

Enrolment Policy - Y Community School

1. Purpose:

The Y Community School is committed to ensuring that students are enrolled in the school in a manner that is fair and transparent. In achieving this standard, the school will ensure comprehensive and accurate information is provided to parents as they enter into an enrolment agreement or contract with the school.

The school is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.

This policy sets out the principles and framework governing the basis on which students are admitted to the school. The policy, together with the policy implementation documents listed in sections 6 and 7, should be read and understood by parents and those responsible for implementing the policy.

2. Principles:

- Enrolment processes will be fair, transparent, and supportive.
- Prospective students and their parent(s) will be provided with sufficient information to make an informed decision as to whether the school is the right educational option for them.
- Information requested of students is collected so the school can make informed decisions as to the appropriateness of this setting for individual students and to enable the school to provide the required supports and adjustments needed by students commencing at the school.
- The school will make reasonable adjustments within the meaning of the disability discrimination act to ensure all students are supported to access educational opportunities.

3. Scope:

This policy applies to the YMCA Whittlesea Youth and Community Services LTD, all staff working at the Y Community School, students seeking enrolment, their parents, support workers and agencies seeking to support the enrolment at Y Community School.

Please note: This policy does not apply to enrolment in programs and activities run by Y Whittlesea which are not part of the Y Community School.

4. Definitions:

- **'The Y' 'Y' or 'Y Whittlesea':** refer to YMCA Whittlesea Inc and YMCA Whittlesea Youth and Community Services LTD
- **Staff:** Any person performing duties on behalf of the Y Community School be they an employee, volunteer, trainee or contractor.
- **School:** refers to the Y Community School noting that the legal entity through which the school is registered is YMCA Whittlesea Youth and Community Services LTD.
- **Parent:** The term parent is used to refer to parent(s), and legal guardians. In the case of students who are adults or who have been deemed to have independent status the parent refers to the student and they should sign this agreement in their own right. There may be instances where a disengaged young person resides with an adult carer who does not have legal status as their legal guardian. In this instance, where all reasonable attempts to contact a parent have been undertaken, and an Informal Carer Statutory Declaration has been completed, that carer may sign documents in the place of the parent.
- **Admission:** The point at which a young person who has applied to enrol at the school is accepted and has completed all required documents and processes and is ready to commence attendance at the school.
- **Enrolment Agreement:** The agreement between the parent(s), student and Y Whittlesea which defines the roles and responsibilities of these parties.
- **Enrolment Register:** The record maintained by the school showing the details of all students enrolled at Y Community School.
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5. Policy:

The Y Community School is established to provide educational opportunities for young people who are disengaged or at risk of disengagement from mainstream schooling. This includes students who are not attending school, have low attendance, or are attending school and whose low engagement is jeopardising their success at school. Our vision is to provide an education which engages and inspires young people who have previously been disengaged from education.

5.1 Criteria for selection and admission:

Selection and admission will be based on an assessment of each student's circumstances including:

- Their level of disengagement and the factors contributing to or arising from that.
- Their capacity and willingness to join the school community.
- The school's ability to provide for a student's needs.
- Considerations regarding the safety and wellbeing of other students and staff, especially where there are known risks to the safety of existing students.
- Availability of places in the relevant program groupings.

An assessment based on these criteria will be undertaken based on the information provided through the application and selection process.

The school has limited places and will prioritise admission for those students demonstrating the greater need in line with the criteria above.

5.2 Application, selection, and admission process:

The application and selection process gathers relevant information regarding the young person seeking admission, their needs, strengths and interests, and any barriers to be addressed. The purpose of gathering this information is to ensure that students offered admission are appropriate to the purposes and setting of the school and to assist the school in meeting that young person's needs as best possible through individual planning and support.

In recognition of the possible barriers for young people and families the approach taken to the process below should be flexible in that the means of contact and information gathering should meet, as far as practicable, the needs of the young person and family. Questionnaires and information gathering may occur through provision of questionnaires to parent's / guardians either digitally or in hard copy, or via interview, either in-person or remotely, via phone, videocall etc. Information will be recorded in the relevant template.

In recognition of the needs of disengaged young people, applications for admission may be received at any time and will be processed on receipt. Where an application is received at a time when the school is at capacity the young person and their family will be advised of this and may opt to continue the process, be placed on the waiting list or seek other alternatives. The information gathering specified below is not a requirement of being placed on a waiting list although parents will be advised that engaging in this process may streamline admission should a place become available.

The process is set out below.

1. Initial enquiries and applications for admission may be made via a referral process from a school at which the young person is currently enrolled or has recently left, through youth workers and community service agencies, or by direct application by a parent or guardian or the young person themselves.
2. On receipt of an initial enquiry the parent will be provided with
 - A Parent / Guardian Questionnaire.
 - A Prospective Student Questionnaire.
 - Permission to share and obtain information form.

Where the young person is independent or there is sufficient information to deem that young person an independent minor, they will be provided with the forms above excluding the Parent / Guardian Questionnaire.

3. On receipt of the information provided by the parent and young person the school will seek further information through:
 - A questionnaire completed by the referring school or the young person's most recent educational setting.
 - Information provided through other professionals engaged with the young person.

Note: Where information to share and obtain information is not obtained this will not occur and parent(s) will be advised that the absence of this information may impact the school's ability to assess the student and support the students should they be admitted and that the process will continue regardless.

4. Once the information has been received by the school an assessment of suitability and need will be made. Based on this assessment the following will occur:
 - a. A position may be offered, and the enrolment and commencement process completed.
 - b. Further information may be requested from the family or relevant professionals to inform decisions regarding admission.
 - c. A face-to-face meeting with the student may be requested to gain further insight and explore suitability.
 - d. The student and family may be advised that they are suited to the school however there is currently no place available. In this case they will be given the opportunity to be placed on a waiting list.
 - e. The student and family may be advised that the information provided indicates that there are significant barriers which the school believes limit the young person's chances of successful engagement.
Where this is the case the school leadership will work with the family and young person to identify the steps required to enable the young person to successfully engage and develop a plan to enable them to seek admission at a future date.¹
 - f. The students and family may be advised that the school does not believe they meet the criteria for admission. Where this is the case the student and family will be provided with a rationale for this in writing.

A decision as to suitability availability of places and offering of admission will be made by the campus principal. The campus principal may consult relevant the campus staff² as required.

5. Where an offer of admission is made to a young person, they will be provided with:
 - g. Y Community School Enrolment Agreement.
 - h. Y Community School Enrolment Form.
 - i. Forms relevant to their enrolment in the appropriate qualifications (VPC or VCEVM) and recording of information on the VASS.
 - j. Information regarding fees and charges and the options for payment and exemptions.
 - k. An outline of the commencement process.

A young person can commence their enrolment at the school only after the Enrolment Agreement and Enrolment Form are completed and received. Forms regarding enrolment on VASS may be completed after they have commenced at the school.

5.3 Documentary requirements:

To enrol a young person at the Y Community School the following documents are requested:

- Identity documentation showing date of birth. This could be a birth certificate, passport, or other similar identity document.
- Visa status – a copy of a Visa where the young person is not a citizen or permanent resident.
- An immunisation statement(s). Note there may be instances where this is not easily available, and this should not be a used as a barrier to admission.
- The completed forms as identified earlier in this policy.

5.4 Waiting List:

The school will have a cap on the number of places available and at times places may not be available for students in a particular cohort. Where a young person meets the criteria for admission and no place is available, they will be advised of this and given the opportunity to be placed on a waiting list.

The school will maintain contact with all students who choose to be placed on a waiting list. This will occur through at least monthly contact with each family to advise them of the availability of places and check whether they wish to remain on the waiting list.

¹ For instance, a young person may require psychiatric intervention and support to stabilise their condition to enable participation at the Y Community School or alternatively may require a period of drug and alcohol detox prior to admission.

² For example: Wellbeing team, teachers of prospective groups.

Opting to remain on the waiting list will mean that the information collected about a prospective student is retained by the school until the family indicates they no longer wish to remain on the waiting list.

5.5 Record keeping and privacy:

The school collects student's personal information for the purposes of:

- Enrolling each student at the school.
- Tracking and reporting on their academic and vocational progress.
- Providing support tailored to each student's individual educational and wellbeing needs.
- Maintaining contact with each student, their parent(s) and any other authorised adults.
- Performing matters related to the operations of the school.

Where a student is admitted and enrolled at the school provisions 5.5.1 and 5.5.2 apply.

As part of Y Whittlesea, the school may share information as required with the Y Whittlesea where that information is required to ensure the safety and wellbeing of a young person or to meet the purposes as outlined above. Such information will be subject to the Privacy Policy of Y Whittlesea.

5.5.1 Provision of student data to VCAA

Under the Australian Education Act 2013 the school is required to collect Student Background Characteristics Data as part of the school enrolment process and report that data to the Victorian Curriculum and Assessment Authority or other testing agent when requested. This background data is collected through the Y Community School Enrolment Form.

Deidentified student characteristics data is reported to the Commonwealth Department of Education and the Victorian department of Education.

5.5.2 Record retention

In accordance with the Australian Education Regulations once a student is enrolled their enrolment records will be retained for at least seven years after the end of the school year in which the final entry was made.

5.5.3 Records disposal:

Where a young person is not offered admission or chooses not to progress to enrolment the information collected during the admissions process will be securely disposed of within a maximum of one month of the school becoming aware that the student was not progressing to enrolment.

Information regarding young people on the waiting list will be retained until they have indicated that they no longer wish to remain on the wait list.

5.6 Appeals and complaints:

Where an application for admission is not accepted or is placed on hold that decision will be communicated to the parent in writing. Where a parent does not agree with and accept that decision, they have the right to appeal that decision. They will be advised of this right when they are advised of the decision regarding admission.

To appeal an admission decision the parent should contact the Campus Administrator in writing within two weeks of receiving the outcome of their application. The appeal should explain why they believe the decision should be changed.

The appeal will be considered by the Executive Manager Y Schools in line with the Y Community School Complaints and Grievances Policy. Where the executive manager has been involved in the decision process the appeal may be considered by the CEO Y Whittlesea.

5.7 Termination of enrolment:

The enrolment of a student may be terminated when:

- A parent advises that they are withdrawing their student from the school.
- A student breaches the Student Engagement and Management Policy in such a way that causes an unacceptable danger to the other students or staff at the school. The procedures which apply in this instance are contained in that policy.
- A student ceases attendance and no communication can be established with the family for a period of at least 3 months. All reasonable attempts at communication must be made.

When a student's enrolment is terminated the school will ensure appropriate referrals are made and supports are provided to ensure that the student has every opportunity to transition to other education,

training or employment pathways. This is an obligation for all students and especially important for students who are still of compulsory school age.

6. Related policies:

- YCS Student Engagement and Management Policy
- Complaints and Grievances Policy (Y Whittlesea organisational level Policy)
- Privacy Policy (Y Whittlesea organisational level Policy)

7. Related procedures and supporting documents:

- YCS Enrolment Agreement
- YCS Enrolment Form
- YCS Parent Questionnaire
- YCS Permission to Share and Obtain Information Form.
- YCS Prospective Student Questionnaire
- YCS Referring School Questionnaire

8. Legislative and Industry Requirements:

[Link](#) to Legislative Compliance Register

9. Consequences of breaching this policy:

All elements of this policy must be adhered to, and any breach on the part of YMCA Whittlesea Staff inclusive of Y Community School staff, will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

10. Policy owner:

The Executive Manager Y Schools is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

11. Document Control:

Review of this policy will be undertaken every 2 years, or prior as required by law, in consultation with appropriate Y People. Y Whittlesea reserves the right to vary, replace or terminate this policy from time to time.

This document is due for review on 1/11/2025.

Version:	Description of Amendment	Amended by	Approver and date	Release Date
1.0	Document created - Policy available on Y-MAC>Communication>Manuals and Files>Policies and Procedures	Paul van Breugel	Executive Management Team 19/6/2023	1/11/2023