

Y Whittlesea

Y Community School Enrolment Agreement

1. Introduction:

This agreement outlines the roles and responsibilities of the Y Community School, parents, and students when a young person seeks admission and is enrolled at the school.

2. Definitions:

- **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.
- **Staff:** Any person performing duties on behalf of the Y Community School be they an employee, volunteer, trainee or contractor.
- **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 and a 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.
- **Student:** The young person to whom this enrolment agreement applies
- **Enrolment:** The acceptance and commencement of a young person as a student at the school.
- **Admission:** The point at which a young person who has applied to enrol at the school is accepted and has completed all required documents, processes and is ready to commence attendance at the school.
- **Principal:** The person the responsibility for operational management and leadership for the school as delegated by the Board Y MVA Community Services.
- **Enrolment Register:** The record maintained by the school showing the details of all students enrolled at Y Community School.

3. Application for admission and enrolment:

The school will comply with the Enrolment Policy prior to and during enrolment.

After receiving an inquiry, the school will forward to the parent a Parent Questionnaire. All applicants must return the Parent Questionnaire fully completed. Included with the parent Questionnaire is a consent form to seek information from the prospective student's previous school. On receipt of this consent the previous school will be sent a School Questionnaire seeking further background as to the reason for the prospective student's disengagement from education. In special circumstances, the principal may determine that admission may proceed without the school questionnaire being completed.

Both the parent and school questionnaires constitute an application for admission, application is a prerequisite to admission. Completion of an application is not a guarantee of admission, and the school reserves the right to offer a place to any applicant irrespective of date of application.

Admission to the School is conditional upon the principal (or nominated representative) being satisfied as to the suitability of the applicant.

The offer of a place may be made only after the applicant has provided all requested information and enrolment conditions have been met. Such conditions may include the provision of additional documentation such as specialist reports. Offers of admission will be made in writing.

After an offer of admission is made parents / guardians will be required to provide personal and demographic information as required by State and Federal funding arrangements as well as to complete the necessary health plans, codes of conduct and associated documents as provided in the enrolment pack. Enrolment will not be completed, and students will not be able to commence attendance until these have been provided to the school.

In signing this Enrolment Agreement parents/guardians agree to the school's policies which may be changed during the period of enrolment at the discretion of the school. In particular, please refer to the school's website for a copy of the Code of Conduct.

4. Educational services provided:

When a student has been admitted to the school, they will be provided with services which include:

- Development of an individual learning plan to identify appropriate options.

- Enrolment in either the Victorian Pathways Certificate (VPC) or the Victorian Certificate of Education Vocational Major (VCE VM).
- A timetable of scheduled classes, activities and excursions designed to enable a student to achieve the course requirements and award of either the VPC or VCE VM.
- Access to Vocational Training VET with an external provider where this is required as part of the student's course in the point above or is agreed to be beneficial to the student.
- Reports of academic progress at a minimum of twice / year.

5. Disclosure:

Parents acknowledge that the Parent Questionnaire has been completed honestly and correctly, and that parents have made full disclosure in response to the matters and questions raised in the Parent Questionnaire. The Parent Questionnaire forms part of this Agreement, and failure to complete this form honestly and correctly, or to make full disclosure, may result in the immediate termination of this Agreement by the School.

The school requires parents and/or guardians to provide full details of any significant learning / behavioural needs during the application process, this includes special needs, learning requirements, medical conditions and advice as to whether the student speaks English as a second language. Disclosure of this information assists us in identifying any reasonable adjustments that could be provided to enable the student to participate in and derive benefit from the educational program, prepare for the student's entry to the school, and discuss the steps that may need to be taken in relation to the prospective entry of the student.

The school reserves the right to obtain further information regarding the student including all academic information, school reports and all medical and other reports regarding the student, if applicable. Parental consent to gather information will be obtained during the enrolment process.

6. Fees and Charges:

The school charges a modest annual fee which parents are advised of on an annual (calendar year) basis. Fees are used to support the wide range of educational programs in which students participate. Parents / guardians or independent students who have a Health Care Card are offered a discount.

Once admission is confirmed parents will be asked to either pay fees, will be offered the opportunity to set up a payment schedule or to determine a viable means for the family to contribute to their child's education. Where families are in financial hardship, they are entitled to approach the school administration and seek assistance for fee relief. Fee relief / waiving of fees will be at the final discretion of the principal.

Students whose fees remain unpaid will not be excluded from the core educational programs offered at the school and the school will continue to work with parents to determine an appropriate resolution.

7. Disciplinary action:

Any disciplinary action in relation to a student will be taken in line with the Student Engagement and Management Policy.

The school reserves the right to discipline any student, including for out of hours behaviour that may affect other students or staff or unduly damage the reputation or property of the school. Disciplinary action may be implemented against a student (including and up to expulsion from the school) if in the opinion of the principal the student is found to have breached the Code of Conduct or is found to have engaged in behaviour which damages the welfare of the school, its staff or students.

When the principal suspends a student, the parents and/or guardians shall be notified to that effect and the period for which the suspension shall operate. A student who is suspended shall not enter upon any of the school grounds for any purpose during the period of suspension without the express permission of the principal and shall be the sole responsibility of his / her parents and / or guardians during such period.

If, in the opinion of the principal, it is in the interests of the school, its staff or students that a student should no longer remain enrolled, the student's name shall be removed from the Enrolment Register, and the student shall be debarred from further attendance at the school for any purpose, and the principal shall notify the parents and / or guardians to that effect. Any student so excluded shall not thereafter enter upon the school grounds.

Parents and guardians are responsible for avoidable breakages and damage to school property by their children. The school will work with families to identify an appropriate and manageable way for the student to

compensate for any damages. This may include undertaking community service activities agreed to meet the value of damages.

Parents and/or guardians are expected to support the aims, objectives, ethos, rules and policies and discipline of the school. School expectations and requirements in regard to hours, out of school hours activities, student behaviour and parent conduct are contained in school policies. Disciplinary action may be implemented against a parent and/or guardian if in the opinion of the principal a parent and/or guardian is found to have breached the school's Code of Conduct. Students and parents will receive and be asked to accept the code of conduct as part of the enrolment process.

Disciplinary action may include the cancellation of student enrolment.

8. Termination of Enrolment

A student's enrolment will be terminated when:

- The Student Expulsion process specified in the YCS Student Engagement and Management Policy has been followed and a decision to expel has been reached in line with this process. As noted in the process this will be where a student has breached the school's code of conduct in a serious manner and to a degree and in such a way that they cannot return to school without jeopardising the safety and wellbeing of other students and / or staff.
- A student is beyond the criteria for compulsory school attendance and the student or family has not responded to any communications for a period of 2 months or more and all available avenues of communication have been exhausted.
- It is mutually agreed between the parents and school that the school is unable to meet the needs of the student and the school is supporting the student to transition to another educational option.

9. Health and medical treatment:

The school will notify parents/guardians of any injury or illness their child may suffer at School, which warrants staff intervention or a visit to the School Sick Bay.

If, during the period of enrolment, the physical and/or mental health of the student changes at any time, the parents and/or guardians will notify the school and provide any relevant medical information or reports in a timely manner. The school reserves the right to assess and determine its ability to provide ongoing education to a student and reserves the right to require parents and/or guardians to provide the school with information as requested.

In the event a student is involved in a medical emergency and the parents and/or guardians or nominated contact person cannot be reached, the school can take action and incur expenditure as it considers necessary in the best interests of the student.

The student is permitted to access school specialists including the school's wellbeing staff. The parents and/or guardians' consent to those services being provided to the student and understand there is confidentiality between the student and specialist (if the specialist deems that to be appropriate in accordance with his or her professional obligations).

10. Personal Possessions:

It is the responsibility of the student and parents and/or guardians to take care of any personal possessions including musical instruments, sporting equipment, electronic devices and clothing, and the school is not liable for any loss or damage to this property.

11. Attendance:

The student must attend the school on the dates and between the hours advised by the school.

It is expected that students returning to the school after holidays will join their classes on the dates fixed for the resumption of classes unless prior arrangement has been made with the campus principal.

12. Communication and Privacy:

It is the school's expectation that students over the age of consent (over 14 years of age for health purposes) have the right to confidentiality in regard to their discussions with school counsellors, psychologists or other wellbeing professionals. However, if a student's immediate safety is considered to be at risk, their parents or guardians (or DHS, if the parent/guardian is a threat to the student) may be notified, based on professional advice.

Parents are required to provide copies of all existing court or parenting orders at the time of enrolment and during the course of the child's enrolment at the school.

Upon enrolment, and at regular intervals thereafter, parents are required to complete a permissions form in regard to student transport and photo permissions. Parents are required to abide by the Code of Conduct in regard to photographing or videoing other people's children at school events and the use of such photos / videos.

The school will not disclose any information in relation to the student to any party other than the parent(s), subject to the Privacy Policy and its other legislative obligations (ie. Disclosure may be required under the mandatory reporting requirements of the Children Youth and Families Act, and under the Crimes Act). In the event the parents are not the natural parents, copies of supporting documentation evidencing legal guardianship of a student must be supplied to the school on enrolment.

The parents represent to the school that they are the sole legal guardians of the student and are authorised to enrol the student at the school. If this situation changes, the parents will immediately provide sufficient evidence detailing the change. The provision of misleading representation in relation to the guardianship of the student may result in the school refusing to enrol the student or suspending or terminating the enrolment of the student.

All information pertaining to the student and the school will be provided to the parents and/or guardians in accordance with the Privacy Policy which is available on the school's website.

In order to ensure the ongoing health, wellbeing and enrolment of the student at the school, the parents and/or guardians agree to keep the school informed and maintain open communication in regard to all relevant information and issues relating to the student. The parents and/or guardians agree to the terms and conditions as set out in the Privacy Policy.

13. Provision of updated contact information:

The school requires the ability to communicate with parents and students, respond effectively to a change in a student's circumstances and provide demographic information to government regarding parental location, occupation etc.

Parents will advise the school of any changes in address, contact information including phone and email, parental and or living arrangements of the student, or other information pertaining to the enrolment health and wellbeing of the student as soon as they are aware that change is occurring or as soon as possible after that change occurs.

14. Acceptance and Understanding of the Contents of this Enrolment Agreement:

Parents and/or guardians are requested to verify that they have both read, understood, and accepted the conditions, terms, and contents of this Enrolment Agreement by signing where indicated.

PARENT / GUARDIAN 1

PARENT / GUARDIAN 2

Print Name:

Print Name:

Signature:

Signature:

Date: __/__/____

Date: __/__/____

Witness:

Witness:

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