKillop Education, guardians enter a partnership with the school to promote and support their child's education. It is the responsibility of guardians to support the school in furthering the spiritual and academic life of their child.

## 3. Procedure

### Enrolment Criteria

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

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

## Enrolment Objectives

MacKillop Education’s philosophy and ReLATE education model promotes the integration of learning and wellbeing with a focus on developing knowledge, skills and understanding in the spheres of academic learning, social learning, and emotional learning.

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 usually 1:8 (maximum 1:12) so that individual learning modifications can be applied effectively.

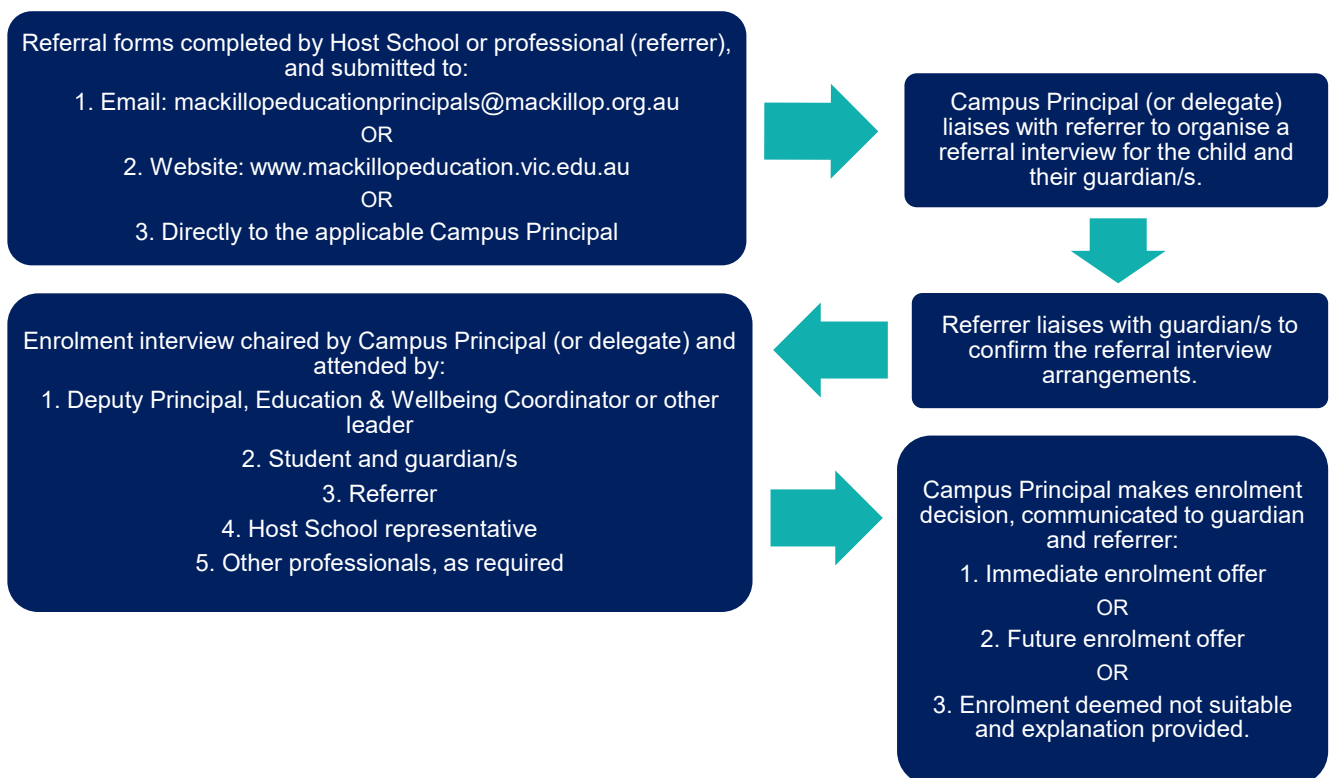
The intention is for our young people to return to mainstream education, and we work collaboratively with guardians, professionals, and the Host School, throughout the student’s enrolment, to implement this goal. In some cases, it will be appropriate that the student remains at MacKillop Education to complete their schooling.

MacKillop Education strives to maintain full enrolment capacity. New students will be enrolled throughout the year as places become available following students transition from MacKillop Education to their Host School, a new education setting or an alternative pathway.

**MacKillop Education schools are not ‘Special Schools’ and we would refer on to such learning environments, as required.**

## Enrolment Process

The following diagram outlines the referral and enrolment process:



## Referrals for Enrolment

Referrals can be made via email or through the MacKillop Education website at any time throughout the year. Referrals are placed on a waiting list until a vacancy becomes available.

## **Enrolment Interview**

At the enrolment interview, the focus is on understanding the student and their learning needs. Additionally, it is an opportunity for the student and their guardian to understand the school, so as to make an informed decision on enrolment.

## **Enrolment Decision**

The following factors will be considered when determining whether the school accepts the enrolment:

- The educational and social and emotional needs of the student
- The capacity of MacKillop Education to meet the needs of the student
- Whether the student is currently attending school
- The distance between the school and the students place of residence
- Whether the student has previously attended a MacKillop Education school.

Some intervention programs offered by MacKillop Education have explicit entry requirements in addition to the above.

Following the Enrolment Interview the applicant will be advised of one of the following outcomes:

- Immediate enrolment offer
- Future enrolment offer
- That enrolment at MacKillop Education is deemed not suitable for the student (with reasons provided).

## **Termination of Enrolment**

Termination of enrolment due to the relationship between the school and guardian/s having irretrievably broken down is outlined in the *VIC-EDU-P-051 Guardian Code of Conduct*.

In all circumstances where termination of enrolment is being considered, matters shall be dealt with in an open, just and measured manner, and the student and guardians will be treated with respect and fairness.

## **Complaints Regarding Enrolment**

Complaints or appeals regarding the enrolment process or termination of enrolment should be communicated and handled as outlined in the *VIC-EDU-P-005 Complaints Policy*.

# **4. Responsibilities**

## **MacKillop Education**

Once enrolled, MacKillop Education will ensure the student is supported in their transition by:

- Developing a transition plan in collaboration with the student and their guardian/s
- Scheduling orientation sessions, prior to classroom commencement, with the:
  - Principal and/or Deputy Principal
  - Education & Wellbeing Coordinator
  - The Key Teacher
- Conducting an initial academic assessment and preparing an Individual Education Plan and Safety Plan, prior to classroom commencement

- Preparing an individual transition timetable that is monitored and reviewed, with the guardian/s, to ensure increasing levels of engagement.

## Host Schools

All students enrolled at MacKillop Education in years Foundation - 10 must have a Host School who are committed to accepting the student when and if they return to mainstream education. If required, the referrer should assist the guardian in enrolling at a suitable Host School prior to commencement.

Once enrolled at MacKillop Education, the Host School will support the student by:

- De-activating the student's enrolment but commit to re-activating the enrolment should the student return to the Host School
- Sharing information that is helpful in supporting the student's learning and wellbeing
- Attending Student Support Group meetings for the duration of the student's enrolment
- Attending Care Team and Professionals meetings, as required
- Providing the opportunity for the student to participate in NAPLAN at the Host School if the guardian chooses for their child to participate
- Collaborating during transition planning, when the student is returning to the Host School or another education setting, refer to *VIC-EDU-P-049 Student Transition to Host (or New) School Procedure*
- Assisting the student's guardian to access enrolment at another suitable Host School if required (e.g., transitioning from primary to secondary school) or if the guardian chooses to transition back to another school.

## Guardians

Guardians are required to commit to the following responsibilities on enrolment:

- Completing the Enrolment Form and other permissions, as well as read, sign, and agree to applicable policies and procedures on commencement and annually, as required
- Being prepared to support the school in educating their child, as well as adhering to the expected behaviours outlined in the *VIC-EDU-P-051 Guardian Code of Conduct*
- Advising the Campus Principal of any court orders or custodial arrangements that may exist in relation to their child and provide a copy of orders and any subsequent changes to the school
- Providing accurate medical information and advising MacKillop Education of any changes as they occur
- Providing MacKillop Education with two emergency contacts, in addition to the guardian/s, and advise of changes as they occur
- Transporting their child to and from MacKillop Education, as required by their timetable. The guardian/s or an emergency contact must be available to collect the child if there is a safety concern.

## 5. Related legislation, policy, guidelines and resources

- Australian Government - Interstate Data Transfer Note for non- government schools Legislation and standards
- Child Wellbeing and Safety Act 2005 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005 (Cth)
- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Equal Opportunity Act 2010 (Vic.)
- MacKillop Education Enrolment Form

- Privacy Act 1988 (Cth)
- VIC-EDU-P-005 Complaints Policy
- VIC-EDU-P-049 Student Transition to Host (or New) School Procedure
- VIC-EDU-P-051 Guardian Code of Conduct Guardian Code of Conduct
- Victorian Registration and Qualifications Authority (VRQA) minimum standards for schools

## 6. Approval and Review Details

This policy is available on the MacKillop Education website.

Approval and Review	Details
Approval Authority	Group Director, The MacKillop Institute and MacKillop Education
Approval Date	12 December 2023
Recommended to Approval Authority by	MacKillop Education Leadership Team
Next Review Date	1 December 2026
Version	2