

South East Network – Youth+ Enrolment Policy – Vic Only

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Drafted by	Network Principal	Approved by	NP/CP/HoC
Responsible person	Network Principal	Scheduled review date	December 2018

Introduction

Youth+ Flexible Learning Centre’s offer an inclusive specialist secondary school setting for young people who are disengaged or are at imminent risk of disengaging from mainstream education. Where a young person has been identified as being particularly vulnerable, extra measures will be taken as required in order to support their positive engagement in the school community.

Purpose

The purpose of this policy is to describe the parameters in which young people may enrol at Youth+ Flexible Learning Centres. This policy complies with all applicable State and Commonwealth laws.

Policy

Youth+ Flexible Learning Centres accept enrolments from young people of all genders, language, cultural, ethnic and religious backgrounds, with particular sensitivity to Aboriginal culture and young people from backgrounds of socio-economic disadvantage.

The young people who enrol at Youth+ Flexible Learning Centres have typically experienced one or more significant and complex educational, social, developmental, psychological, health, legal or familial situations that necessitate numerous educational adjustments to enable meaningful learning to occur. Often, these young people are residing in out of home care, are involved with juvenile justice, are young parents, experience significant physical or mental health concerns or illicit substance dependence, or may be adversely affected by homelessness, poverty, or refugee experiences. Youth+ Flexible Learning Centre’s are able to enrol and support young people between the ages of 12 and 25.

AUTHORISATION

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 Network Principal, Youth+
 December 2017

Responsibilities

It shall be the responsibility of the **Network Principal** (or a delegated authority) to implement this policy and to monitor its performance.

It is the responsibility of **Head of School or Head of Campus** to ensure that:

- They are familiar with this policy; and
- They ensure all relevant staff are aware of, understand and apply this policy when appropriate.

Procedures for Flexible Learning Centres

Definitions

Mature Minor: A young person with sufficient maturity and intelligence to understand the nature and effect of a decision, and has the capacity to make the decision on their own behalf.

In order to enrol at Youth+ Flexible Learning Centres, a young person and their legal guardian will both demonstrate an understanding of the specialist nature of the school and provide consent to the enrolment. The young person must also be deemed to be disengaged or at risk of disengaging from other secondary education settings, as indicated by factors such as:

- prolonged non-attendance or very low attendance;
- expulsion or repeated suspensions;
- recent incarceration; and
- failure to transition from primary to secondary school.

Enrolment meetings are held in order to assess a young person's needs and educational aspirations in the light of the above criteria, and to assess the Flexible Learning Centre's current capacity to meet those needs. The young person's right to study will be confirmed at the point of enrolment.

Consent and decision making responsibilities to enrol a young person

In determining who is responsible for making specific decisions relating to enrolment for a young person, the principal or relevant staff member should consider the following;

- Whether the young person is an 'adult' (18 years or older) or a 'mature minor'. If so, the young person can make their own decisions in all areas of the school, including consent to enrol.
- If the young person is not an adult or a mature minor, the following people are responsible to consent for the young person to enrol.
 - Persons with parental responsibility for a 'major long term issue'
 - Persons with guardianship
 - Persons allocated this responsibility pursuant to a Court Order or Parenting Plan.
 - Persons who are carers under an informal Carer Statutory Declaration- found here: <http://www.education.vic.gov.au/Documents/school/principals/spag/safety/informalcarerstatdec.pdf>

Summary table of information collected at enrolment

Consent	A signature of -A young person, if they're an adult or deemed a mature minor. -A young person, if they're 15 and living independently. -A parent as defined in the family law act 1975 *note that in the absence of a court order, each parent of a child who is not 18 has equal parenting responsibility. -An informal carer, with a statutory declaration.
Student identification: name, birth date and address	If the young person is Australian born, a birth certificate or equivalent. If the young person is non Australian born, a passport or travel document such as a visa or Immicard.
Parent/guardian/informal carer details	Name and contact details of parent/guardian/informal carer if applicable.
Emergency telephone numbers	Name and contact details of who to contact in an emergency
Date of enrolment	Date of enrolment at the FLC
Educational History	Date of exit from previous school, and any relevant information from previous education and year level.
Medical history	Details of medical or other social, emotional or behavioural conditions for which the child may need special assistance or adjustments to participate safely and fully in the learning program.

The above information is gathered through the young person enrolment pack. Original hard copies of student enrolment forms and supporting documentation are stored on site in a locked filing cabinet.

Year Levels

As many of the young people who enrol have gaps in their education, our classes are based on ability, and not age. During the enrolment an induction process, previous school records and initial testing (such as BKSB) is used to make a determination regarding the approximate year level of each young person.

Review

This policy will be reviewed and updated on an annual basis, or as major changes arise.

Supporting Documents:

- Education Act 1994
- Australian Education Act 2013
- Procedures for Development and Dissemination of Local School Enrolment Policies: Secondary Schools. CEOM Policy 2.4
- Decision Making by Mature Minors. Department of Education and Training.
- Decision Making Responsibilities of Students. Department of Education and Training.